

INSTITUTE OF SOCIAL SCIENCES AND HUMANITIES – SKOPJE

Academic decision making processes

The Institute's Scientific Council, together with the director, are the Institute's main managing organs of the overall academic processes. The Founders have established the Academic Board in accordance with the conditions determined with the Law on Scientific-Research Activities and the Law on Institutions. The Academic Board is made up of the employees and the engaged persons in the Institute with academic titles.

The Council is made up of all the persons engaged in the Institute that have academic titles. The Academic Board's decisions are taken with the majority of votes of the Council's members and they control the overall academic and research activity of the Institute. The Council's sessions are convened by the Executive Manager when he/she decides so or when requested by the majority of Council Members.

The Institute's Scientific Council has the following competences:

- manages and leads the Institute together with the Executive Manager;
- adopts the Institute's main managing acts together with the Executive Manager;
- suggests research programmes and projects;
- takes decisions related to the Institute's research projects and programmes;
- chooses the academic titles;
- takes measures to improve the Institute's overall conditions for conducting research;
- decides on other matters related to the academic activity.

Awarding of academic titles by the Institute

The Scientific Council chooses academic-research workers for associate and academic titles.

The academic titles are: junior assistant-researcher and assistant-researcher.

The following are academic titles: academic associate, senior academic associate and academic associate. A person with completed high-school education and average success in higher education, not lower than mark 8, capable of conducting academic research may be granted the title of junior assistant-researcher.

The academic title assistant researcher may be granted to a person with completed MA studies and documented experience in academic-research activities.

The academic title academic researcher may be granted to a person with a PhD degree in the sciences relevant to the Institute department where the person is being chosen and who has published academic works using the academic research results.

The academic title senior academic associate may be granted to a person with a PhD degree in the sciences relevant to the Institute department where the person is being chosen, who has published reviewed works, has participated in academic-research projects and has contributed to the training of new staff.

The academic title academic advisor may be granted to a person with a PhD in the sciences relevant to the Institute department where the person is being chosen, who has published reviewed works important from an academic and practical point of view, has participated in academic-research projects in the capacity of head researcher and has contributed to the training of new staff.

The academic title junior assistant researcher is granted for a period of 4 (four) years at most, without the right for re-election.

The academic title assistant-researcher is granted for a period of 4 (four) years at most, with the right for re-election and establishing of a work relation for 2 (two) more years.

The academic title academic associate, senior academic associate and academic advisor is granted for a period of 5 (five) years.

If the person holding the title academic associate or senior academic associate is not being chosen for a higher position, the voting is for the title he/she already holds.

The person holding the title academic associate, is not re-elected after the first re-election.

Election and re-election in academic titles

For election or re-election for an academic title and for the title assistant-researcher, the candidate submits an application to the Institute or applies for the job advertisement issued by the Institute at latest within 6 months before the end of the deadlines referred to in the preceding article of this Statute.

For the election or re-election for the academic title assistant-researcher, decisions are taken by the Academic Board of the Institute based on an assessment made by the Recension Committee.

The Recension Committee makes up the Institute's Academic Board. It is made up of at least three members from the Institute's academic workers or from other academic institutes from the same academic area for which the candidate is being chosen. The members of the committee must hold a higher title than the candidate.

The Recension Committee shall submit the report no later than 2 (two) months from the date it was established.

The Report contains the candidate's biography, an assessment of the compliance with the legal conditions for election for an academic title, as well as an assessment of the candidate's academic work.

The Institute publishes the report on its internet page 15 (fifteen) days before the day of election.

The election and re-election procedure for academic titles or for the title academic-researcher can take up to six months at most.

Recognition and allocation of ECTS from other study programmes and other higher education institutions

Recognition and allocation of ECTS from one to another study program is realized by the recognition of credits from one to another study program.

The Institute process of recognition of credits from one study program to another is done if there is a match on the course programs and if the student has acquired the necessary educational skills, which are confirmed by the positive final assessment.

During the procedure for recognition of finished exams (gained ECTS) when switching from one to another study program, for one course from one study program different number of credits can be transferred, in case the course of both study programs have the same or similar content or with a high degree of compatibility, but carry a different number of credits. In this case, on study program where the student continues his/her education, the number of ECTS and exam is fully recognized accordingly to the study program where the student is transferred.

Course of a similar or compatible study program, but which content is not compatible with course from the list of elective courses may be partially or fully recognized as an elective course, if the Commission for Recognition and allocation of ECTS, notes that the course has a high compatibility with a study program. In that case, number of acquired ECTS in another accredited higher education or scientific institution, are fully recognized.

If the course of the two study programs are partially compatible, Commission for Recognition and allocation of ECTS, in collaboration with the course professor, determines the required

additional student activities (essays, additional tests...) for full recognition of the exam and acquired ECTS.

Decision of recognition of exams and allocation of ECTS will be adopted by Commission for Recognition and allocation of ECTS of the Institute.

If the courses of the study programs from different HEI are not compatible with the study programs of the Institute, than exams will not be recognized and ECTS will not be allocated. Decision of non-recognition of exams and allocation of ECTS will be adopted by Commission for Recognition and allocation of ECTS of the Institute.

For initiating the procedure for Recognition and allocation of ECTS from another study program, from another HEI, student has to submit a request for Recognition and allocation of ECTS, with appropriate documentation, to Commission for Recognition and allocation of ECTS of the Institute.

Required documentation is determined by the Commission

Transfer of students from one to another study programme or, higher education institution

The student can be transferred from one to another study program within the Institute. The criteria for transfer from one to another study program are determined by the Commission for Recognition and allocation of ECTS of the Institute.

The student can be transferred from one to another higher education institution in the country and abroad, depending on the compatibility of studies. Criteria for transfer to another institution shall be determined in learning agreement for student mobility, signed by the three parties: sending institution, receiving institution and a student.

The learning components pursued abroad are listed in the agreement for student mobility. If the student received credits for some components of learning other than those specified in the agreement, Institute decides whether they will be recognized or not.

In case of change of program, which was previously agreed with the student in the learning agreement can be adjusted. The corrected version is signed again by the three parties to a contractual period of time, by formally authorized persons of the institutions.

Learning agreement for student mobility contains a list of courses or modules which the student plans to listen to other institutions, together with the codes and ECTS, which are added to the learning components.

The agreement in principle is made for one semester or one academic year.

Learning agreement for student mobility along with the certificate of examinations, guarantee full recognition of study program, perused by the receiving institution.