

University of Information science and Technology “St. Paul the Apostle” - Ohrid



Competition

For enrolment of students at the first cycle of studies at the University of Information Science and Technology “St. Paul the Apostle” – Ohrid in the academic year 2017/2018

Ohrid, July 2017



In accordance with article 108 and 110 on the Law on Higher Education (“Official Gazette of the Republic of Macedonia”, No. 35/2008, 103/2008, 26/2009, 83/2009, 99/2009, 115/2010; 17/2011; 51/2011; 123/2012; 15/2013; 24/2013; 41/2014; 116/2014; 130/2014; 10/2015, 20/2015, 98/2015, 145/2015 and 154/2015, 30/2016 and 127/2016), the Statute of the University of Information Science and Technology “St. Paul the Apostle” Ohrid, the guidelines on the conditions, criteria and rules of enrollment and studying at the first cycle of studies at the University of Information Science and Technology “St. Paul the Apostle”- Ohrid, the decision of the government of the Republic of Macedonia on the number of students enrolling in the first year at public higher education institutions in the academic year 2017/2018, The University of Information Science and Technology “St. Paul the Apostle” Ohrid, announces

COMPETITION

For enrollement of students in the first cycle of study programs at the University of Information Science and Technology “St. Paul the Apostle”- Ohrid
In the academic year 2017/2018

I. Number of students

In study programs of the first study cycle at the University of Information Science and Technology “St. Paul the Apostle” Ohrid, in the first year of the academic year 2017/2018 the following number of students will be enrolled

Faculty/Study program	Full-time students in state quota	Tuition (EUR)	Fulltime students co-financing	Tuition of co- financing	Part-time students	Tuition (EUR)	Total number of students
Faculty of Computer Science and Engineering							
Computer Science and Engineering Three years study (180 ECTS)	15	200	8	400	8	400	80
Computer Science and Engineering Four years study (240 ECTS)	25		12		12		
Faculty of Communication Networks and Security							
Communication Networks and Security Three years study (180 ECTS)	15	200	8	400	8	400	80
Communication Networks and Security Four years study (240 ECTS)	25		12		12		
Faculty of Applied Information Technology, Machine Intelligence and Robotics							
Machine Intelligence and Robotics Three years study (180 EKTS)	10	200	8	400	8	400	120
Machine Intelligence and Robotics Four years study (240 EKTS)	20		12		12		
e-Government, e-Business, e-culture Three years study (180 ECTS)	30		10		10		
Faculty of Information Systems, Visualization, Digital Multimedia and Animation							
Information Systems, Visualization, Digital	15	200	8	400	8	400	80

Multimedia and Animation Techniques Three years study (180 ECTS)							
Information Systems, Visualization, digital Multimedia and Animation techniques Four years study (240 ECTS)	25		12		12		
Game development, Digital Design and Animation *	30	200	10	400	10	400	50
Faculty of Information and Communication Science							
Digital Business Informatics Four years study (240 ECTS)	40	200	20	400	20	400	80
University of Information Science& Technology “St. Paul the Apostle”- Ohrid	250		120		120		490

*The study program “Game Development and Digital Design and Animation” is under the procedure of accreditation by the board of accreditation and evaluation of higher education. The university will begin the realization of the program after gaining accreditation and obtaining a decision for commencement of work from the Ministry of Education and Science of RM

Study programs at the University of Information Science and Technology “St. Paul the Apostle” Ohrid (Hereinafter University “St. Paul the Apostle” Ohrid) are completely conducted in English language.

The University “St. Paul the Apostle” Ohrid will not test the English proficiency level of candidates.

Proficiency in English is proved by submitting proof (certificate) of proficiency in English language at the time of application.

II. Enrolment requirements and criteria

1. All candidates who passed the final High School State Examination or final International High School Examination have the right to enroll in the first cycle of studies at the faculties.

Candidates who have passed the final High School Examination or the final examination in an appropriate vocational education with a duration of four years also have the right to enroll in the first study cycle at the faculties if the number of students applying for enrollment at the first study cycle in the first admission round who fulfil the requirements from the previous item is not sufficient.

Candidate who completed four years secondary education in previous school years (before 2007/2008) and have not taken the final State Examination in secondary schools verified by the Act of the Ministry of Education and Science also have the right to enroll at the first study cycle.

By exception, under conditions determined by the faculty, students may be enrolled without having completed appropriate education, but only if they possess exceptional talent; who are expected to graduate successfully without the completion of the previous degree of education.

Upon registration for enrollment at the study programs at the University “St. Paul the Apostle” Ohrid, in the application forms candidates can selectively select their three possible priority choices of a study program from various units within the University.

Example: - Faculty A, study program A, state quota
- Faculty A, study program A, co-financing
- Faculty B, study program B, state quota

2. Candidates are enrolled as full-time students financed by the state or as full-time students co-financing their studies.

In the first study cycle, part-time student may enroll.

3. At the first cycle of studies, candidates who have completed their higher education or other higher education level in similar faculties and schools might enroll. These candidates are enrolled outside of

the quota making up to 10% of the total number of full-time students in the respective faculties determined by the competition.

Candidates of the previous item are enrolled in accordance with their achieved results from previous education.

Candidates of this item are enrolled with co-financing as well as candidates from part V of this competition.

4. Selection of the candidates is conducted in accordance with the **achieved results of secondary education.**

The assessment of the success of each candidate is expressed in points.

Candidates can earn up to 100 points. The success of secondary education participates with 60% and the success achieved at the state examination with 40%.

4.1. Calculation of secondary education achievement is conducted in the following manner:

4.1.1. The grades from the certificates from all secondary education years are collected and the total sum is divided by the number of grades, then this medium success is multiplied by 12. Thus a maximum of 60 points can be obtained.

4.1.2. For candidates who wrote the state examination in the academic year 2016/2017 and 2015/2016, 2014/2015 and 2013/2014 assessment of the accomplished results at the state examination might make a maximum of 40 points and is conducted in the following manner:

For the three external subjects:

- For candidates who at the state graduation exam wrote an external subject that is appropriate for the study program they are applying to, toward the evaluation of each external subject a percentile rank of the candidate is added (expressed in percentages) for the appropriate subject divided by 20.
- For candidates who at the state graduation exam wrote an external subject that is inappropriate for the study program they are applying to, the points of that subject, obtained by the above methodology, are multiplied by a factor of 0.5.

According to the above basis a maximum of 30 points might be obtained for the three external subjects.

For internal subjects:

- Grades of internal subjects of the state examination, which is appropriate for the study program that the candidate is applying to, are multiplied by a coefficient of 1,2.
- Grades of internal subjects of the state examination, which is inappropriate for the study program that the candidate is applying to, are multiplied by a coefficient of 0,8.

According to the above basis a maximum of 6 points might be obtained for the appropriate subject or 4 points for the inappropriate subject.

For project assignment:

The grade of the final project assignment is multiplied by coefficient 0,8. Maximum points according to this basis are 4.

4.1.3. For candidates who wrote the state graduation exam in the academic year 2012/2013, assessment of the results achieved at the state examination makes a maximum of 40 points and is conducted in the following manner:

For the two external subjects:

- For candidates who at the state graduation exam wrote an external subject that is appropriate for the study program they are applying to, toward the evaluation of each external subject a percentile rank of the candidate is added for the appropriate subject divided by 20.
- For candidates who at the state graduation exam wrote an external subject that is inappropriate for the study program they are applying to, the points of that subject, are multiplied by a factor of 0.5. According to the above basis a maximum of 20 points might be obtained for both external subjects.

For the two internal subjects:

- Grades of each internal subject of the state examination, which are appropriate for the study program that the candidate is applying to, are multiplied by a coefficient of 1,6.
 - Grades of each internal subject of the state examination, which are inappropriate for the study program that the candidate is applying to, are multiplied by a coefficient of 1.
- The outcomes are summed. According to the above basis a maximum of 16 points might be obtained.

For project assignment:

The grade of the final project assignment is multiplied by coefficient 0,8. Maximum points on this basis are 4.

4.1.4. For candidates who wrote the state graduation or wrote the final exam upon completion of secondary education with a duration of 4 years, assessment of the results achieved at the state examination makes a maximum of 20 points and is conducted in the following manner:

- Grades of the subjects that are written at the school graduation or final exam are multiplied by a coefficient of 1.6. The obtained outcomes are summed. On this basis at most 16 points can be obtained.
- The grade obtained for the project assignment are multiplied by a coefficient of 0.8. On this basis up to 4 points might be obtained.

4.1.5. For candidates who have completed secondary education before 2007/2008 and have not taken the final State Examination, except the assessment of the points from item 4.1.1., a maximum of 40 points are calculated based on the subjects that are relevant to the study program: the sum of the grades for each of the two subjects relevant to the study program (table 2) is divided by the number of the grades (regardless of the years of the secondary education in which the subject is taken); then this total average for each subject separately is multiplied by 4. On this basis the maximum points is 20 for each subject, 40 for both subjects.

III. Selection of candidates

1. For the realization of the competition for students' enrollment at the university, the teaching scientific councils form a competition committee at each faculty.
2. For supervision of the realization of the competition, the rectorial board of the university establishes a university competition commission. The university's competition commission supervises the realization of the competition at the university's faculties, ensures adherence to the provisions of the competition and provides instructions and opinions during the process of the realization of the competition.
3. Ranking of candidates is performed by the completion committees at each faculty.
4. The competition committee publishes a preliminary ranking list on the notice board of the university with the points of secondary education (average high school success).
5. After the announcement of the preliminary ranking list of the candidates by the competition committee, candidates have the right to complain within 24 hours. Otherwise, they lose the right to

complain during further procedure in view of the published results. Complaints may only refer to technical flaws - errors made in the assessment of the points and are addressed to the rectorial board of the university. The decisions of the rectorial board regarding the complaints are final.

Decisions in relation to any complaints are announced on the notice board of the university.

Upon the expiration of the deadlines for filing complaints and deciding on them, the competition committee of each faculty announces the decision for admission of students (final ranking list), upon which students are enrolled.

The decision of the competition committee for admission of students (final ranking list) is submitted to the rectorate of the university.

6. Upon the end of the first admission round, faculties that still have vacancies might enroll students in a second and third admission round.

IV. Enrollment of students in state quota

1. Students in the state quota are enrolled by paying a tuition of 200 Euros annually paid in Macedonian denars according to the middle exchange rate of the NBRM.

Payment of the tuition of the previous item, for each study program is an integral part of this competition. Payment is done in two equal installments when registering for fall and spring semesters.

Students pay the amount of tuition from item 1 above during the whole period of studies.

2. If in the first admission round there are more candidates with equal number of points (maximum 5 candidates) on the ranking list, all of them will be enrolled. If the number of such candidates is more than 5, they will be ranked in accordance with additional criteria: evaluation of the project assignment from the State Examination, rewards from national and international competitions, membership in any sports national teams in the Republic of Macedonia, possession of certificates for proficiency in foreign languages on a higher level and similar criteria.
3. Members of the security forces, children of the fallen (in military action) or deceased (death as a direct result of injury during military action), members of the security forces determined by article 2 and 3 of the law on special rights of the members of the security forces of the Republic of Macedonia and a and other individuals determined by the law for special rights of the members of the security forces of the Republic of Macedonia and members of their families as well as individuals determined by article 23 of the same law ("Official Gazette of the Republic of Macedonia" No. 2/02, 17/03, 30/04 and 66/07) in the academic year 2017/2018 are enrolled outside of state quota without paying tuition or co-financing, under the conditions for enrollment determined by this competition and their number might make up to 10% of the total number of students in the respective study programs.
Candidates may realize the right from the previous item by submitting the necessary documents from the Ministry of Defense or the Ministry of Interior affairs when applying at the university. Late submission of documents for candidates who enroll in first year is not taken into account.
4. The university will not charge tuition to:
 - Orphans
 - Individuals of first and second degree of disability.
 - Military disabled individuals
 - Individuals raised in orphanages up to 26 years old, if unemployed.

These candidates are enrolled outside of the quota and their number may not exceed 10% of the total number of regular students at the appropriate faculties as stated in this competition.

Funds for payment of the tuition of these individuals will be covered by the budget of the Republic of Macedonia.

5. The University will charge half of the amount of the enrollment within the state quota, and within the quota with co-financing of studies, in the academic year 2017/2018 for students whose parental right is performed by only one parent, as follows:

- 1 (one) student for each study program from 20 to 40 vacancies are allocated in a state quota and 1 (one) student for each study program from 20 to 40 vacancies are allocated in the quota with co-financing of studies.

The resources for tuition of these persons will be covered from the Budget of the Republic of Macedonia.

6. Students of Roma nationality who will enroll in the academic year 2017/2018 will be exempted from paying tuition for the first and second semesters according to the project of the Government of the Republic of Macedonia, the Decade of the Roma.

V. Enrollment of students with co-financing

1. As full time students who meet the conditions for enrollment enroll at the faculties but due to the limited quota may not enroll in the category of students financed by the government. Enrollment in this category is done by a previously submitted statement by the students that they consent to co-finance their studies for the whole duration of the studies.
2. Students who enroll in this category pay the tuition stated in part I of the competition in denars according to the middle exchange rate of NBRM on the day of payment in two equal installments.

Students pay the tuition stated in the previous item during their entire study period.

3. The faculty announces a ranking list of the candidates who meet the conditions for enrollment in this category.

The list of admitted students in this category is verified by the competition committee on the basis of the ranking list and the submitted statements for consent for enrollment in this category.

Students in the co-fainacing category, upon admission sign a contract with the university stating the mutual rights and obligations for the realization of the educational process.

VI. Enrollment of part-time students

1. Students may enroll at the study programs specified in the competition as part-time students who qualify for enrollment and are employed, as well as candidates who for justifiable reasons are not able to enroll as regular students.

As justifiable reasons of the previous item are considered: disabled individual who is unable to attend lectures, serious long term illness that prevents regular attendance of classes longer than one semester, a parent during maternity leave.

2. Part-time students are enrolled under the same terms and conditions as regular students and are ranked in a separate ranking list.

Students who enroll in this category, pay the tuition specified in part I of the competition in MKD according to the average exchange rate of the National Bank of the Republic of Macedonia on the date of payment in two equal installments.

Students pay the tuition stated in the previous item during their entire study period.

3. When registering as part-time students, candidates submit a M1/M2 form, verified by a notary public or a medical report for medical reasons stated in item 1, paragraph 2.

VII. Candidates with completed secondary education abroad

a) Foreign citizens

1. Foreign nationals are enrolled outside the quota set in the competition.
2. Selection of foreign citizens who apply for studying at the university is done through the assessment of the appropriateness of the previously completed secondary education and high school grades.
3. Upon registration, candidates specify the desired faculty, i.e. study program that they want to study at, whether they are awarded a scholarship by their own government or they will themselves cover the costs of study. In addition to the application they submit a valid (certified) diploma for completed secondary education as well as valid (certified) certificates for all secondary education years, valid translation of birth certificate, and report of health status issued by a public health organization.
4. The tuition for foreign citizens in the academic year 2017/2018 is 600 EUR per semester, i.e. 1200 EUR annually, in denars according to the middle exchange rate of NBRM on the day of payment, unless regulated otherwise by an agreement for mutual university cooperation.

b) Macedonian citizens from the diaspora as well as Macedonian citizens who completed whole or part of the secondary education abroad

1. Candidates whose parents are Macedonian citizens who live abroad and candidates who are citizens of the Republic of Macedonia who have completed their entire secondary education abroad are enrolled outside the quota with co-financing of studies.

Selection of the candidates from item 1, is done through the assessment of secondary education grades.

Candidates of item 1 with the application submit a verified certificate for completed secondary education abroad.

These candidates are enrolled outside the quota and make up maximum 10% of the state quota.

The fee paid by these students is equal to the fee paid by students co-financing their studies (Part V of the competition).

2. Candidates who are citizens of the Republic of Macedonia and who have completed part of their secondary education abroad are enrolled at the University under the same condition and criteria as candidates with completed secondary education in the country, with the obligation to submit valid diploma for the part of education completed abroad in addition to the other required documents.

VIII. Candidates with international baccalaureate and candidates from private secondary schools in the Republic of Macedonia

1. Candidates with completed international baccalaureate are enrolled under the same condition and criteria as candidates with completed secondary education in the Republic of Macedonia. Assessment of the success achieved in secondary education is made in accordance with item 4.1.1. Of this competition. Assessment of the success achieved in the international

baccalaureate is done in the following manner: every grade of the six external subjects which are taken on the international examination is multiplied by coefficient 1,2. The obtained points in this manner are summed up. The maximum points that can be obtained on this basis are 36. The grade of the project assignment is multiplied by coefficient 0,8. On this basis a maximum of 4 points may be obtained. The total success of the International baccalaureate can make up a maximum of 40 points.

2. Candidates who have completed secondary education in private high schools in the Republic of Macedonia where state exam is taken are enrolled under the same conditions and criteria as candidates with completed secondary education in the Republic according to item 4.1.1. of this competition.
3. Candidates who have completed secondary education in private schools in the Republic where the state examination is not taken, are enrolled outside of the quota with co-financing of studies and make up to 10% of the state quota.

IX. Additional quotas set by the Government of the Republic of Macedonia

1. In order to ensure equal representation of students members of communities who are not the majority in Macedonia, at the higher education institutions of the University of Information Science and Technology “St. Paul the Apostle” Ohrid, in the academic 2017/2018, additionally students members of these communities, might enroll. Their number is not higher than 10% of the total number of students who enroll in first year at the faculties. Within this percentage members of all communities will be represented that will reflect the percentage the respective community represents in the population of RM.
2. At the higher education institutions of the University of Information Science and Technology “St. Paul the Apostle” in Ohrid, where there are academic programs that are represented at the State University of Tetovo, members of the Albanian community will be admitted only in regular quotas.
3. The percentage of students members of these communities in state and additional quotas should be up to the percentage of representation of the relevant community in the total population of Macedonia.

X. Deadlines for application, ranking according to secondary education results and enrollment

	First round	Second round	Third round
Application	16,17 and 18.08.2017	04 and 05.09.2017	14.09.2017
Announcement of the results of secondary school average results (preliminary ranking list)	23.08.2017	08.09.2017	15.09.2017
Announcement of the decision for admission of candidates (final ranking list)	25.08.2017	11.09.2017	19.09.2017
Enrolment of candidates	29.08.2017 and 30.08.2017	12.09.2017	20.09.2017

Remark:

After the realization of the first admission round, the university will announce an additional competition for enrollment of students in the vacant places at the faculties of the university in the second and third admission round in the academic year 2017/2018.

XI. Required documents for application and enrollment

1. Application form
2. Genuine certificates from all 4 years of secondary education
3. Proof for passed state, international or school baccalaureate
4. original certificate for completed secondary education
5. birth certificate
6. Proof of citizenship of the Republic of Macedonia
7. Certificate of proficiency in English language.
8. Proof of payment:
 - 500 denars paid to the bank account of the university for application for registration according to the fees of UIST, and payment of administrative tax of 59,00 Denars.

Candidates who apply as part-time students, in addition to the stated documents submit the documents referred to in section VI Item 3.

Remark: Since application is done with original documents, candidates are advised to make copies of the documents for their own needs and to verify them at a notary public.

Integral part of the competition is:

Table 1: List of external and internal subjects of the state examination required for application for enrollment at the university for:

- **Candidates that wrote the state examination in the academic year 2012/2013**
- **Candidates that wrote the state examination in the academic year 2016/2017, 2015/2016, 2014/2015 and 2013/2014**

Table 2: Subjects which are assessed in the evaluation of the results of secondary education for candidates who have completed secondary education before the academic year 2007/2008 year and did not take the state baccalaureate exam.

The competition is announced at the website of the University of Information Science and Technology
"St. Paul the Apostle", Ohrid
www.uist.edu.mk

Table 1: List of external and internal subjects of the state examination required for application for enrollment at the study programs of the university

University for Information Science and Technology “St. Paul the Apostle”, Ohrid				
Faculty	External elective subjects		Internal subjects	
	For candidates who passed the state examination in the academic year 2016/2017, 2015/2016, 2014/2015 and 2013/2014 (3 subjects)	For candidates who passed the state examination in the academic year 2012/2013 (2 subjects)	For candidates who passed the state examination in the academic year 2016/2017, 2015/2016, 2014/2015 and 2013/2014 (1 subject)	For candidates who passed the state examination in the academic year 2012/2013 (2 subjects)
Faculty of Computer Science and Engineering Faculty of Communication Networks and Security Faculty of Applied Information Technology, Machine Intelligence and Robotics Faculty of information systems, visualization, multimedia and animation Faculty of Information and Communication Science	One subject Mathematics or English language, the second and third external subjects are according to the choice of the candidate	One subject Mathematics or English language, the second external subject is according to the choice of the candidate	No restrictions	For grammar schools: <ul style="list-style-type: none"> • Physics, Informatics or English language (At least one subject, allowed are two) • One subject according to the choice of the candidate (one of the above mentioned subjects or others) For vocational secondary education: <ul style="list-style-type: none"> • Physics, Informatics or English language (At least one subject, allowed are two subjects) • One core subject depending on the education profile according to the choice of the candidate (one of the above mentioned subjects or others)

Table 2: Subjects which are assessed in the evaluation of the results of secondary education for candidates who have completed secondary education before the academic year 2007/2008 year and did not take the state exam.

University for Information Science and Technology “St. Paul the Apostle”, Ohrid		
Faculty	First subject	Second subject
Faculty of Computer Science and Engineering Faculty of Communication Networks and Security Faculty of Applied Information Technology, Machine Intelligence and Robotics Faculty of information systems, visualization, multimedia and animation Faculty of Information and Communication Science	Mathematics	Informatics, English, Physics (Of the candidate’s choice)