

RULEBOOK
RULEBOOK ON DIPLOMA AND DIPLOMA SUPPLEMENT ISSUANCE AND
DIPLOMAS' PROMOTION, AND THE TERMS AND CONDITIONS ON DIPLOMA
REVOCATION
AWARDED BY THE PUBLIC SCIENTIFIC INSTITUTION INSTITUTE FOR FILM-FILM
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I. GENERAL PROVISIONS

Article 1

This Rulebook regulates the issuance of a diploma, a diploma supplement, the diplomas' promotion and the conditions and procedure for diploma revoking.

II. DESCRIPTION OF THE RULEBOOK

II.1. DIPLOMA ISSUANCE

Article 2

To the student who completes all his obligations under the study program for obtaining higher education in the second cycle of education, the Institute for Film and the Institute Departments, based on the records kept for the student, issue a diploma.

The Diploma, the Diploma Supplement, the Certificate, the Index and the Student Identity Card are issued by the Institute for Film.

The Diploma and the Diploma Supplement are signed by the Institute for Film Director.

The Index and the Student Identity Card are signed by the Institute for Film Director. The joint diploma and the diploma supplement shall be signed by the authorized persons of the higher education institutions who organize the acquiring a joint diploma study program.

Students' personal data Records are kept in accordance with the Law on Higher Education. The records are kept in a material form. Simultaneously records are kept in electronic form.

Article 3

After fulfillment of the entire student's study program obligations and completing the examination of the student dossier, and after defense of the master thesis, the student is issued a certificate for completed second cycle of studies. The certificate is a public document and is issued to the student for the purpose of exercising his rights until the issuance of the diploma.

The certificate for the completed second cycle of studies is issued to the student within 15 days of the master thesis defense.

Article 4

The Diploma is a public document and is issued in one copy in English.

The Diploma certifies that the student has completed a second cycle study program and obtained the appropriate professional or scientific title.

The diploma-awarded diploma-holder contains the Institute for Film logo, full name of the Institute for Film Department, and name and surname of the student.

In case a diploma is lost or destroyed, another copy is issued.

The Institute for Film issues a new public document after the original public document is being declared in the "Official Gazette of the Republic of Macedonia" as invalid, based on the data from the records kept.

The public document referred to in the preceding paragraph shall indicate that it is a new public document issued after the proclamation of the original public document as invalid.

Upon candidate's request, the diploma is issued in one of the world's languages. Costs are borne by the applicant.

2. DIPLOMA SUPPLEMENT

Article 5

An integral part of the diploma is a Diploma Supplement containing information on diploma holder, detailed information that determine the qualification, the level of qualification (professional, that is, the scientific title), the system and content of the studies and the achieved results, as well as the data on the academic and professional opportunities provided by the qualification for further studies and professional status, additional information according to the nature of the study program and their source, date and signature and information for the national higher education system.

The Diploma Supplement for the second cycle of studies is prepared by the Institute for Film Student Service.

Article 6

The diploma content and form and the instruction for diploma supplement preparation and other public documents determined by the Law on Higher Education shall be determined by the Minister in charge of higher education matters.

II.2. PROMOTING SECOND CYCLE GRADUATED STUDENTS - MASTERS

Article 7

The diploma for completed second cycle of academic university studies and a defended master's degree is awarded in public solemn declaration of the candidate for Master of Arts.

The formal promotion awarding diplomas for the completed second cycle of academic university studies is done at the beginning of the academic year.

Article 8

The diploma for the title of Master of Arts is awarded by the director of the Institute for Film.

Article 9

The official promotion awarding diplomas for the title of Master of Art, attend: the President of the Council of the Institute for Film, Heads of departments, Mentors, Members of the commissions and the Institute for Film Administration Management.

The promotion may be attended by other people as well.

Article 10

The Institute for Film Director presents the Candidate's biography, his professional, scientific and social activity, the Thesis Defense Committee opinion, as well as the date of the defense.

The Mentor, or a member of the Master Thesis Defense Committee, announces the title and content of the thesis.

Article 11

The Masters of Arts' promotion ends with the conclusion of the Institute for Film Director that all conditions on candidate's master's degree proclamation in a certain field of art and diploma awarding are fulfilled.

Article 12

The Masters Candidate who defended the master thesis is enrolled in the Institute for Film Book of graduates of the second cycle of studies.

Article 13

Upon the award of the Master of Arts diploma, the candidate is issued a Certificate for completed second cycle of studies.

I.3. REVOKING ISSUED DIPLOMA

Revoking Issued Diploma Conditions

Article 14

The student who has obtained a diploma, in accordance with the law and with the Institute for Film Acts, may be deprived of the issued diploma or the acquired scientific title:

- If found that the candidate does not fulfill the conditions for obtaining the status of a student at the appropriate higher education institution, i.e. if the person has not completed secondary education or has not met the other conditions and criteria for enrollment determined by the Rulebooks on the conditions, criteria and rules for enrolling and studying at the Institute of Film second cycle of studies, the competition for enrolling students at the Institute for Film and other general acts of the Institute;
- If the candidate has acquired a scientific title not according to the acquiring the scientific title conditions and procedures determined by the Statute, the Rulebook on the conditions, criteria

and rules for enrolling and studying at the Institute for Film second cycle of studies, the Rulebook on the unified basis of the Credit Transfer system, the transition from one to another study program and the transition from one to another higher education unit within the Institute for Film and other Institute for Film general acts and other acts that regulate the study of the second cycle of studies;

- Or if the candidate has committed a crime related to the diploma acquisition process.

Article 15

A diploma awarded for a completed second cycle of studies shall also be revoked if found that the master thesis is not an independent scientific paper or it does not represent a contribution to the science at the time of its preparation.

Article 16

The diploma issued for a completed second cycle of studies shall also be revoked in case of an effective court verdict for a committed crime related to the diploma acquisition process.

Revoking Issued Diploma Procedure

Article 17

The provisions of this chapter shall apply accordingly to the conditions for revoking a diploma issued for interdisciplinary and multidisciplinary studies organized by the Institute for Film.

Article 18

The procedure for revoking a second cycle diploma is conducted by the Institute for Film.

Article 19

An application for initiating a procedure for diploma revoking may be initiated by anyone that in the course of the work finds an irregularity in accordance with Article 14, paragraph 1, indents 1 and 2, an individual having a legal interest and after receiving the notification referred to in Article 15, paragraph 1, indent 3 and Article 23 of this Rulebook.

The application is submitted to the issuing diploma of the second cycle study Director of the Institute for Film.

Article 20

The request must be elaborated. Otherwise, it is returned to the complainant for an explanation. If the submitter fails to act upon the indication within 8 (eight) days of receipt of the indication, the request shall be rejected.

Article 21

The decision to revoke a diploma for a completed second cycle of studies shall be brought by the Director of the Institute for Film based on a proposal by a special commission consisting of at least 3 (three) members.

The Commission referred to in paragraph 1 of this Article shall be set up by the Council of the Institute for Film within 8 (eight) days from the date of receipt of the regular application. The

Commission shall be obligated to conduct the procedure within 30 days from its establishment and submit a report with an elaborated proposal within this deadline. Members of the commission cannot be persons before which the final papers for the second cycle of studies are defended.

Against the decision referred to in paragraph 1 of this Article, the person whose diploma is revoked has the right to appeal within 15 days from the day of delivery of the decision to the Council of the Institute for Film.

The decision on the appeal is final.

Article 22

The commissions conduct a procedure in which all the evidence necessary for determining the existence or non-existence of conditions for revoking the issued diploma are presented.

The proposal shall be adopted by a majority vote of the total number of members of the Commission.

A report on the conducted procedure explaining the proposal shall be submitted to the proposal.

Article 23

If during the conducted procedure is found that there are no revoking conditions, the body determined by this Rulebook, on a commission's proposal, shall adopt a decision establishing that the issued diploma revoking conditions have not been met.

Against the decision from the previous paragraph of this Article the applicant may appeal to the bodies determined in this Rulebook.

Article 24

The final decision to revoke a diploma is published in the University Bulletin of the University "Goce Delchev" Stip and in the Official Gazette of the Republic of Macedonia.

Article 25

By revoking a second cycle of studies diploma, the person loses the scientific title and other rights he acquired based on the revoked diploma.

The provision of paragraph 1 of this Article shall also be applied in the case where the person whose diploma was revoked is enrolled in studies for acquiring a higher professional qualification degree, as well as in the case when in the meantime he acquired a higher professional education degree.

III. FINAL PROVISIONS

Article 26

Amendments to this Rulebook shall be made in the same manner the Rulebook has been adopted.

Article 27

This Rulebook shall enter into force on the day of its publication.

Chairman of the Council
Assoc. Mgr. Ivo Traikov