



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

**A GUIDE**

**FOR THE STUDENTS OF THE THIRD CYCLE OF STUDIES-DOCTORAL STUDIES**

The University School of Doctoral Studies started working in the academic year 2011/2012, introducing a new concept of third cycle studies - doctoral studies at the University "Ss. Cyril and Methodius" in Skopje.

All data and information related to the University School of Doctoral Studies are announced on the website of the University "Ss. Cyril and Methodius" in Skopje in the part [School for doctoral studies](#).

Doctoral studies at "Ss. Cyril and Methodius" in Skopje comply with the rules of the Bologna Process and the European credit transfer system that enables their international recognition and the opportunity for an interdisciplinary scientific research. The study programs for doctoral studies cover a large number of scientific fields in all scientific research areas, i.e. first-level scientific research fields according to the International Frascati Manual: natural sciences and mathematics; technical-technological sciences; medical sciences and health; agricultural and veterinary sciences; Social Sciences; humanities and arts.

Part of the doctoral studies are organized as interdisciplinary study programs in which several faculties / institutes at the University "Ss. Cyril and Methodius" in Skopje.

Doctoral studies aim at:

- promotion of the scientific research, artistic and professional work of the University "Ss. Cyril and Methodius University
- transferring knowledge to the new generations;
- enabling staff to individually run scientific researches;
- developing new technologies and artistic projects and
- internationalization of the University; "Ss. Cyril and Methodius" in Skopje.

Doctoral studies are executed at faculties, scientific institutes and public scientific institutes - associate members of the University, in accordance with the Law on Higher Education, study programs and the Rulebook on the conditions, criteria and rules for enrollment and study of third cycle studies - doctoral studies at Ss. Cyril and Methodius" in Skopje, published in the University Gazette no. 530 from 31 December 2020 ([RULEBOOK](#)).

In accordance with the transitional and final provisions, all enrolled students until the entry into force of this Rulebook, continue to study according to the structure of the study programs in which they have enrolled. For all subjects / activities in the study program, ECTS credits are awarded, as stipulated in the study program in which the student enrolled.

Doctoral studies at University "Ss. Cyril and Methodius University in Skopje, are coordinated by the University Professional Council for Doctoral Studies which is formed by the University Senate and has 11 members from all scientific research areas. The University Professional Council for Doctoral Studies is chaired by the Vice Rector for Teaching at the University "Ss. Cyril and Methodius" in Skopje.

The professional, administrative and technical work for the needs of the University Professional Council for Doctoral Studies is performed by the Professional and Administrative Service of the University "Ss. Cyril and Methodius" in Skopje.

For each study program, the Faculty/Institute has a Council of the study program. The Council of the study program consists of individuals elected in teaching-scientific and scientific titles of the Faculty/ Institute, accredited in the study program.

Professional, administrative and technical work for the needs of the study program is done by the Professional and Administrative Service of the Faculty/Institute.

The activities of the University school of doctoral studies are regulated by an annual [Academic calendar](#).

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## I. PUBLIC CALL AND ENROLMENT

Enrollment of new students in the third cycle of studies - doctoral studies at the University "Ss. Cyril and Methodius University in Skopje is conducted on the basis of a public Call, announced by the University, after obtaining the consent of the Government of the Republic of North Macedonia.

The public Call is published in at least two daily newspapers and on the website of the University, in the section of the University School for Doctoral Studies. [Public Call](#). The public Call is also announced on the websites of the faculties / institutes of the University. The tender can be announced in an English language newspaper also.

### 1. Procedure for deciding upon the Call and its announcement

The number of students enrolling in the doctoral study program should be in accordance with the number of vacancies of the accredited Mentors, in accordance with the personnel, spatial, technical and other possibilities of the University and the faculties/institutes. The Call is announced at least 5 months before the start of the lectures.

### 2. Application of candidates

The application of the candidates is done electronically, by sending an e-mail to two e-mail addresses announced with the Call. The candidate applying for the Call submits the following documents in a scanned form to both e-mail addresses:

1. A Application stating the selected study program for which the student applies ([Form O1-PK Application Form](#));
2. A Motivation letter stating the area of research;
3. An Initial consent of the Mentor stated on the list of Mentors ([Form O2- PSM-Mentor's initial consent](#));
4. short biography;
5. A Certificate for passed exams from the first cycle of studies, i.e. from undergraduate studies;
6. A Certificate for passed exams from the second cycle of studies, i.e. from postgraduate studies;
7. A Diploma for the first cycle of studies that is, undergraduate studies
8. A Diploma for the first cycle of studies that is, postgraduate studies
9. A Certificate of English language proficiency;
10. Candidates who have completed their higher education, undergraduate studies (first cycle) and postgraduate studies (second cycle) abroad, submit verified documents (notification), which prove the fulfillment of the conditions for enrollment in the third cycle studies - doctoral studies, as well as equivalence of the grades, if the assessment system is different from the one in the Republic of North Macedonia.

### 3. Preliminary list of accepted candidates

Upon completion of the Call, the Faculty/Institute announces the preliminary list of admitted candidates for doctoral studies, for each study program. A special list is announced for the candidates who do not meet the requirements for enrollment in doctoral studies.

The lists are announced on the website of the respective Faculty/Institute.

The preliminary list of accepted candidates and the list of candidates who do not meet the requirements are determined by the Council of the study program.

Candidates have the right to object to the list within 36 hours. The complaint is submitted in writing to the Council of the study program. It announces its final decision within 36 hours.

#### **4. Final list of accepted candidates**

Upon completion of the complaint procedure, the Study Program Council submits the list of admitted candidates to the University Professional Council for Doctoral Studies.

The University Professional Council for Doctoral Studies defines the final list of accepted candidates and announces it on the website of the University.

The determined list of accepted candidates is final.

#### **5. Enrollment of students and the manner of study**

Student enrollment takes place at the Faculty/ Institute.

When registering, candidates must submit to the Faculty/ Institute in original or photocopy certified by a notary public, all documents submitted by e-mail in a scanned form, accompanied with:

1. academic record and application forms;
2. two photographs (two photographs with dimensions 3.5 x 4.5 and one with dimensions 2 x 3);
3. receipt for payment of the first installment of tuition.
4. final consent by the Mentor ([Form O3-KCM-Mentor's Final consent](#));
5. application for subject selection for academic training ([Form O5- PAO- An Application for subject selection for academi training](#)).

Upon enrollment, students sign a study contract. The Contract is signed by the Head of the respective study program, the Dean/ Head of the Faculty/Institute and the student ([Form -O4- Study Contract](#)).

Professional, administrative and technical affairs are carried out at the Faculty/Institute organizing the study program where the student is enrolled.

If the study program is organized by two or more Faculties/ Institutes, the study contract is signed by the Cohead of the joint study program and the Dean, i.e. the Head of the Faculty /Institute where the person in charge of the study group works.

Professional, administrative and technical activities during the studies at the study program organized by two or more Faculties/ Institutes are carried out at the Faculty/ Institute determined for that matter, in accordance with the Contract for introduction of a joint study program.

## **II STRUCTURE OF THE STUDY PROGRAM**

Doctoral studies include active research work under Mentorship, they are at least three years long and at least 180 ECTS credits can be attained.

The study program consists of the following elements:

1. Organized academic training (42 ECTS credits);
2. An Independent scientific project for preparation of the doctoral thesis under Mentorship (doctoral project) (41 ECTS credits);
3. An International mobility (6 ECTS)
4. Lectures and other communication activities (18 ECTS credits);
5. A Publication in reference scientific publications and active participation at international gatherings (27 ECTS credits each);
6. Preparation and a public defense of the doctoral thesis (46 ECTS- credits).

Semester	Object/activity type	Description of the subject/activity	ECTS	Type of activity in accordance to the Law on the Higher Education
First	Mandatory	Ethics in the scientific research work in the field	3	Organized academic training
	Mandatory	Methodology of scientific research work in the field	3	Organized academic training
	Elective	A subject for acquiring generic knowledge and research skills from a university list of electives	6	Organized academic training
	Mandatory/Elective	Subject of the study program for acquiring advanced knowledge	6	Organized academic training
	Mandatory/Elective	Subject of the study program for acquiring advanced knowledge	6	Organized academic training
	Elective	Subject of the study program for acquiring advanced knowledge	6	Organized academic training
		<b>Total</b>	<b>30</b>	
Second	Elective	Subject of the study program for acquiring advanced knowledge	6	Organized academic training
	Elective	Subject of the study program for acquiring advanced knowledge	6	Organized academic training
	Mandatory	Research work under Mentorship (preparation of a PhD Proposal)	14	Independent research project under Mentorship (doctoral project)
	Mandatory	First annual conference	4	Lectures and other of communication activities
		<b>Total</b>	<b>30</b>	
Third	Mandatory	PhD Proposal	27	Independent research project under Mentorship (doctoral project)
	Mandatory	First doctoral seminar	3	Lectures and other of communication activities
		<b>Total</b>	<b>30</b>	
Fourth	Mandatory	Preparation of the doctoral dissertation	20	Preparation and public defense of the doctoral thesis based on the doctoral project
	Mandatory	International mobility	6	International mobility
	Mandatory	Second annual conference	4	Lectures and other of communication activities
		<b>Total</b>	<b>30</b>	

Semester	Object/activity type	Description of the subject/activity	ECTS	Type of activity in accordance to the Law on the Higher Education
Fifth	Mandatory	Activities for publishing the two papers in a reference scientific publication	20	Publication in reference scientific publications and active participation in international events related to doctoral thesis
	Mandatory	Participation in an international gathering	7	Publication in reference scientific publications and active participation in international events related to doctoral thesis
	Mandatory	Second doctoral seminar	3	Lectures and other of communication activities
<b>Total</b>			<b>30</b>	
Sixth	Mandatory	Third annual conference	4	Lectures and other of communication activities
	Mandatory	Defense of the doctoral thesis	26	Preparation and public defense of the doctoral thesis based on the doctoral project
<b>Total</b>			<b>30</b>	

## 1. Organized academic training

The student in mutual agreement with the Mentor, selects a subject for the academic training ([Fom - O5- PAO- An Application for Selection of Subjects for Academic Training](#)):

- Ethics in the scientific research work in the field;
- Methodology of scientific research work in the field;
- A subject for acquiring generic knowledge and research skills from a university list of electives;
- Five subjects of the study program for acquiring advanced knowledge.

The selected courses are entered in the appropriate student records and in the student Academic Transcript.

Change of the selected subject is possible by submitting a request to change the subject, by paying a fee determined by an act of the University. The decision for change of the selected subjects is made by the Council of the study program.

A prerequisite for acquiring the right to take the exam at a certain subject is attendance at classes / consultations.

The realized activity and the granting of ECTS credits is achieved by:

1. A Signature by the professors in the academic records;
2. A Passed exam report.

## 2. Independent research project under Mentorship (Doctoral Project)

### 2.1. Research work under Mentorship (preparation of a PhD Proposal)

A condition for granting ECTS credits is the preparation of a PhD Proposal in a form of a paper with conducted researches, covered with the doctoral dissertation.

Completed activity and granting of ECTS credits is achieved by the following:

1. An application ([Form O6-PTDT-Applying for Thesis of the PhD](#));
2. Candidate's report (in free style) approved by the Mentor,
3. Signature of the Mentor in the academic records.

## **2.2. PhD Proposal**

PhD Proposal is an activity that is accomplished by applying for a PhD Proposal in order to prepare a doctoral thesis, as described in the title IV.1 Application for PhD

A condition for granting ECTS credits for the accomplished activity is preparation and submission (applying) of a PhD Proposal.

Completed activity and granting of ECTS credits is achieved by the following:

1. Application for preparation of a doctoral thesis ([Form O7- PPPDT-Application for PhD Proposal for prepration of the Doctoral Dissertation](#));
2. PhD Proposal preparation of the doctoral dissertation (in electronic form and 4 printed copies): three for the Evaluation Panel of the submitted PhD Proposal for preparation of a doctoral thesis and one for the student file, bound in a spiral, unilaterally printed);
3. Signature of the Mentor in the academic records.

## **3. International mobility**

A condition for granting ECTS credits is a stay of at least one week abroad, during the doctoral studies.

Completed activity and granting of ECTS credits is achieved by the following:

1. Application ([Form O8- Application for Accomplished International Mobility](#));
2. A letter, a confirmation or other type of proof from the host related to the stay and performed activities on the part of the candidate.
3. A Signature by the Mentor in the academic records.

## **4. Lectures and other communication activities**

"Lectures and other type of communication activities" include the following activities, given in chronological order:

- First annual conference (second semester);
- First doctoral seminar (third semester);
- Second Annual Conference (fourth Semester);
- Second doctoral seminar (fifth semester);
- Third Annual Conference (sixth Semester).

The completed activity " Annual Conference" and granting of ECTS credits is achieved by the following:

1. Application for an annual conference ([Form O11-GK-Annual Conference Application](#));
2. Minutes - signed by a three-member panel (member of the University Professional Council, the Head of the study program and the Mentor);
3. A A Signature by the Head of the study program in the academic record.

Completed activity "Doctoral Seminar" and granting of ECTS credits is achieved by the following:

1. An Application for a Doctoral Seminar ([Form O9-PDS- Doctoral Seminar Parttiicipation Application](#));
2. Minutes-three members (a Mentor and two professors from the specific area)
3. A A Signature by the Head of the study program in the academic record.

### **4.1. First annual conference**



A condition for granting ECTS credits is the preparation of a short paper containing a review of the current literature related to research in a specific field, as an opportunity for the preparation of the doctoral thesis and its presentation at the first annual conference.

#### **4.2. First doctoral seminar**

A condition for granting ECTS credits is the preparation of a written paper in a volume of over 5 pages with an overview of research elements related to the preparation of a project proposal for the doctoral thesis and presentation of research results. ([O10- ST- Instructions for the Seminar Paper Format and Contents](#) ).

#### **4.3. Second annual conference**

A condition for granting ECTS credits is preparation of a presentation for the peer-reviewed paper from the first doctoral seminar and a public presentation of the paper.

#### **4.4. Second doctoral seminar**

A condition for granting ECTS credits is the preparation of a written paper in a volume of over 10 pages in which the student elaborates on the research results related to the preparation of the doctoral thesis and presentation of the research results. ([O10- ST- Instructions for the Seminar Paper Format and Contents](#) ).

#### **4.5. Third annual conference**

A condition for granting ECTS credits is preparation of a presentation for the peer-reviewed paper from the second doctoral seminar and public presentation of the paper.

### **5. Publication in reference scientific publications and active participation in international events related to doctoral thesis**

#### **5.1. Publication in reference scientific publications**

A condition for granting ECTS credits is the preparation and publication of two papers in reference scientific publications.

Completed activity and granting of ECTS credits is achieved by the following:

1. An application ([Form O15-2T- An Application for Published Work in Reference Scientific Publications](#) );
2. Two papers in reference publication
3. A Mentor's signature in the academic records.

Reference scientific publication, according to the Law on Higher Education is:

- a) a scientific journal in which the papers published are subject to review and which is indexed in at least one electronic database of journals with papers available online, such as Ebsco, Emerald, Scopus, Web of Science, Journal Citation Report, SCImago Journal Rank or other database of journals to be established by the National Council for Higher Education;
- b) a scientific journal in which the papers published are subject to review and which has an international editorial board, in which members from at least three countries participate and the number of members from one country may not exceed two thirds of the total number of members;
- c) a scientific journal in which the papers published are subject to review and which is published in a member state of the European Union and/or the OECD;
- d) a book or part of a book reviewed and published in a Member State of the European Union and / or OECD;
- e) a collection of peer-reviewed scientific papers presented at international academic conferences where the members of the program or scientific committee are from at least three countries;

- f) translations of capital works in areas determined by the National Council for Higher Education and Scientific Research.

### **5.2. Participation in an international gathering**

A condition for granting ECTS credits is active participation in at least one international gathering related to doctoral thesis.

Completed activity and granting of ECTS credits is achieved by the following:

1. An application ([Form O16- MS- International Gathering Participation Application](#));
2. An International gathering participation confirmation;
3. A Candidate's report approved by the Mentor,
5. A Mentor's signature in the academic records.

## **6. Preparation and public defense of the doctoral thesis based on the doctoral project**

### **6.1. Preparation of the doctoral thesis**

Preparation of a doctoral thesis is an activity that is realized in accordance with the procedure described in the title IV.2. Preparation of doctoral thesis. Completed activity and granting of ECTS credits is achieved by the following:

1. An application ([Form 019-DDT- Doctoral Thesis Submission](#));
2. Candidate's report approved by the Mentor,
3. Mentor's signature in the academic records.

### **6.2. Defense of the doctoral thesis**

Defense of a doctoral thesis is an activity that is realized in accordance with the procedure described in the title IV.3. Public Defense of the PhD thesis. Completed activity and granting of ECTS credits is achieved by the following:

1. A Request Form ([Form O22-OFKO- A Proposal for a Defense Panel](#));
2. A report by the Defense Panel consisting of 5 members;

## **III. LECTURES AND WORKSHOPS**

During the study, the student can attend lectures and workshops at the invitation of prominent lecturers from the country and abroad, organized by the University School of Doctoral Studies.

This activity is realized during each semester, and the terms are determined by the University School of Doctoral Studies.

ECTS credits are not awarded for the realized activity.

## IV. Procedure for application, and a public defense of the PhD

### 1. Doctoral Thesis Application

Conditions for applying for the doctoral thesis are 60 ECTS credits, of which 42 ECTS credits from the selected courses, at least 4 ECTS credits from an annual conference and 14 ECTS credits from research work under Mentorship.

The student, through the Council of the study program, submits to the Teaching-Scientific / Scientific / Arts Council a PhD Proposal for preparation of a doctoral thesis. When the study program is organized by two or more faculties / institutes, the responsibility lies with the Teaching-Scientific / Scientific / Arts Council of the faculty / institute where the Head of the study program works.

The student in the Department of Student Affairs submits:

1. An Application for preparation of a doctoral thesis ([Form O7- PPPDT-Application for a PhD Proposal](#));
2. A Proposal for PhD preparation (in electronic form and 4 printed copies): three for the Evaluation Panel of the submitted project proposal for preparation of a doctoral labor one for the student file, bound in a spiral, unilaterally printed);
3. An Academic record

The draft-doctoral project for preparation of a doctoral thesis should contain:

- a title of the topic;
- a review of the achievements in the field of scientific research, related to the subject of research;
- a subject of research;
- research objectives;
- an explanation of the working hypotheses and theses;
- draft content;
- scientific methods that will be applied;
- expected scientific contribution;
- application of the research results;
- a reference list and other sources.
- for the doctoral dissertations, when necessary, the consent of the authorized Ethical Guidance Panel of the respective University Department is required, as well as the consent of the professional collegium or other competent body of the institution where the doctoral dissertation will be conducted.

The application and the PhD Proposal are reviewed by the Council of the study program, and then by the Teaching-Scientific / Scientific / Arts Council, which forms an Evaluation Panel for evaluation of the proposal-doctoral project.

The Evaluation Panel in charge of evaluation of the PhD Proposal consists of three members with teaching-scientific and scientific titles, of which at least two are from the respective scientific field (the Mentor is a member of the panel) and the Mentor.

The Evaluation Panel in charge of evaluation of the PhD Proposal in the arts area, consists of three members, one member for the part of the written scientific work, one member for the part of the concert performance for the part of the stage-performing or audiovisual work and one member from the respective field.

The panel for evaluation of the Proposal, may return the draft-doctoral project to the student, with explanatory notes, for its finalization.

The Evaluation Panel submits a report within 3 months, otherwise, upon the proposal of the Council of the study program, a new Evaluation Panel is formed.

The length of the report of the Evaluation Panel on the PhD Proposal shall be from 5 to 10 pages, A4-format, with a single spacing. It should contain:

- a name of the candidate and working title of the paper;
- an explanation of the topic, which should contain:
  - A Research subject,
  - The Status of the scientific research area incorporating the subject of the doctoral thesis,
  - Purpose of the work,
  - Expected scientific contribution;
- If the results are expected to be practically applicable, the latter should be emphasized;
- A Conclusion with a proposal to the Teaching-Scientific, Teaching-Scientific and Arts, i.e. the Scientific Council and to the Council of the study program;
- Original signatures of the members of the Panel.

A Decision of the Teaching-Scientific/Scientific/Arts Council is made at the first subsequent session. If the Teaching-Scientific, Teaching-Scientific and Arts, i.e. the Scientific Council makes a decision for non-acceptance of the Proposal for preparation of the doctoral thesis, the procedure for acquiring a scientific degree - Doctor of Sciences shall be terminated. In this case, the student has the right only once again to submit a doctoral project for the preparation of a doctoral thesis in the same scientific research area.

The working title of the proposed doctoral project for preparation of the doctoral thesis referred to in paragraphs 2 and 3 of this Article shall be published in the Bulletin of the University and on the website of the Department, in Macedonian and English.

## **2. Doctoral Thesis Preparation**

The doctoral thesis is an original scientific thesis, which, according to the methodology of preparation and the degree of scientific contribution, is suitable for gaining the independence of the student in the future research work. Doctoral thesis should be written according to the set standards. ([O10- ST- Guidelines for PhD Format and Contents](#)).

The final title of the doctoral thesis should not deviate significantly from the working title. The content of the doctoral thesis should be in accordance with the published working title of the doctoral project.

In the study programs that are performed in Macedonian language, it is mandatory that the doctoral dissertation is written in Macedonian language, and it can also be written in English language. In the study programs that are performed in English, the doctoral thesis is written in English. As an exception, if the study program is prepared in a language other than Macedonian or English, the doctoral thesis is written in the appropriate language with translation into Macedonian.

Attachment of the doctoral thesis is the summary, which is written in Macedonian language and in one of the world languages.

Below stated are the conditions for PhD submission:

- 154 ECTS credits attained;
- At least two papers published in a reference scientific publication;
- As for the field of Arts: publicly performed or shown at least two stage-performing or audiovisual works of art on the repertoire in a professional theater, film festival, exhibition, concert or stage performance of a solo work, solo concert, solo exhibition of works of art, theater play, film or radio-television show, etc.;

In order to start the procedure for Doctoral thesis defense, the student needs to submit the following documents:

1. [Form 019-DDT- Doctoral Thesis Submission](#);

2. Doctoral dissertation in 7 copies ( bound in a spiral, unilaterally printed)
3. Doctoral dissertation in an electronic format;
4. Autoresume ( [O21-OA-Guidelines for Autoresume Format and Contents](#));
5. A Mentor's opinion in a free style
6. A Request for formation of Doctoral Dissertation Defense Panel ([O22-OKO-Proposal for Defense Panel](#)).

The request for establishing a Defense Panel is reviewed by the Council of the study program and the Teaching-Scientific / Scientific / Arts Council and such Defense Panel is established. The Defense Panel consists of five members from the University, of which at least three members are from the relevant scientific research field. The Mentor is a member of the defense panel, but he/she cannot be elected a chairman.

The doctoral dissertation must be available to the public for at least 15 days on the website of the Department where the study program is taking place. Within this period, remarks in relation to the Doctoral thesis can be submitted to the Defense Panel. The opinion of the Defense Panel is an integral part of the Panel report.

Deadline for preparation of the Report on the doctoral dissertation by the Defense Panel is 3 months. If the deadline is exceeded, the Teaching-Scientific / Scientific / Arts Council, upon the proposal of the Council of the study program, at its next session, forms a new Defense Panel.

The length of the report for evaluation of the doctoral thesis, submitted by the Defense Panel 10 - 15 pages, A4-format, with a single spacing. The report contains of:

- A Date and an ordinal number of the session of the Teaching-Scientific, Teaching-Scientific and Arts, on which the Defense Panel was formed, data on the candidate and the title of the thesis;
- Paper analysis, which contains:
  - Data on the subject of research,
  - Data on the condition in the area covered by the doctoral dissertation,
  - A brief description of the applied methods,
  - A brief description of the research results;
- A Conclusion, which contains:
  - Main scientific contributions of the candidate,
  - Area of application and restrictions,
  - Possible further research,
  - A conclusion with a proposal to the Teaching-Scientific, Teaching-Scientific and Arts Council,
- Original signatures of all members of the panel (if there are no separate opinions);
- Signed separate opinions, if any.

The Report of the Defense Panel in reference to the defense, before being submitted to the Teaching-Scientific, Teaching-Scientific and Arts, i.e. shall be published in the University Bulletin.

Every natural or legal person, within 15 days from the publication, has the right to submit remarks and proposals in written form regarding the doctoral dissertation and the Report prepared by the Defense Panel. At the session of the Teaching-Scientific / Scientific / Arts Council, the subject of consideration, in addition to the report of the Panel, is the opinion of the Panel regarding submitted remarks.

The report is confirmed by the Council Study Program and the Teaching-Scientific / Scientific / Arts Council.

If the Teaching-Scientific, Teaching-Scientific and Arts Council adopts the positive report of the Defense Panel for the doctoral thesis, a date for a public defense of the doctoral thesis is scheduled. The name and surname of the candidate for Doctor of Science, the title of the doctoral thesis, as well as the place, day and time for defense shall be published in the media, no later than 7 days before the day determined for defense.

### 3. PhD Public Defense

The defense of the doctoral dissertation is held 8 days at the earliest, and 30 days at the latest counting from the day of the decision made by the Teaching-Scientific, Teaching-Scientific and Arts Council.

The defense of the doctoral dissertation is managed by the Chairman of the Defense Panel. When the Defense Panel determines that all discussions regarding the doctoral dissertation have been finalized, the Chairman of the Panel announces that the defense is over and the Defense Panel withdraws to make a Decision. The Decision is made by a majority vote of the total number and it is entered in the minutes of public defense.

After the conducted procedure for defense of the doctoral thesis, the Decision may read: the candidate **defended** the doctoral thesis or the candidate **has not defended** the doctoral thesis.

In case when the candidate has defended the doctoral thesis, where he / she has shown above-average results in the scientific research work and in the preparation of the doctoral thesis, the following honors may be awarded:

- defended his doctoral dissertation with honors (cum laude);
- defended his doctoral dissertation with great honors (magna cum laude);
- defended his doctoral dissertation with all honors (summa cum laude).

Obtained honors are part of the Diploma Supplement.

## V. MENTOR

A doctoral thesis Mentor may be a full-time or associate professor in the relevant scientific field employed at the University, a full-time or associate professor whose employment is dormant or a retired full-time professor who has been employed by the University. The Mentor of the doctoral thesis should be accredited as a Mentor of doctoral studies by the Accreditation Board.

The list of Mentors is announced on the web site of the University School of Doctoral Studies [List of Mentors](#) and the Faculty/Institute.

### 1. Change of Mentor

A request to the Council of the study program for change of a Mentor can be submitted by the Mentor and the student together, or each separately.

In case the Study Program Council approves the request for change of the Mentor:

- the student should choose another Mentor from the appropriate list of Mentors,
- he should submit a written consent from the new Mentor.
- the choice is confirmed by the Study Program Council

If there is a dispute between the Mentor and the student regarding the change request, the Study Program Council reviews and determines the reasons for the change.

If the change of the Mentor is accepted, and the PhD Proposal of the student has been also approved, he / she loses the right to defend the accepted PhD Proposal.

In such a case, the student has the right to submit another project PhD Proposal. As an exception, in cases when the student has the consent of PhD Proposal.

The study program Council makes a decision to change the Mentor ex officio, in case the Mentor is prevented from his/her duties for more than 6 months.

## **2. Co-mentor**

At the proposal of the student and the Mentor, the Council of the study program may appoint a Co-mentor to the student from another study program, as well as from another university in the country or from abroad.

The Co-mentor from another university from the country or from abroad should meet the requirements for a Mentor. The decision for fulfilling the conditions of the Co-mentor from abroad is made by the Council of the study program, in accordance with the conditions determined by law.

# **VI. STUDIES**

## **1. Deadline for completion of studies**

The deadline for completion of studies, i.e to defend the doctoral thesis is 6 years from the day of the beginning of the semester in which the student enrolled in the third cycle of studies - doctoral studies.

After the expiration of the term referred to in paragraph 1 of this Article, the student loses the status of a doctoral student. As an exception, when the research conditions require a longer period of time, at the request of the student and before the expiration of the study period, the Study Program Council may extend the period, according to the needs, but not more than 2 years.

For the students enrolled in doctoral studies who have not defended their doctoral dissertation within 6 years from the day of enrollment until 31.12.2020, the Teaching-Scientific, Teaching-Scientific and Arts Council shall decide upon the deadline for completion of studies, i.e. defense of doctoral thesis, enacting an officila decision.

## **2. Modification of the study program**

If during the studies there is a change of the study program, the student who has studied according to one of the previous programs and has not completed his/her studies within the deadlines determined by those programs, continues his/her studies in accordance with the conditions for transfer to new study programs.

## **3. Suspension of doctoral studies**

The student may request the suspension of the studies from the Council of the study program, by attaching appropriate documentation.

Grouns for suspending the doctoral studies:

- pregnancy;
- to a student with a child up to 1 (one) year;
- during illness longer than 1 (one) semester;
- due to family reasons;
- during the international exchange of students longer than 30 days during lectures, if the stated exchange does not obtain ECTS credits;
- during the preparation and performances at sports events when the student has the status of a member of the national team of the Republic of North Macedonia;
- inability to meet financial obligations;
- in other cases whose approval is required by the Study Program Council.



The decision for suspension of the doctoral studies is made by the Council of the study program.

During the suspension of studies, the deadline for completion of studies does not run.

If during the suspension of the obligations there are changes in the study program, the student continues to study in the changed study program

During the suspension of the studies, the student can take exams if he/she has fulfilled the conditions for taking those exams.

If the student does not activate granted suspension, nor does he/she enroll in a semester, his/her student status terminates.

#### **4. Terminated status at the doctoral studies**

The person who has lost the status of a doctoral student, can reapply for enrollment in doctoral studies. Passed exams of the candidate who has been approved for re-enrollment may be recognized as well as the accomplished activities for doctoral studies, for which a decision is made by the Council of the study program.

Upon re-enrollment, the student pays the full amount of tuition, reduced by an amount corresponding to the number of previously recognized credits from the Council of the study program.

#### **5. Guest Student**

A guest student can be a full-time student from another University in the country or abroad that enrolls parts of a study program at the Faculty. The guest student can enroll in activities from different study programs.

The guest student submits an application for the status of a guest student, at least one month before the beginning of the semester. The application lists the study program and activities he / she wants to enroll in.

The completed activities are recorded in the academic records and the student file.

The guest student is issued a certificate for completed activities and acquired ECTS credits.

### **VII. SCIENTIFIC TITLE AND THE DIPLOMA OBTAINED**

The candidate who has defended a doctoral thesis acquires the scientific title Doctor of Science (dr.sc, PhD) from the respective scientific research area from first and second level, i.e. Doctor of Arts (dr.art).

The scientific title acquired by the candidate is defined in the study program, according to which the candidate has completed the doctoral studies.

After the defense of the doctoral thesis, a certificate for the completed doctoral studies is issued.

The Diploma is awarded at a formal promotion. The candidate for promotion receives an invitation with the date of the promotion. With the invitation he receives a notification about the scenario after which the solemn act of promotion takes place.

**University Professional Council for Doctoral Studies**  
**Chairman**  
**Prof. Dimitar Tashkovski, PhD**