

RULEBOOK
ON UNIQUE CREDIT SYSTEM AND TRANSFER FROM ONE TO ANOTHER STUDY
PRIGRAMME, THAT IS FROM ONE TO ANOTHER DEPARTMENT ON THE INSTITUTE
OF FILM, AS WELL AS TRANSFER FROM ONE TO ANOTHER UNIVERSITY IN THE
COUNTRY AND ABROAD

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I. GENERAL PROVISIONS

Article 1

This Regulation establishes the unique basis of the European Credit Transfer System and the transfer from one to another study program, the transfer from one to another department within the PEI Institute of Film - Film Academy Ohrid, and the transfer from one to another university in the country and abroad.

Article 2

PEI Institute of Film - Film Academy Ohrid (hereinafter Institute of Film) realizes inter-institutional cooperation and promotes student mobility and the internationalization of its higher education system through the exchange of students.

The exchange of students can be accomplished through the programs of the international exchange of students or on the basis of an agreement between the Film Institute and other higher education institutions, universities and other related institutions in the country and abroad.

II. DESCRIPTION OF THE RULEBOOK

II.1 GLOSSARY

Article 3

Certain terms used in this Rulebook shall have the following meaning: European system of transferring credits - ECTS (European Credit Transfer System, ECTS) is designed as a single system that enables easier recognition and comparison of different educational programs at universities and other higher education institutions in the countries of Europe. The overall system is based on points - credits, which express the student's burden in mastering a particular program from the studies. So in abbreviated form we can say "weight factor" of subject or study, but in the direction of rationalizing the space of studies in Europe it is clearly stated that for one academic year it is necessary to acquire (accumulate) 60 ECTS, 30 per semester and 20 for trimester.

The application of the ECTS system in the university practice enables the mobility of students in the European Higher Education Area with the possibility of transferring and accumulating the credits (points) achieved at different institutions, thus achieving quality inter-university cooperation at the level of both students and professors. The ECTS system is also the best indicator of the profile of the studies that the student has completed and is of great importance for the employers. Points or credit points (Credits) are key elements of the ECTS system. They are assigned with the curriculum courses / modules / courses, as well as all other forms of mastering the enrollment program (projects, seminars, research, experimental work, exams, fieldwork, etc.).

ECTS is a quantitative measure of the student's total effort to overcome the envisaged scope of teaching activities and are awarded to the student after the successful completion of the course.

Student workload – in mastering a particular program / course is a relative measure of the student's overall work, which implies time spent in all forms of learning, as well as the time spent preparing for lessons, learning, project work, seminar and other work, practical work, study stays in factories, hospitals, cultural institutions, etc. The workload per course is expressed by the number of points in relation to the total number of points (workload) during one academic year (60 points).

Student Application Form for studying at a different higher education institution is an ECTS document covering the basic information about the student and the home institution. The form is filled in consultation with the ECTS coordinator of the home institution and together with it is attached the draft agreement for study and the certificate for the passed exams.

Agreement for studying at a non-native higher education institution (Learning Agreement) is a document that defines the program of study for each student, and is signed by the student, the home institution and the host institution. This Agreement provides for the recognition of the realized program of the host institution by the home institution. A draft / preliminary agreement shall be drafted which may be amended in accordance with the signing parties.

Transcript of Records is a document that provides the host institution with detailed information about the previously implemented program of the home institution (presented by ECTS points for each subject) and the achieved results of the student. The student's success is expressed on the basis of the applicable assessment system of the home institution and on the basis of the general scale of ECTS assessment.

Information Package is a guide through the program and the rules of studying at a particular higher education institution that provides complete information on the education profiles, the courses / courses (compulsory and elective) and the system of study. It must include the subject programs, the anticipated workload (ECTS points) and the details of the system of taking the exams and the manner of assessment. At the same time, this guide shall provide to the interested students and academic staff basic information about the institution itself, living conditions (accommodation, insurance, health care) and other activities at the University / Institute, faculties / departments and their departments.

Diploma Supplement is a document attached to a diploma or another document for a completed degree of study in order to provide a detailed insight into the level, nature, content of the studies, the system and the rules of study of a particular higher education institution. This document is prepared by the national higher education institution, which issues the diploma and it is in accordance with the general model of this document which is accepted at European level.

Recognition of Diplomas/Qualification The procedure for the recognition of certain qualifications acquired in other educational system, along with the assessment and determination of equivalency diploma (academic title or qualification) in terms of the domestic system and the applicable domestic nomenclature.

Credit-transfer system

The notion of credit in ECTS

Article 4

ECTS credits are numerical value (between 1 and 60) awarded to the courses in the curriculum to describe the student's load coefficient when mastering the curriculum envisaged. They reflect the amount of work each subject requires in relation to the total amount of work required to complete the entire study year in a particular institution, ie lectures, practical work (seminars), seminars, consultations, field work, self-study - in a library or at home and exams or other activities for assessing the exam. ECTS credits represent the overall work of students, not just the time spent on lectures.

Objectives of the credit-transfer system

Article 5

The basic objectives that are achieved with the implementation of the Credit Transfer System are:

– increased student mobility at an institutional, national and international level;

- a precise insight into the scope of work and expressing the student's workload in
- the process of studying;
- development and operation of mechanisms for permanent monitoring of the progress of the student according to the learning outcomes;
- objectivity in assessing and recognizing the results of studying;
- objectivity in the assessment and recognition of the compatibility of the study programs at the institutional, national and international level of the results of studying;
- establishing international student mobility and achieving compatibility of study programs on an international level, according to the principles of the European System for Transfer of Points - ECTS (ECTS European Credit Transfer System);
- smooth transfer of student achievement from one institution to another;
- increased individualization of the course of study and creation of bases for achieving the concept of lifelong learning.

Application of the credit transfer system

Article 6

The Credit Transfer System is applied at the Institute of Film in the realization of the study and subject programs for the second cycle of university studies.

II.2 DETERMINATION OF THE SCOPE OF STUDIES AND THE STUDENTS' WORKLOAD

Determination of the scope of studies

Article 7

The Winter semester (lectures + exams + holidays) lasts 19 weeks, or 12 weeks of lectures. Teaching in the summer semester takes 19 weeks of continuous teaching, activity, preparation for assessment and final assessment.

The total number of classes for the students in one semester is $19 \times 40 = 760$ classes. The number of credits belonging to one subject for a semester (X) is directly proportional to the number of classes (Y) the student passes in listening the subject, preparing for learning and practical exercises, teaching, seminar work, etc., ie $X: 30 \text{ credits} = Y: 760 \text{ classes}$.

Article 8

In determining the number of credits for a given subject, the following should be considered:

1. one academic year brings 60 credits, one semester 30 credits;
2. the student during studying (participating in learning and consulting, preparing for learning, teaching, preparing seminar work, projects, etc.), as well as any other employee works no more than 8 hours a day, 5 days a week, i.e. total 40 hours a week.

Article 9

All compulsory courses for a particular study program carry a certain number of credits that fit into the maximum student load stipulated in the law, namely 25 to 30 hours of workload per student per subject.

The Council of the Institute of Film adopts a decision on the number, distribution and harmonization of credits for compulsory subjects.

Compulsory subjects are crucial for the recognizability of a study program and according to them the harmonization with the same or similar study programs is carried out at other universities in the country and abroad.

All elective courses for a particular study program carry a certain number of credits that fit into the maximum student load provided by the law, namely 25 to 30 hours of workload per student per subject.

The Council of the Institute of Film adopts a decision on the number, distribution and harmonization of credits for elective subjects.

The number of elective subjects ranges from 2-4, i.e. from a minimum of 50 to a maximum of 120 hours of workload per student per subject.

Elective courses are provided at the level of the same study program, at the level of the same department on the Institute of Film, from another department on the Institute of Film and from the list of university subjects proposed by all Departments on the Institute of Film.

The Institute of Film may introduce so-called extracurricular, elective or compulsory subjects (such as physical-sports activities, second language, etc.) with a total load in one semester in accordance with the proposed curriculum, but not more than 4 credits, that is, 50-120 hours by subject per student.

The proportion between compulsory and elective subjects is:

- credits from compulsory courses - up to 60% of the total fund; credits from elective courses at the level of the study program / unit - at least up to 30% of the total fund.
- credits from elective courses at university level - at least 10% of the total fund

The master thesis is evaluated with a maximum of 30 ECTS credits, i.e. a workload of 300 hours.

Article 13

ECTS credits are awarded only to the student who meets the requirements for taking the exam and successfully completes the course program. The conditions to be fulfilled by the student for successful completion of the course program are determined by the Department of the Institute of Film.

Article 14

The engagement of the student during the semester is 19 weeks.

Lectures, exercises, seminars and other forms of studies that are appropriate to the specificity of the education-scientific field are conducted within the semester

- for a duration of 12 weeks. 7 weeks are scheduled for preparation for evaluation and evaluation.

Activities in one semester have the following schedule:

- 12 weeks teaching and learning
- 7 for preparation, taking exams and extracurricular activities

The professor in certain course, makes a distance between the two exam periods depending on the manner of taking the exam and the need for the realization of the exam period.

Article 15

For continuous assessment, as well as for the final assessment, the achieved results of the students are published on the announcement board and on the website of the Institute of Film, within 5 (five) business days after the completion of the exam. The published results contain a full description of the way in which the final grade is formed. This description is also recorded in the application for the exam.

II.3 ESTABLISHING INSTITUTIONAL AND NATIONAL COMPATIBILITY OF STUDY PROGRAMS

Article 16

In the preparation of the study and subject programs higher education units should provide for their institutional and national compatibility and creation of conditions for the student to transfer from one study program to another within the Departments of the Institute of Film, conditions

for transferring from one Department to another within the Institute of Film, as well as conditions for transition from one Department to the other outside the Institute of Film, in cases where there are departments that form the same or similar profile of academic staff, as well as conditions for transferring to a Department abroad.

Compatibility from the previous paragraph of this Article does not represent identical, but the compliance of the study and subject programs between two institutions that form the same or similar profiles.

II.4 PROGRESS DURING THE STUDIES

Article 17

The student makes a progress during the studies through the amount of credits.

The student may sign up for a number of courses that bring a maximum of 30 credits per semester.

For gifted students (regular students with an average grade of above 8.5) enrollment for more credits in one semester is allowed, but no more than 40 credits in semester.

Article 18

Records of to which courses are the students enrolled, data whether they enroll for the course for the second time or enroll to a new course **are kept through filling out applications by students when enrolling for subjects of the semester.**

The accuracy of the data in the application is confirmed with a signature by the Student Affairs Department and the director of the Institute of Film.

II.5 MOBILITY OF A STUDENT WITHIN THE INSTITUTE OF FILM

Article 19

The student can transfer from one to another study program within the same department with a written statement in accordance with the procedure for transferring from one study program to another or another department within one institute / university or from one university to another.

The criteria for the transfer are determined by the Institute of Film depending on the compatibility of study programs.

Article 20

Students can make a transfer from one to another study program from one department to another. A student at a department of the Institute of Film (hereinafter referred to as a student) may realize a part of a study program of the same level and a type of study at another department of the Institute of Film under the conditions and in the manner prescribed by the study program and the Rulebook of the Department of the Institute of Film.

The departments referred to in paragraph 1 of this Article conclude an agreement that regulates in detail the rights and mutual obligations.

The part of the study program that the student from paragraph 1 of this Article attends to another department of the Institute of Film may cover one or more subjects. Upon completing the part of the program at another department of the Institute of Film, the student continues the studies at his own department and conveys the ECTS credits/credits for the successfully passed exams. The transfer of the ECTS credit /points acquired is regulated by the Transcript of Records.

Article 21

When transferring from one department to another, the student is exempted from taking the exam, i.e. from following the teaching on certain subjects/exams, if the higher education institutions between which the transfer is performed have concluded an agreement for mutual cooperation, or with permission from the higher education institution to which it is transferred, on the basis of previous insight into the contents and number of credits for the relevant

subjects/exams that the student received in the higher education institution from which it comes.

Article 22

The student has the right during the course of studying to enroll to new subjects at the Institute of Film, which are not obligatory for acquiring a certain degree of professional preparation, as well as to enroll to new teaching subjects to another higher education unit by respecting the provision for the minimum and the maximum number of credits that can be registered.

Article 23

Students may, in accordance with the study program, enroll to individual subjects in other study programs at the Institute of Film, which are not conducted at the master's department. The enrollment to those subjects is approved by the Heads of the study programs (s) with the consent of the ECTS coordinator of the Institute where the subjects are registered and the holder of the course.

Each department at the Institute of Film before the enrollment in the new academic year publishes a list of subjects as well as initial competences that can be enrolled to by students studying in other study programs. The number of students who can enroll to a certain subject is limited by the capacity of the department, which is decided by the director upon the proposal of the holder of the course. The subject that the student attends at another department at the Institute of Film is registered in the student's paper. The holder of the course confirms the fulfilled obligations by recording the credits and the assessment. The ECTS points acquired on another study program have the same treatment as those of the home department.

II. 6 MOBILITY BETWEEN UNIVERSITIES AND OTHER HIGHER EDUCATION INSTITUTIONS IN THE COUNTRY AND ABROAD

Article 24

A student can make a transfer from one department to another within the Institute of Film and/or make a transfer from another University of the Institute of Film or make a transfer to another higher education institutions in the country and abroad. The criteria for transfer are determined by the universities depending on the compatibility of their study programs.

In order to realize the transfer of students, the universities enter into a mutual cooperation agreement, which determines the conditions and consent of the student to transfer from one university to another.

A student from the Institute of Film, that is, the Department, can realize part of the study program at another higher education institution in the country or abroad (hereinafter: student of the institution/home student) for one semester, and for a maximum of two semesters, i.e. one academic year.

A student from another higher education institution from the country or abroad can realize part of the study program at the Institute of Film, that is, the Department (hereinafter: guest student) for one semester, and for a maximum of two semesters, i.e. one academic year on the basis of a contract concluded between the Institute of Film and the University for mutual recognition of the foreseen/acquired ECTS credits.

The guest student has the status of a regular student. His rights, study costs and other issues related to his status are regulated by agreement.

Article 25

A home student, that is guest student from Article 25 of this Rulebook, after completing the part of the study program at another higher education institution, continues the studies of his/her initial institution and transfers the acquired ECTS credits/points, which are recognized in accordance with the agreement concluded between the Institute of Film and the Higher Education Institution, i.e. the units/departments and other higher education institutions for mutual recognition of ECTS credits/points.

The basic criterion for recognition of ECTS credits is the result of the learning process defined by the study program.

The decision for recognition of ECTS credits obtained by a domestic student at another higher education institution shall be made by the director of the Institute of Film or the Head of the Department in accordance with the agreement referred to in paragraph 1 of this Article.

Article 26

The agreement referred to in Article 25 of this Rulebook regulates the mutual rights and obligations of the higher education institutions in order to provide conditions for studying for the guest students in the host country, such as the costs of accommodation, food, transportation, health care and other costs which the guest student has during the stay in the host country.

The agreement shall be signed by the director of the Institute of Film and the authorized person of the other higher education institution.

II. 7 COORDINATORS OF THE CREDIT TRANSFER SYSTEM AND RECORDS ON THE REALIZATION OF THE PROGRAM

Article 27

Due to the provision of professional, administrative and academic support to exchange students (home and visiting students), the Institute of Film appoints a coordinator for ECTS. The tasks of the ECTS coordinator at the level of the Institute of Film are regulated in more detail with the Decision on appointment and the Rulebook on the organization of work and systematization of the positions of the Institute of Film.

Article 28

The student has the right to request an opinion and additional information from the ECTS coordinator on all questions related to the rules for studying under the ECTS. If there is a problem or dilemma in the interpretation or application of the ECTS rules, the ECTS Coordinator of the Institute of Film, in consultation with the Director of the Institute of Film, proposes a solution to the problems encountered. Finally, a decision about the same is made by the Director of the Institute of Film.

Article 29

The holder of the course program is obliged to submit a plan for realization of the course program before the beginning of the semester to the ECTS coordinator. The holder of the course program is obliged to keep records on the realization of the program, especially for the activities and results of the students. Upon completion of the course program at the end of the academic year, or until the end of the academic year, the holder of the course program submits a final report to the ECTS coordinator at the Institute of Film and to the Director of the Institute of Film.

At the beginning of the new academic year the ECTS Coordinator of the Institute of Film submits a summary report on the realization of the subject and study programs from the previous academic year to the Director of the Institute of Film at the Institute level.

II. 8 ПАКЕТ НА ИНФОРМАЦИИ/ВОДАЧ ЗА СТУДИРАЊЕ И СОРАБОТКА

Article 30

With regard to providing information to the interested students about the possibilities and conditions of studying at the Institute of Film, that is, the Departments the Institute of Film publishes the Information Package on its website. The information/newsletter package is also published in English.

Article 31

For the purpose of publicity, transparency and efficiency in informing existing and future users of educational services The Institute of Film and the Departments are obliged to provide pallets and information in a written form through: publications, manuals, guidebooks, etc. in electronic form through: CD records, internet, web pages, etc.

In order to be fully informative, the Film Institute provides adequate hardware and software support.

III. FINAL PROVISIONS

Article 32

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

President of the Council

Ivo Trajkov, Doc. M.A.