

**ATTENDANCE AND EXAMINATION REGULATIONS OF THE
FILM INSTITUTE FILM ACADEMY IN OHRID dated 30 October 2015**

Part One

Basic Provisions

Article 1

FIOFA Attendance and Examination Regulations

The Attendance and Examination Regulations of the FILM INSTITUTE FILM ACADEMY IN OHRID (hereinafter "FIOFA") contain the rules for studying in the accredited Master's programmes, and doctoral programmes offered by FIOFA.

Article 2

Academic Year and Programme Structure

- (1) Each year, no later than by 15 February, the Director announces a uniform academic calendar for all of FIOFA. The academic calendar stipulates in particular the start and end of the following academic year, the start of individual 3 trimesters, registration dates, and dates of holiday periods and other important events organised by FIOFA.
- (2) The academic year is divided into three terms: fall trimester, winter trimester and a summer trimester.
- (3) Instruction is generally organised on the basis of full-time study according to weekly or trimester schedules, unless stipulated otherwise in the programme's accreditation decision.
- (4) The Director announce the schedules for the institute and in them stipulate the organisational details of the programmes, including weekly schedules which are not included in these FIOFA Attendance and Examination Regulations, and which are not at variance herewith.

Article 3

FIOFA Information System

Internal Regulations of the Film institute Film Academy in Ohrid

- (1) On the day of registration, each FIOFA student receives corresponding access to the FIOFA information system (hereinafter the "information system") and other applications.
- (2) FIOFA communicates with its students primarily through its information system, i.e. by e-mail sent to an assigned address, through messages on the public portal or Intranet, or on the official notice board on FIOFA premises. Likewise, the student shall communicate with FIOFA primarily through the information system. FIOFA notifies students of particularly important messages in writing.

- (3) The FIOFA study agenda is managed by means of the study components of the information system (hereinafter the “study information system”). The data contained in this system are binding. Through the information system, students report any changes to their personal data and continually monitor the fulfilment of their academic requirements.
- (4) FIOFA students have the right and obligation to confirm their identity with an FIOFA identity card.

Article 4

Academic Programmes

- (1) An academic programme may be a:
- a) Master’s programme,
 - b) continuing Master’s programme, or
 - c) doctoral programme.
- (2) A Master’s programme is focused on developing the student’s creative artistic abilities at a high level of mastery. A Master’s programme follows on from a Bachelor’s programme (hereinafter a “continuing Master’s programme”); the standard study period for such a programme is one, two, or three years. If a Master’s programme does not follow on from a Bachelor’s programme (hereinafter a “Master’s programme”), the standard study period is four years. Master’s and continuing Master’s programmes are duly completed with the state final examination, part of which is the oral defence of the Master’s thesis.
- (3) Doctoral programmes are focused on independent investigative work based on theoretical and methodological research, or on research and development through creative artistic activity. The standard period of study is three or four years, depending on accreditation. The programme is duly completed by passing the state doctoral examination, part of which is the oral defence of the dissertation.

Article 5

Study Plans and Subjects

- (1) Instruction in programme fields is performed according to the study plan of the Internal Regulations of the Film Institute Film Academy in Ohrid relevant field. The study plan describes the academic requirements which the student must fulfil in order to duly complete the programme. The study plan is made up of subjects, and stipulates the temporal progression and sequence of their completion.
- (2) The subject is the basic unit of the study plan. Each subject is defined by its title, course description, number of credits and method of completion. In addition to the subjects required in the instructional plan, a student may also take elective subjects in other academic fields, at other UGD (University Goce Delcev in Stip) faculties, or at another university if this is possible organisationally.

(3) The study plan is divided into individual parts (academic years and trimesters) and stipulates the terms and conditions for their successful completion. The study plan defines the sequence of subjects and firmly sets the 3 trimesters of instruction for mandatory subjects.

(4) The subjects or subject groups in the study plan are organised by category. Based on the category of the academic subject, it is possible to determine whether the instruction is elective, the possibility of repeat examinations, and the possibility of deferring subjects. At FIOFA, subjects fall into these categories:

- a) main subjects (required subjects for which repeat examinations are not permitted),
- b) required subjects (the subject cannot be replaced by another subject),
- c) required elective subjects (the subject is one of a set of subjects offered, the completion of part of which is required),
- d) elective subjects.

(5) For reasons of capacity, the student may be denied permission to register for an elective or required elective subject in a particular semester.

Internal Regulations of the Film Institute Film Academy in Ohrid.

Part Two Master's and Continuing Master's Programmes

Article 6

Programme Organisation

(1) Studies in all academic fields are realised according to accredited Master's and continuing Master's programmes.

(2) Master's and continuing Master's programmes are studied on a full-time basis.

Article 7

Admissions Process

(1) Admission to a continuing Master's programme is based on an admissions process. Specific admission requirements are stipulated by the FIOFA institute, which inform their applicants about them in the usual manner (in particular on their websites, on the official notice board or in an informational brochure).

(2) The admissions process begins with the delivery of the application by the deadline announced in the faculty schedule, and concludes with the decision on the result of the process (including a review of the decision).

(3) The admissions process for a Master's or continuing Master's programme cannot be waived for any applicant. A standard component of the admissions process is a practical aptitude test. If the candidate fails to pass it, the admissions process can be terminated prematurely.

(4) The decision to admit a candidate to a Master's or continuing Master's programme is made by the Director based on the recommendation of the admissions committee. The last instance in the admissions process is the Director, whose decision is final.

- (5) Only candidates who have demonstrated their knowledge of the English language during the admissions process may be admitted to a Master's or continuing Master's programme accredited in the English language.

Article 8

Course of Studies

- (1) After being admitted, the candidate becomes an FIOFA student on the day of registration. Registration dates are determined by the institute. In serious cases, the Director may permit a deferral of the commencement of studies by one year.
- (2) Upon registration for studies, the student becomes a member of the academic community.
- (3) A student may register for a higher school year if he/she has fulfilled all the requirements stipulated by the study plan of the relevant programme for the preceding school year.
- (4) Students are required to monitor the fulfilment of their academic requirements on an ongoing basis and to consult any uncertainties with the Study Department of their institute. FIOFA inform students of their requirements and binding programme deadlines in particular by means of the information system and other standard methods.
- (5) Progress in Master's programmes offered by FIOFA is quantified by a credit system based on the principles of ECTS. Credits allocated to individual academic subjects express how demanding they are, and thus also the amount of work they entail and the degree of difficulty that the student must surmount in order to successfully complete the subject in question.
- (6) In a continuing Master's programme, the student must obtain 180 credits in three-year, and 240 credits in four-year Master's programmes.
- (7) A student may request that a registered subject be deferred until the following semester under terms and conditions set by the institute.
- (8) Credits are a tool serving to facilitate the student's mobility. A student sent by FIOFA to study at a foreign university shall have subjects and credits obtained at the foreign university recognised in accordance with the contents of his/her programme with the prior approval of the guarantor. The Director decides on such recognition. The credit system is compatible with ECTS and facilitates students' mobility within the scope of European educational programmes.
- (9) Studies may be interrupted, even repeatedly, for serious reasons. Studies may be interrupted for not more than two years in total.
- (10) The Director may, on his/her own initiative, interrupt a student's studies if the student is required to pay a tuition fee and has not paid this fee (in the amount and by the deadlines stipulated in the final decision after any application of corrective means).
- (11) A student always has the right to interrupt studies in connection with a pregnancy, birth or parenthood for the entire recognised period of parenthood.
- (12) In connection with caring for a child, a student has the right to an extension of the deadlines for fulfilment of academic requirements, as well as those for fulfilment of the requirements for advancement to the next trimester, year or block, in particular under these Attendance and Examination Regulations, in the duration of the period for which he/she would

otherwise have drawn maternity leave, provided that during this period he/she does not interrupt studies.

(13) If there are serious reasons, a student may request that a year of study be distributed over two academic years. It is possible to distribute a year of study over two academic years only once during a Master's or continuing Master's programme.

(14) In exceptional cases, a student may make a request to the Director to combine years of study.

Article 9

Grading and Assessment of Studies

Internal Regulations of the Film Institute Film Academy in Ohrid.

(1) Studies are assessed by credits and examinations stipulated by study plans, and students are informed about them through the information system.

(2) Prior to the end of instruction in a trimester, the pedagogue schedules a sufficient number of regular examination dates and publishes them using the information system. Students register for examinations using the information system, unless stipulated otherwise.

(3) The student is entitled to a second and third attempt to pass an examination. If neither of these attempts proves successful, the Director may, in exceptional cases, permit a fourth attempt, known as a Director's Examination. A Director's Examination is administered by a committee with the participation of the Director or a Vice-Director appointed by the Director. It is not permitted to repeat an examination for main subjects or to repeat written examinations. If the student is graded with an "F", his/her studies shall be terminated.

(4) If, for serious reasons, a student is unable to sit for an examination, he/she is required to excuse himself/herself in advance; otherwise he/she shall be graded as having failed the examination. A student may also arrange with a pedagogue to sit for an examination prior to the stipulated date.

(5) The credit is an ungraded form of assessment of studies. It is allocated upon fulfilment of requirements stipulated for individual subjects, and is recorded in the information system with the word "Credited" (Z).

(6) An examination is a graded form of assessment of studies which tests the student's knowledge and level of creativity in the relevant subject. It may be practical, written, oral or a combination of these methods. For the main subjects, examinations are usually conducted before a committee. The examinations are graded on the scale "A, B, C, D, E, F".

A (excellent performance exceeding the relevant criteria),

B (above-average performance with a minimum of errors),

C (average performance with an acceptable number of errors),

D (acceptable performance with a greater number of errors),

E (performance representing minimum fulfilment of the criteria),

F (unacceptable performance). Apart from the aforementioned scale, the letter "X" may also be used in the information system; this indicates that it has been decided not to allocate a grade for the relevant examination date.

(7) The student's grade is registered in the information system and is recorded in writing. In the event of a discrepancy, the written record shall have priority. The grade must be registered in the information system within two working days following the examination or the allocation of the credit.

(8) Fulfilment of academic requirements is inspected at the end of each semester or academic year. Inspections of fulfilment of academic requirements involve primarily:

- a) completion of required subjects,
- b) earning a minimum number of credits or completing subjects belonging to groups of required elective subjects,
- c) earning a sufficient number of credits in elective subjects,
- d) completion of deferred subjects,
- e) requirements stipulated by the pedagogue at the beginning of instruction for completion of each subject, which include 60% required attendance of class hours and criteria for assigned work.

Article 10

State Final Examinations

(1) Master's and continuing Master's programmes are duly completed with the state final examination, part of which is the oral defence of the Master's thesis. This examination is held before an examination committee comprised of the faculty's professors, associate professors and assistant professors, or of invited experts approved by the institute's artistic council. The state final examination and the announcement of its results are public.

(2) The student must sit for a state final examination no later than two academic years after fulfilling the academic requirements of the relevant study plan.

(3) A student who has fulfilled the academic requirements of the relevant study plan, submitted a Master's thesis with all the required formalities, and obtained the required number of credits may register for the oral part of the state final examination. The examination includes an oral defence of the Master's thesis. The Director stipulates the contents of the state final examination for individual fields of study on the basis of the recommendations of the relevant department.

(4) The written assessments by the Master's thesis supervisor and the opponent(s) must expressly state whether they recommend or do not recommend the work for oral defence. If neither the supervisor nor the opponent(s) recommend the thesis for oral defence, the student cannot be allowed to defend the Master's thesis. A student who has not been permitted to defend the Master's thesis or has failed to defend the thesis is given the grade of "F" for the defence of the Master's thesis.

- (5) State final examinations are graded on the scale "A, B, C, D, E, F". The examination committee shall decide the overall assessment for the state final examination by vote in camera. For an overall grade of "A", the artistic performance and defence of the Master's thesis must have received a grade of "A", and none of the component subjects may have received a grade lower than a "B". If the student receives a grade of "F" in any part of the state final examination, the overall state final examination shall also receive the grade of "F".
- (6) The defence of the Master's thesis and the state final examination may be repeated only once. The student repeats only those parts of the state final examinations which received a grade of "F". The artistic part of the state final examination cannot be repeated.

Article 11

Termination of Studies

- (1) Studies in Master's programmes offered by FIOFA institute are duly completed with the state final examination.
- (2) A student who has abandoned his/her studies, was expelled or otherwise prematurely terminated his/her studies is entitled to a confirmation of successfully completed examinations and credits earned. This confirmation must also specify that the student did not duly complete the programme.
- (3) Graduates of Master's and continuing Master's programmes are awarded the academic title "Master of Arts" (abbreviated "MgA.", the title preceding the name). An addendum to the diploma containing a list of completed subjects and the number of credits earned for the duration of the programme forms a supplement to the university diploma.

Part Four

Doctoral Programmes.

Article 12

Programme Organisation

- (1) Studies in all academic fields are realised according to accredited doctoral programmes.
- (2) Doctoral programmes are focused on independent investigative work based on theoretical and methodological research, or on research and development through creative artistic activity and its theoretical reflection.
- (3) Doctoral programmes are studied on a full-time or part-time basis. The standard period of study for a doctoral programme is three or four years, depending on accreditation. For serious reasons, upon the student's request and the recommendation of the subject council, the Director may permit the interruption of studies for a period of one year, or in exceptional cases for a longer period.
- (4) The maximum duration of a doctoral programme from registration to its due completion is, depending on accreditation, five or six years in the case of full-time studies; in the case of part-

time studies, the period may be extended by one year. This time limit does not include periods during which the student's studies were interrupted.

(5) The Director or a Vice-Director appointed by the Director is responsible for the organisation, administration and assessment of studies in a doctoral programme at the institute; at FIOFA, these are the responsibility of the Director or a Vice-Director appointed by the Director.

(6) Doctoral programmes can be quantified with ECTS credits.

(1) The admissions procedure for doctoral programmes is announced publicly by the Dean based on the recommendation of the subject council.

(2) The chairperson and members of the committee for the entrance examination are appointed by the Director on the recommendation of the chairperson of the relevant subject council. The committee shall have no fewer than five members including Internal Regulations of the Film Institute Film Academy in Ohrid possible representatives of relevant specialisations, in particular those relating to the candidates' dissertation projects submitted during the admissions process. The results of the examination are decided by majority vote of committee members present at a session in camera. In the event of equal votes, the vote of the chairperson is determinative.

(3) The course and components of the entrance examination are stipulated by the Director of the relevant faculty by his/her dictum.

(4) The decision to admit a candidate to a doctoral programme is made by the Director based on the recommendation of the admissions committee. The last instance in the admissions process is the Director, whose decision is final.

Article 13

Course of Studies

(1) After being admitted, the candidate becomes a FIOFA student on the day of registration. The institutes decide on the dates for registration in individual school years and inform candidates about them in the usual manner.

(2) Upon registration for studies, the student becomes a member of the academic community.

(3) Studies in doctoral programmes are directed by the chairperson of the subject council or the relevant Vice-Director, who is responsible to the Director for the course of the programme. The Director appoints members of the subject council primarily from among the ranks of the institute's academic staff and other notable personalities in the field.

(4) The subject council shall have a quorum if more than half of its members are present. A majority of present members is necessary to approve a resolution. In the event of equal votes, the vote of the chairperson is determinative.

(5) Upon the recommendation of the subject council, the Director appoints an advisor for each student in a doctoral programme. These can be members of the institute's academic staff or teachers working outside the FIOFA who have the required qualifications to perform such activity. The Director stipulates the duties and powers of the advisors.

- (6) A student always has the right to interrupt studies in connection with a pregnancy, birth or parenthood for the entire recognised period of parenthood.
- (7) In connection with caring for a child, a student has the right to an extension of the deadlines for fulfilment of academic requirements, as well as those for fulfilment of the requirements for advancement to the next semester, year or block, in particular under these Attendance and Examination Regulations, in the duration of the period for which he/she would otherwise have drawn maternity leave,³ provided that during this period he/she does not interrupt studies.

Article 14

Grading and Assessment of Studies

- (1) Studies are assessed by credits and examinations stipulated by individual study plans.
- (2) The credit is an ungraded form of assessment of studies. It is allocated upon fulfilment of a complex of obligations stipulated for individual subjects and is recorded in the doctoral student's academic record, and/or in the information system, with the word "Credited" (Z).
- (3) An examination is a graded form of assessment of studies which tests the student's knowledge and level of creativity in the relevant subject. It may be practical, written, oral or a combination of these methods. It is graded with the words "pass" or "fail" and is recorded in the doctoral student's academic record or the information system.

Article 15

Defence of the Dissertation and State Doctoral Examination

- (1) The oral defence of the dissertation is public. A precondition for an oral defence is the fulfilment of the requirements of the individual study plan for the doctoral study programme, including the submission of the dissertation with all required formalities. The result of the oral defence is also announced in public by the chairperson of the committee for the state doctoral examination. If the result of the oral defence is negative, the Director shall notify the student in writing of the committee's decision. In accordance with its conclusions, the committee shall state in the decision the conditions under which the oral defence may be repeated. The student may request an oral defence of a revised dissertation in a period of between five months and one year from an unsuccessful oral defence. The oral defence may be repeated only once. A successful oral defence is a necessary precondition for the state doctoral examination.
- (2) The state doctoral examination is public. A precondition for the state doctoral examination is the fulfilment of the requirements of the individual study plan for the doctoral programme, including submission of the dissertation with all required formalities and its successful oral defence.
- (3) The student registers for the oral defence of the dissertation and for the state doctoral examination in writing.
- (4) The committees for the oral defence and the state doctoral examination and their chairpersons are appointed by the Director on the recommendation of the subject council.

Committees shall have at least five members. Professors, associate professors and assistant professors approved by the institutes's artistic council are eligible for appointment as committee members. At least one committee member must be from a department outside the institute. The advisor participates in the oral defence and examination as an auxiliary committee member in an advisory capacity. A syllabus of the dissertation must be made available to committee members at least ten days prior to the oral defence.

(5) The result of the oral defence is evaluated with the words "successful defence" or "unsuccessful defence", and the result of the state doctoral examination is evaluated with the words "pass" or "fail". The state doctoral examination committee deliberates on Internal Regulations of the Film Institute Film Academy in Ohrid the result in camera.

(6) The state doctoral examination may be repeated only once.

Article 16

Termination of Studies

(1) Studies in doctoral programmes offered by FIOFA institutes are duly completed with the oral defence of the dissertation and the state doctoral examination.

(2) A student who has abandoned his/her studies, was expelled or otherwise prematurely terminated his/her studies is entitled to a confirmation of successfully completed examinations. This confirmation must also specify that the student did not duly complete the programme.

(5) An addendum to the diploma containing a list of the subjects completed for the duration of the programme forms a supplement to the university diploma. Graduates of doctoral programmes are awarded the academic title "Doctor of Philosophy" (abbreviated "Ph.D.", the title following the name).

Part Five

Final Provisions

Article 17

(1) These Attendance and Examination Regulations were approved by the FIOFA Academic Board on 30 October 2015.

(2) These Attendance and Examination Regulations become valid on the date of their registration by the Ministry of Education.

(3) Part four – doctoral studies – is valuable under condition of the accreditation of this programme

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