

# **RULEBOOK ON THE CONDITIONS, CRITERIA AND RULES FOR ENROLLMENT AND STUDYING AT SECOND-CYCLE STUDIES AT THE PUBLIC SCIENCE INSTITUTION - FILM INSTITUTE - OHRID FILM ACADEMY**

## **CONTENT:**

- I. General provisions**
- II. Rulebook description**
- III. Final provisions**

## **I GENERAL PROVISIONS**

### **Article 1**

This Rulebook regulates the requirements, criteria and rules for enrollment and studying at second-cycle studies.

### **Article 2**

This Rulebook ensures higher studies' efficiency, as well as realization of the Bologna process' directions: decreasing the period of studying in terms of the past practice, increasing the mobility of students and professors, improving the studying quality, based on the competitiveness principles in the classes and researches.

### **Article 3**

The public science institution Film Institution - Ohrid Film Academy performs science-research activity as well as high-educational activity consisting of second-cycle studies in the area of film art.

The Film Institute Departments perform high-educational activity from second cycle of university studies in one or more related, that is, mutually related science and vocational disciplines, that is, in one or more related art areas.

A science institution can perform high-educational activity of second cycle academic university studies within the science area for which the same is founded, provided it has accreditation for performing this type of studies and has resolution for work commencement, according to the conditions and manner determined by law and with the Statute of the Film Institute.

### **Article 4**

The academic studies of second cycle are realized through the credit-transfer system, as mutual rule established according to the European credit-transfer system (ECTS).

### **Article 5**

The university studies of second cycle can be organized provided the conditions projected with the Law on scientific research activity and the Law on High Education are met.

## **II RULEBOOK DESCRIPTION**

### **Types of second-cycle academic studies**

#### **Article 6**

The second-cycle academic studies are organized as follows: second-cycle university academic studies - master's studies.

#### **Article 7**

The study programmes for all cycles of studies are adopted by the Film Institute Council.

#### **Article 8**

The second cycle university studies is in duration of (3) three years, (6) six semesters.

With completing the second-cycle of academic studies - master's studies, the student acquires 180 credits.

### **Conditions for enrolling in second-cycle academic studies**

#### **Article 9**

A candidate who has completed the first cycle of studies at a faculty or community college and meets the conditions stipulated with the Law on science-research activity, the Law on High Education, the Statute of the Institute and this Rulebook, has the right to enroll in second-cycle academic studies.

Candidates who have completed an adequate first-cycle of studies with duration of 3 (three) years, that is 180 credits, have the right to enroll in second-cycle academic studies with duration of three (3) years or six (6) semesters, that is, 180 credits.

A person with knowledge of the English language on B2 level can enroll in second-cycle studies.

#### **Article 10**

There is no requirement for compatibility of the the first and second cycle of studies when enrolling in the second-cycle university studies at the Film Institute.

#### **Article 11**

Foreign citizens have the right to enroll in second-cycle university studies, according to the laws determined with law and this Rulebook.

The students from second cycle of studies have the right to finish the commenced studies according to the conditions and the study programme in which they enrolled, that is, mater's studies with duration of 3 (three) years can be completed within 5 (five) years at the latest as of the day of enrollment.

Provided the student does not finish the studies within the deadline mentioned in the previous paragraph, the additional conditions and the deadline in which the student can finish the studies are determined with a Decision by the Film Institute Council. Provided there is a change of the study programme after the deadline has expired, the student can continue the studies following the changed study programme, based on a general act by the Film Institute.

Provided the study programme ceases after the deadline from this article has expired, the student can transfer the acquired credits for certain subject programmes to another study programme, based on a general act by the Film Institute.

### **Article 12**

The enrollment in second-cycle studies is made based on a tender published by the Film Institute. The Government of the Republic of Macedonia makes a Decision regarding the number of students enrolling in the second-cycle studies, by suggestion of the Film Institute Council approved by the Rector management of UGD Shtip. The tender is published in at least one daily newspaper published in the Republic of Macedonia, and at the Film Institute web site. The tender can be published in a foreign newspaper also.

The tender can be published in electronic media also. The tender includes: name and address of the high education institution, name of the study programme for second-cycle studies, place of performing the study programme, studies' duration, conditions for enrolling, number of students for enrolling, necessary documentation for applying and enrolling, deadlines for applying and the procedure for performing the registration. The student without a diploma for completed first-cycle studies, personally submit a statement stating the reasons for which they have not submitted a diploma, the same are obliged to submit the diploma immediately after withdrawing it from the adequate institution.

### **Article 13**

The candidates apply to the published tender by filling out an application for enrollment in second-cycle academic studies in accordance with the tender via electronic manner.

The candidates attach the necessary documentation, stated in the tender, in the electronic application to the Film Institute.

After the delivery deadline for submitting the documents for the tender expires, the department of student affairs performs electronic transfer of the material regarding the tender for second-cycle studies to the tender commission, within 5 (five) days.

### **Article 14**

The procedure for enrollment of the candidates in second-cycle studies is implemented by the tender commission of the Film Institute in two phases.

The members of the tender commission are selected by the Film Institute Council.

The Decision from paragraph 2 of this article determines the number and the members of the tender commission, as well as other issues important for their work, in accordance with the Statute and this Rulebook.

The ranking of the candidates and preparation of the preliminary rank lists is made by the tender commission.

#### **Article 15**

The tender commission publishes the preliminary rank lists of candidates who passed the first phase of selection of necessary documents attached to the application on the Film Institute notice board, as well as on the Film Institute web site.

The preliminary rank lists on the Film Institute notice board and web site state the names of the candidates, with exact date and time (within 5 days at least) for interview for second phase in the registration selection.

The candidate who did not pass in the first phase has the right to complaint to the Film Institute Council within 24 hours as of the day of publishing the results on the Film Institute notice board.

The Decision regarding the complaint from paragraph 3 of this Article, has to be made within 24 hours following the submitting of the complaint. The Decision is stated to the person submitting the complaint by publishing the same on the Film Institute notice board and web site.

After the deadline for complaints expires and the implementation of the second phase from the selection, the tender commission shall publish the final lists of accepted candidates (within 5 days at the latest), which are also published on the Film Institute notice board, as well as on the Film Institute web site.

#### **Article 16**

The candidate has realized their right to enroll provided their name is on the rank list. The candidate who realized their right to enroll, and who shall not enroll within the projected deadline, loses the right and a candidate from the preliminary rank list can obtain the right to enroll with special Decision by the Film Institute Council, and after performed interview by the tender commission, which should be held 10 days at the latest before the scholarship tender published by the Ministry of Education and Science expires.

#### **Article 17**

Foreign citizens have the right to enroll in second-cycle studies also, under equal conditions as the Macedonian citizens, by awarding scholarships from the Government of the Republic of Macedonia or by paying participation for studying determined by a Decision of the Government of the Republic of Macedonia, upon previous suggestion by the Film Institute Council.

#### **Article 18**

The Decision for admission in second-cycle studies is made by the Film Institute Council, based on the final rank lists.

The Decision for admission is submitted to the department for student affairs at the Film Institute along with the documents stated in the tender. The department for student affairs, based on the received Decision and the table prepares certificates for each accepted student and delivers the same electronically to each accepted student.

The department of student affairs keeps a student file and a register for the students enrolled in second-cycle studies.

#### **Article 19**

The student concludes an agreement for studying with the Film Institute which closely determines their mutual rights and obligations.

### **Organization and volume of the studies and manner of studying**

#### **Article 20**

The second cycle of academic studies is organized as studies with higher level of science-research complexity and higher level of responsibilities of the student in given area only for regular students.

#### **Article 21**

The studies' length is organized according to the student's responsibilities and the volume of the necessary credits which should be realized depending on the number and type of subject programmes contained in the study programme.

#### **Article 22**

The second cycle of studies, besides the regular subject programmes for which appropriate educational and science-research activities are projected, includes preparation and defense of master's thesis.

The period necessary for preparation and defense of the master's thesis begins in the moment the student obtains the necessary number of credits projected with the study programme for second-cycle studies.

#### **Article 23**

The study programmes for second-cycle studies are divided in study years and semesters.

#### **Article 24**

The second-cycle academic studies (master's studies) have duration of 3 (three) years, 6 (six) semesters, whereas 5 (five) semesters or at least 150 credits are projected for mastering the projected subject programmes and activities of the student and one semester for preparation of master's thesis or at least 30 credits.

The total number of credits obtained from the second cycle of university academic studies is 180 credits.

### **Organization of the lectures for regular students**

#### **Article 25**

The study year is organized in two semesters: winter and summer.

The lectures in the winter semester is with duration of 19 weeks (12 weeks of continuous lectures + 7 weeks preparation for grading and final grading). The verification of the winter semester and the registration of the summer semester (and the winter vacation) last for two weeks.

The lectures in the summer semester is with duration of 19 weeks continuous lectures, activity, and preparation for grading and final grading.

The summer vacation and other activities outside the lectures (organization of additional - condensed lectures - summer schools, summer universities and other), including quizzes last for 8 weeks.

The exact calendar for organization and realization of the study programme for the study year is determined and published by the Film Institute Council, at the latest 60 days before the commencement of the lectures, at the latest.

### **Article 26**

The lectures are organized and performed based on the determined schedule of classes.

The Film Institute has the obligation to publish the classes schedule 10 days before the commencement of the lectures, at the latest.

The classes schedule includes: name of the study programme, study year, name of the subject, time (day, hour) of holding the lectures, place of holding the lectures (lecture room, amphitheater, and student exercise), name of the professor and other information regarding the lectures.

For each subject the subject professor determines the work plan and the deadlines, the manner of knowledge check (tests, projects etc.) and is obliged to submit the same to the organizer of the lectures at the Film Institute, 15 days before the lectures commence, at the latest.

In the first week of the lecture, an orientation week is held where the students acknowledge themselves with the work plan in terms of the subjects, deadlines, the manner of knowledge testing (tests, projects, etc.).

### **Article 27**

The knowledge testing is organized in periods determined for performing the lecture for the subject for which knowledge testing is projected.

The exercises which are projected for individual work of the students (seminars, projects, exercises and other) have to be equally distributed in the course of the semester. The total volume of these activities has to be in accordance with the responsibilities projected with the subject, in accordance with ECTS.

During the lectures, the preparation of the individual works and the preparation for knowledge testing, the professor is obliged to help the students by organizing consultations.

The consultation periods should be adjusted with the periods of lecture and the same should be available to the students via public posting of the same on the Film Institute notice board and web site.

The consultations with the students are mandatory each week with minimum 2 (two) hours, and maximum 6 (six) hours.

Changing the classes schedule and the work plan during the lectures, by rule, is not permitted. In case of sickness of the professor, the change of the classes schedule is determined by the Head of the department for the study programme for which there is change in the classes schedule.

The subject professor is responsible for performing all types of lectures, classes, exercises, practical work and mentoring.

### **Article 28**

Determined types of lectures can be organized in form of distance learning, virtual teaching, nevertheless the exams have to be organized in the headquarters of the Film Institute.

The exams for the art subjects can be also organized outside the Film Institute, provided it is an audio-visual record presented in all forms and shapes.

The practical work and expert practice can be organized and performed as constitutional part of the regular lectures or as separate whole.

### **Grading regular students**

### **Article 29**

The grading of the students from the second cycle is performed based on:

- classes attendance,
- successfully realized exercises,

As addition of the final grading, the following activities of the students for each study programme, individually by choice of the Head of the Department, can be considered:

- preparation of paper/individual work/project task
- successfully realized practical work,
- performed consultations,
- field work,
- individual/home work,
- studying in library,
- mentoring other students,
- prepared or realized projects,
- preparing an essay,
- public presentation,
- won awards/commendations and other.

### **Article 30**

The grading is quantitative or descriptive.

The final grade for the adequate subject programme is expressed with quantitative measures. The pre-examination activities are rated with maximum 70 points, whereas the same are expressed in the following manner:

- 10 points for classes;
- 10 points for exercises;
- 50 points for preparation of individual work/ project task (one individual work/ project task prepared in hard copy, that is examined and graded by the

subject professor, followed by public presentation of the prepared individual work/ project task.



In the cumulative grading of the student, the preparation of the individual work/project task is from 0 to 25 points, and the public presentation of the individual work/project task, as well as the consultations with the subject professor is from 0 to 25 points.

The requirement for taking the final exam is reaching cumulatively minimum 42 points.

The final exam is maximum 30 points.

## **Final grading**

### **Article 31**

The final grading for the subjects attended in the course of one week is performed at the end of each week after completing the lectures for the subject by the subject professor.

The final grading for the subjects for which the lectures last one month in one semester is performed once a month after completing the lectures for the subject, by the subject professor.

The final grading for the subjects for which the lectures last during the entire semester is performed at the end of the semester by the subject professor.

The final grading of the final projects (the entire work of the student in one study year) is implemented at the end of the second semester in the form of written part (prepared project, practical part (audio-visual record)) and verbal part (questions and verbal presentation of the prepared project) by the final commission comprised of the Heads of the departments and the Film Institute director.

The student who shall not pass the projected exams within the deadline has the right to take the exams 3 (three) times, provided the student does not pass after the third time, they have the right to take the exam before a final commission comprised of the Heads of the departments and the director.

Provided the student takes the exam three times and does not pass in the winter semester, they have the right to take the exam before the final commission at the end of the winter semester (December).

Provided the student takes the exam two times and does not pass in the winter semester, and in accordance with the curriculum and organization there is a possibility to take the same exam in the summer semester upon approval by the Head of the Department. In this case the right to taking the exam for the fourth time before a final commission can be realized at the end of the summer semester (June).

Provided the student attends a subject in the summer semester for three times and does not pass the exam during the summer semester, they have the right to take the exam for the fourth time before a final commission at the end of the summer semester in June.

The Film Institute can organize an additional exam session in September in which only students who take the exam for the fourth time before a final grading commission can participate, and the students who are approved to take the final projects for the second time before the commission, if necessary with special Decision by the Institute's Council.

The exams which can be taken again by the end of the winter semester shall be published at the start of the study year.

The exams which can be taken again by the end of the summer semester shall be published at the start of the study year.

## Forms of knowledge testing for regular students

### Article 32

The forms for knowledge examination at the final grading can be written, verbal and practical.

The written examination is, by rule, performed by test or written examination.

The manner of examination is determined by the professor. The exam and all forms of knowledge examination are public.

The exams from the art subjects, by rule, are taken before the commission.

The results from the written exams are kept until November 01 of the following school year.

### Article 33

The final grading is expressed quantitatively with grade from 5 (five) to 10 (ten). Grade 5 (five) is unsatisfactory.

The threshold for passing the subject programme for the students from the second cycle of studies is 51 points, whereas the higher number of scored points corresponds to some of the following grades:

- from 50 points 5 (five);
- from 51 to 60 points 6 (six);
- from 61 to 70 points 7 (seven);
- from 71 to 80 points 8 (eight);
- from 81 to 90 points 9 (nine);
- from 91 to 100 points 10 (ten);

### Article 34

The success of the student at the exam and the other knowledge assessments are valued and graded with system comparable with the ECTS system, as follows:

|    |        |  |        |        |
|----|--------|--|--------|--------|
| 10 | (A)    | - (extraordinary success with small mistakes)<br>Amounts to                              | 91-100 | points |
| 9  | (B)    | - (above average with few mistakes), amounts to  | 81-90  | points |
| 8  | (C)    | - (average with clear mistakes), amounts to  | 71-80  | points |
| 7  | (D)    | - (generally good, but with significant shortcomings),<br>amounts to                     | 61-70  | points |
| 6  | E      | - (meets the minimal criteria), amounts to   | 51-60  | points |
| 5  | (F,FX) | - ( does not meet the minimal criteria and<br>needs significantly more work), amounts to | 50     | points |

## **Registering subjects and registry for regular students**

### **Article 35**

The students register the subjects they want to attend and take exams for the same in the following study year three weeks before commencement of the lectures in the winter semester, and for the first study year after registering the semester and submitting the semestral certificate.

Regarding the facultative subjects, the students fill out a form, which the department of student affairs of the Film Institute submits to the Head of the Department with the purpose of performing organization and distribution of the classes.

The choice of the subjects is made up to 30 ECTS study credits for a semester and 60 ECTS study credits for a year.

## **Enrollment and semester verification for regular students**

### **Article 36**

The verification of the semester and the year is mandatory for all students.

The amount of ECTS study credits is determined based on the semester and year verification.

The student shall have their semester verified provided they have signatures of the subject professors for all semestral subjects in their student's record booklet.

The student who does not meet the criterion from paragraph 3 cannot have its semester verified under conditions determined with a Decision of the Film Institute Council.

The student can register the following semester provided they have their previous semester verified.

The deadlines for verification and registration of a semester and year are determined in the student calendar.

## **Registering a study year**

### **Article 37**

In second cycle of studies (three-year studies), the student can register new study programmes from the following year provided they have their first and second semester of studies verified.

### **Article 38**

The registering of the year and the registering the verification of the semester is mandatory for all students. The students register the subjects they want to attend and take exams for the same in the following study year three weeks before commencement of the lectures in the winter semester, the number of scored ECTS study credits by the student is based on the verification of the semester and registering the year.

### **Article 39**

The second-cycle studies are considered finished by taking all of the exams and preparation and defense of master's thesis.

## **Re-registration of subjects**

#### **Article 40**

The student who shall not pass the exam in the given deadline registers the subject again, provided it is from the group of mandatory subjects, and if it is from the group of facultative subjects the student can register the same subject or choose another subject so they can score the necessary number of ECTS study credits.

#### **Periods for taking exams**

##### **Article 41**

The mandatory theoretical subjects are graded at the end of each week on Friday. The practical subjects are graded monthly after finishing the practical exercise. The final exam is graded at the end of the study year in the summer semester by the final Commission comprised of the Heads of the departments and the director. The final commission decides regarding the final grade of the student for the practical part of the subject. The periods for taking the exams in the winter and summer semester shall be published at the start of each study year, and in accordance with Article 31 from this Rulebook.

#### **Re-registration of the subject programme**

##### **Article 42**

The student who shall not complete the studies in the deadline and under the determined conditions loses the right to obtain a scholarship from the Ministry of Education and Science for the following year. The student studying at three-year studies registers the study programme again provided they do not meet the condition for enrollment in second year for studying at the second-cycle studies, that is, provided they do not score minimum 36 credits.

#### **Financing the second-cycle university studies**

##### **Article 43**

The second-cycle university academic studies are financed with grant from the budget of the Republic of Macedonia.

#### **Study programme**

##### **Article 44**

The study programme is adopted by the Film Institute Council. The study programmes should include 60% mandatory educational subjects from the total number of subjects, 30% facultative educational subjects from the total number of subjects and 10% facultative educational subjects from the list of the University facultative subjects. The themes for final thesis at the second-cycle studies are chosen from the area of the study programme from the second cycle. The themes and the mentors are determined by the Film Institute Council, and the same are publicly published on the Film Institute notice board and web site.

#### **Procedure for registering, grading and defense of master's thesis, that is, preparation and/or performance of art piece**

#### **Article 45**

The master's thesis is a result of the student's independent work, which systematizes the existing science knowledge and contributes to their further development.  
The master's thesis from the area of art can be made as audio-visual record presented in all forms and shapes.

#### **Article 46**

Mentor of the master's thesis can be a professor from whose area the master's thesis is prepared, or by choice of the student, by previous approval from the Film Institute Council.

#### **Article 47**

The mentor leads the student in their research and science work and helps in the entire process of preparing the master's thesis.

#### **Article 48**

The application for changing the mentor is decided by the Head of the department with previous notice to the Film Institute Council.

#### **Article 49**

The student registers the chosen theme in written form to the Head of the Department.  
The Head of the Department is responsible for the regularity of the procedure for choosing a theme for the master's thesis in the second cycle of studies.

#### **Article 50**

The student at the three-year studies (180 ECTS) chooses and registers the theme of the master's thesis after completing the fourth semester until the start of the sixth semester, at latest.

The application includes: title of the theme, explanation for the scientific, art and vocational justification of the theme, work plan and literature review.  
The Film Institute Council determines the title of the theme within the scientific area in which the master's studies are performed.  
The title of the theme can be suggested by the candidate in accord with the mentor.

#### **Article 51**

The title of the accepted master's thesis is published in the University newsletter of UGD Shtip as well as on the Film Institute web site in English. After receiving a Decision for accepted theme, the Director of the Film Institute has the obligation for publishing.

#### **Article 52**

The master's thesis is an independent thesis in which the student elaborates a chosen theme by applying scientific and expert methods, and proves that he/she mastered the educational programme, obtained the necessary knowledge, and become capable of applying the same.  
The master's thesis from the area of art can include performance of art project or art piece (audio-visual record presented in all forms and shapes), which should be independent vocational-artistic realization.

### **Article 53**

The results in the master's thesis should represent a contribution to:

- systematization of scientific, that is, artistic tasks and existing solutions for a specific area;
- solving current scientific, that is, artistic task, which is presented as goal of the thesis;
- application of existing scientific, that is, artistic accomplishments in solving the complex-vocational task.

### **Article 54**

The master's thesis can be submitted after passing all of the exams and fulfilling the other obligations projected with the study programme.

### **Article 55**

The master's thesis should be correctly shaped regarding the language, style, as well as technically shaped, in accordance with the modern methodology, technique and technology for preparation of publications.

### **Article 56**

After completing the master's thesis and fulfilling the other obligations projected with the study programme, the student files a written request to the department for student affairs for the purpose of student file review.

The application filed to the department of student affairs is submitted to the commission for student file review.

### **Article 57**

The commission for reviewing the student file is comprised of three members as follows: official in the department of student affairs, the Head of the Department of the study programme where the student has studies as well as an employee from the Sector of General, Legal and Administrative Affairs of the Film Institute.

The commission from the previous paragraph meets once a year or if necessary with a Decision by the Film Institute Council and reviews the submitted applications for finished thesis.

The commission for student file review performs review of the student file and prepares a report regarding the state of the student file.

When the student file is complete, the commission signs the Report and issues the same to the student. In case the student file is incomplete, the commission notifies the applicant to complete the student file.

### **Article 58**

After finishing the master's thesis, and earliest after one year from accepting the application for the master's thesis theme by the Film Institute Council, the student files a written request for forming a commission for grading and defending the master's thesis and determining the day of the public defense to the department of student affairs.

Written Request for forming a commission for grading and defending the master's thesis and determining the day of public defense.

**The request includes the following:**

- explained suggestion by the mentor (mentor report) regarding the completed mentor phase and written consent from the mentor that the thesis meets the criteria stated in the explanation of the theme,
- 10 copies of the thesis in working version,
- report from the official registry regarding the exams and ECTS credits of the candidate, - proof that the thesis is original (Report from the base for review of plagiarism by the Ministry of Education and Science by the mentor).
- copied sample from the magazine where the thesis is published (cover, content, board of editors and thesis).

**Article 59**

The department of student affairs of the Film Institute submits the complete documentation stated in Article 60 of this Rulebook to the Film Institute Council.

**Article 60**

Within 40 days as of the day of submitting the request, the Film Institute Council forms a commission for grading the master's thesis, comprised of 3 (three) members: president and two members. Compulsory, one of the commission's members is the mentor.

**Article 61**

The commission prepares a report stating the grade and explanation of the thesis (short description of the thesis: the projected goal, applied methods, obtained results and conclusions from the realized research), at latest within 30 days as of the day of making the Decision for forming a commission for grading the thesis.

**Article 62**

If the master's thesis is from the area of art, the commission can review the art thesis (audio-visual record presented in all forms and shapes) in order to ensure an insight whether the practical part meets the stipulated elements important for accepting the thesis.

**Article 63**

After reviewing the thesis, the commission can return the thesis to the student for the purpose of completion and amending, as well as determining a short deadline in which the student can fulfill the obligation.

**Article 64**

Provided the commission rejects the master's thesis, the student can file a new application for the master's thesis theme within 30 (thirty) days as of the day of receiving the Decision on rejecting.

**Article 65**

A report regarding the master's thesis is submitted to the Institute's Council, which makes a Decision for accepting or rejecting the master's thesis within 30 (thirty) days as of the receipt of the report.

**Article 66**

After adopting the report, the Institute's Council forms a commission for defense and determines the day of defense, which can be at least 7 and at most within 15 days as of the day of accepting the report.

The members of the commission for grading the master's thesis can be members of the defense commission.

#### **Article 67**

A notice for adopting the report and the date of the defense of the master's thesis is submitted to the student and the same is published on the Film Institute notice board and web site.

#### **Article 68**

The student defends the master's thesis not later than 5 years as of the day of enrollment.

Upon request by the student the Institute's Council can approve extension of the deadline for defense of the master's thesis, for the amount of time of the reasons preventing the work on the master's thesis, but for 1 (one) year at most. After the expiration of this deadline, the student loses the right to present the master's thesis.

The following are considered justified reasons from the previous paragraph: long-term illness, pregnancy and childbirth, absence from the country in the event when the candidate is temporarily send to perform works abroad, scientific qualification abroad, participation in scientific and sports expeditions and other justified reasons.

#### **Article 69**

The defense of the thesis is public and the same is published on the notice board of the Film Institute, at least 7 (seven) days before the day of defense.

#### **Article 70**

The defense of the master's thesis is performed in the following manner:

- the president of the commission commences the procedure for presenting the master's thesis, stated the information about the student, the title of the thesis, the time of preparation and the mentor;
- the student presents its thesis, by explaining the goal, the tasks, the methods of preparation, the obtained results, the discussion regarding the results and the conclusions;
- the members of the commission can ask questions and comment the results of the master's thesis.



- the president of the commission can allow the present persons to ask questions or comment the results of the master's thesis;
- the commission withdraws for the purpose of making a decision;
- the president of the commission, after the implemented procedure, states the decision of the commission to the student.

The defense of the master's thesis is comprised of practical and written part, which can be realized in two part, provided the master's thesis is comprised of two parts the student performs the practical part first, then he/she presents the written part of the thesis.

During the defense of the master's thesis, a minutes is kept by an employee from the Sector of General, Legal and Administrative Affairs. The minutes is signed by the members of the commission.

The minutes is submitted to the department of student affairs of the Film Institute, following which the department of student affairs prepares a Certificate for completed second cycle of studies.

#### **Article 71**

After finishing the defense of the master's thesis, the commission for defense of the thesis publicly states the grade of the master's thesis defense.

The grading is performed with two descriptive grades: "has defended the master's thesis" and "did not defend the master's thesis".

#### **Article 72**

The defense of the master's thesis is public.

#### **Article 73**

The formal promotion of awarding the diplomas for completed second cycle of academic university studies and defended master's thesis is at the start of the academic year.

The director of the Film Institute awards the diplomas for completed second cycle of studies to the students.

After awarding the diplomas, a certificate for completed second cycle of studies is issued by the department of student affairs of the Film Institute.

### **Documents and registry of the studies**

#### **Article 74**

The student who has passed all of the exams projected for the second cycle of academic university studies, has defended the master's thesis and has fulfilled the other obligations prescribed with the rules of the Film Institute, with these rules the student obtains an appropriate degree, that is, a diploma for completed second cycle of study programme.

A diploma supplement is compulsory issued along with the diploma, for the purpose of detailed insight in the level, the content, the system and the rules of studying and the achieved results during the studies.

#### **Article 75**

The department of student affairs at the Film Institute, immediately after preparing the Certificate for completed second cycle of studies, registers the student who defended the master's thesis in the main book of graduated students at the second cycle of university academic studies.

### **Academic or vocational title**

#### **Article 76**

The person who completed the second-cycle university academic studies with total of 360/420 scored credits obtains a diploma for scientific name - **Master of Arts**, by adding the adequate vocation, unless otherwise determined by law.

In the international turnover and the diploma in English, the academic title after completing the second cycle of studies is **master**.

#### **Article 77**

With exception, the number of credits and the duration of the cycles of the studies, the names of the profiles or the titles acquired in each cycle of studies which are connected with performing regulated professions for which the regulations of the European Union refer to, shall be regulated with the general acts of the Film Institute.

### **Administrative support**

#### **Article 78**

The administrative support of the second cycle of academic university studies is performed within the Film Institute, in accordance with the Department organizing the same.

### **Transitory and final regulations**

#### **Article 79**

The Film Institute Council is competent for interpretation of the regulations of this Rulebook.

#### **Article 80**

The enrolled students shall finish the postgraduate studies in accordance with this Rulebook.

**Article 81**

The carriers of second cycle of studies are obliged to adjust the master's studies with this Rulebook, as well as their own general and individual acts with the regulations of this Rulebook.

**Article 82**

The Rulebook becomes effective as of the day of its publishing.

President of Council  
Assistant professor master Ivo Trajkov