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Pursuant to Article 94, paragraph 1, indent 21 of the Law on Higher Education ("Official Gazette of the Republic of Macedonia" No. 82/2018), at the 32nd session held on 6 June 2019, the University Senate established the following:

**RULEBOOK**  
**on the special conditions and the procedure for selection into**  
**teaching-scientific, scientific, teaching-professional, and associate titles and**  
**demonstrators at the "Ss. Cyril and Methodius" University in Skopje**  
**(Consolidated Text)**

**GENERAL PROVISIONS**

**Article 1**

This Rulebook governs the specific conditions and the procedure for election to teaching-scientific, scientific, teaching-professional, and associate titles and demonstrators at the "Ss. Cyril and Methodius" University in Skopje.

This Rulebook shall be directly applied at the faculties and scientific institutes of the "Ss. Cyril and Methodius" University in Skopje.

Annex 1, Form 1, and Form 2 are an integral part of This Rulebook.

**Article 2**

Higher educational, scientific-research, applied, and/or artistic activities at the faculties and scientific institutes in one or more related or interconnected scientific and professional disciplines and artistic fields are performed by persons elected to teaching-scientific, scientific, teaching-professional, and associate titles.

Higher educational activity may only be performed by a person elected to a teaching-scientific, teaching-professional, and associate title for the duration for which they were elected.

By way of exception, higher educational activity in second and third-cycle studies may also be carried out by a person elected to a scientific or associate title, according to the equivalence of titles established by the Law on Higher Education.

By way of exception, practical teaching in study programs of integrated first and second-cycle studies may also be carried out by a person elected to a scientific or associate title, according to the equivalence of titles established by the Law on Higher Education.

Demonstrators may be elected at the faculties as assistants in the educational process of the first cycle of studies and the integrated first and second cycles of studies.

### **Article 3**

At the faculties, persons are elected to the teaching-scientific titles: Assistant Professor (Docent), Associate Professor, and Full Professor.

At the faculties, persons may also be elected to scientific titles: Research Associate, Senior Research Associate, and Research Counselor.

At scientific institutes, persons performing higher educational activities in second and third-cycle studies are elected to the teaching-scientific titles: Assistant Professor (Docent), Associate Professor, and Full Professor.

At scientific institutes, persons performing scientific-research activities are elected to scientific titles: Research Associate, Senior Research Associate, and Research Counselor.

### **Article 4**

The election of Assistant Professors, Associate Professors, Full Professors, Research Associates, Senior Research Associates, Research Counselors, as well as the election to teaching-professional and associate titles and demonstrators, is carried out by the Faculty Academic Council or the Institute Academic Council.

The election of a Full Professor and Research Counselor carried out by the Faculty Academic Council or the Institute Academic Council is confirmed by the University Senate of the "Ss. Cyril and Methodius" University in Skopje.

### **Article 5**

At the faculties, persons may also be elected to the titles of Honorary Assistant Professor (Docent) and Honorary Associate Professor, according to the conditions and the procedure established by This Rulebook.

### **Article 6**

At faculties in the field of philological sciences, or at faculties and scientific institutes where language instruction is conducted, the teaching-professional titles are: Lecturer and Senior Lecturer.

### **Article 7**

At the faculties, the associate title is Assistant.

At the faculties, persons may also be elected to the associate title – Research Assistant. Associates at scientific institutes are elected to the title of Research Assistant.

At scientific institutes, persons may also be elected to the associate title – Assistant.

Associates participate in the educational process in the manner and scope determined by the schedule of work tasks for the current academic year or semester.

## **SPECIFIC CONDITIONS FOR ELECTION TO TEACHING-SCIENTIFIC, SCIENTIFIC, TEACHING-PROFESSIONAL, AND ASSOCIATE TITLES AND DEMONSTRATORS**

### **Article 8**

The election to teaching-scientific, scientific, teaching-professional, and associate titles is carried out according to the criteria and conditions established by law, This Rulebook, and Annex 1.

Annex 1 and Forms 1 and 2 referred to in Article 1, paragraph 3 of This Rulebook are applied, i.e. filled in for the election to teaching-scientific, scientific, and teaching-professional titles.

In its report, the Review Commission evaluates the total scientific, professional, pedagogical, and other achievements of the candidates since the beginning of their career up to the day of application, based on all submitted documentation relevant to the election.

For election to teaching-scientific, scientific, and teaching-professional titles, in addition to evaluations since the beginning of their career, individuals must also meet the minimum number of points earned since their last election, as established by This Rulebook.

### ***Specific Conditions for Election to Titles***

### **Article 9**

The specific conditions for election to teaching-scientific, scientific, teaching-professional, and associate titles include:

- Results from scientific-research work;
- Results and experience in teaching activity and the mentoring of teaching and scientific-research junior staff;
- Professional-applied or professional-artistic activity.

### **Article 10**

The results of individuals applying to the call for applications for election to teaching-scientific, teaching-professional, and associate titles are evaluated in the following four areas:

- Teaching-Educational Activity;
- Scientific-Research Activity;
- Professional-Artistic Activity;
- Professional-Applied Activity.

For each of these areas, a corresponding number of points is awarded, as established in Annex 1 of This Rulebook.

### ***Specific Conditions for Election to Teaching-Scientific Titles***

#### **Article 11**

A person may be elected to the teaching-scientific title of **Assistant Professor (Docent)**, **Associate Professor**, or **Full Professor** if, in addition to the general conditions provided for in the Law on Higher Education (referred to in Form 1), also meets the specific conditions from Annex 1 of This Rulebook and Table 1 (referred to in Form 2).

For election to the teaching-scientific title of **Assistant Professor (Docent)**, **Associate Professor**, or **Full Professor** at the Faculty of Medicine and the Faculty of Dentistry, the individual must hold a doctoral degree and have achieved an average grade of at least 8.00 (eight) in the course of their previous education required by Rulebook for obtaining the academic degree PhD.

The minimum number of points for the specific conditions that a person must achieve to be elected to the title of **Assistant Professor (Docent)**, **Associate Professor**, or **Full Professor** are shown in Table 1.

***Table 1***

**Minimum number of points for election to a teaching-scientific title in a teaching-scientific field**

Title	Minimum number of points			Minimum number of points on all grounds
	Teaching-Educational Activity	Scientific-Research Activity****	Professional-Applied Activity	
<b>Assistant Professor (Docent)*</b>	20	20	5	80
<b>Associate Professor**</b>	20	20	5	80
<b>Full Professor***</b>	20	20	5	80

\* All activities up to the election to the title of Assistant Professor (Docent) are evaluated.

\*\* Only activities following the election to the title of Assistant Professor (Docent) are evaluated.

\*\*\* Only activities following the election to the title of Associate Professor are evaluated.

\*\*\*\* For the Faculty of Architecture, the Faculty of Dramatic Arts, the Faculty of Music, and the Faculty of Fine Arts, the Scientific-Research Activity column is to be treated as Scientific-Research Activity + Professional-Artistic Activity, accumulating points from both scientific-research and professional-artistic activities in a form recognized by the profession.

***Table 1a***

**Minimum cumulative number of points for election to a teaching-scientific title in a teaching-scientific field for persons from another university<sup>1</sup>**

Title	Minimum number of points			Minimum number of points on all grounds
	Teaching-Educational Activity	Scientific-Research Activity*	Professional-Applied Activity	
<b>Assistant Professor (Docent)</b>	20	20	5	80
<b>Associate Professor</b>	40	40	10	160
<b>Full Professor</b>	60	60	15	240

\* For the Faculty of Architecture, the Faculty of Dramatic Arts, the Faculty of Music, and the Faculty of Fine Arts, the Scientific-Research Activity column is to be treated as Scientific-Research Activity + Professional-Artistic Activity, accumulating points from both scientific-research and professional-artistic activities in a form recognized by the profession.

### ***Specific Conditions for Election to Associate Titles***

#### **Article 12**

A person may be elected as **Assistant** if, in addition to the general conditions provided for in the Law on Higher Education (referred to in Form 1), also meets the specific conditions for election, i.e. has published at least 1 (one) paper in a professional journal as an author or co-author or has participated in a project.

Form 2 is not filled out for the election of an Assistant.

### ***Specific Conditions for Election to Scientific Titles***

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<sup>1</sup> The specific conditions from Tables 1a, 2a, and 3a are applied in cases where candidates who have been previously elected to teaching-scientific or scientific titles at other universities or higher education institutions outside of the Ss. Cyril and Methodius University apply for election competitions.

### Article 13

A person may be elected as a **Research Associate, Senior Research Associate, or Research Counselor** if, in addition to the general conditions provided for in the Law on Higher Education applicable to Assistant Professor, Associate Professor, and Full Professor (referred to in Form 1), also meets the specific conditions from Annex 1 of This Rulebook and Table 2 (referred to in Form 2).

For election as a Research Associate, Senior Research Associate, or Research Counselor at the Faculty of Medicine and the Faculty of Dentistry, the individual must hold a doctoral degree and have achieved an average grade of at least 8.00 (eight) in the course of their previous education required by Rulebook for obtaining the academic degree PhD.

The minimum number of points for the specific conditions that a person must achieve to be elected to the title of **Research Associate, Senior Research Associate, or Research Counselor** are shown in Table 2.

**Table 2**  
**Minimum number of points for election to a scientific title**

Title	Minimum number of points		Minimum number of points on all grounds
	Scientific-Research Activity	Professional-Applied Activity	
<b>Research Associate</b>	35	5	80
<b>Senior Research Associate</b>	35	5	80
<b>Research Counselor</b>	35	5	80

**Table 2a**  
**Minimum cumulative number of points for election to a scientific title from another university**

Title	Minimum number of points		Minimum number of points on all grounds
	Scientific-Research Activity	Professional-Applied Activity	
<b>Research Associate</b>	35	5	80
<b>Senior Research Associate</b>	70	10	160
<b>Research Counselor</b>	105	15	240

## Article 14

Persons in scientific titles are elected for the duration established by the Law on Higher Education applicable to teaching-scientific titles.

A person elected to a scientific title may be elected to the same or a higher teaching-scientific title, provided they meet the specific conditions for election to a teaching-scientific title established by This Rulebook. Time spent in a scientific title is considered time spent in a teaching-scientific title.

### ***Specific Conditions for Election to the Associate Title – Research Assistant***

## Article 15

A person may be elected as a **Research Assistant** if, in addition to the general conditions provided for in the Law on Higher Education applicable to Assistants (referred to in Form 1), also meets the specific conditions for election i.e. has published at least 1 (one) paper in a professional journal as an author or co-author or has participated in a project.

Form 2 is not filled out for the election of a person for the position of Research Assistant.

A person in the associate title - Research Assistant is elected for the duration established by the Law on Higher Education applicable to the associate title of Assistant.

### ***Specific Conditions for Election to a Teaching-Scientific Title in a Professional-Artistic Field***

## Article 16

For a teacher of professional-artistic subjects, except for theoretical subjects, a person without academic degree PhD may be elected to the title of **Assistant Professor (Docent), Associate Professor, or Full Professor**, if, in addition to the general conditions provided for in the Law on Higher Education (referred to in Form 1), also meets the specific conditions from Annex 2 of This Rulebook and Table 3 (referred to in Form 2).

The minimum number of points for the specific conditions that a person must achieve to be elected to the title of Assistant Professor (Docent), Associate Professor, or Full Professor are shown in Table 3.

### **Table 3**

**Minimum number of points for election to a teaching-scientific title in a professional-artistic field**

Title	Minimum number of points			Minimum number of points on all grounds
	Teaching-Educational Activity	Professional-Artistic Activity	Professional-Applied Activity	
<b>Assistant Professor (Docent)*</b>	0	15	0	40
<b>Associate Professor**</b>	20	15	0	60
<b>Full Professor***</b>	20	15	0	60

\* All activities up to the election to the title of Assistant Professor (Docent) are evaluated.

\*\* Only activities following the election to the title of Assistant Professor (Docent) are evaluated.

\*\*\* Only activities following the election to the title of Associate Professor are evaluated.

### **Table 3a**

**Minimum cumulative number of points for election to a teaching-scientific title in a professional-artistic field from another university**

Title	Minimum number of points			Minimum number of points on all grounds
	Teaching-Educational Activity	Professional-Artistic Activity	Professional-Applied Activity	
<b>Assistant Professor (Docent)</b>	0	15	0	40
<b>Associate Professor</b>	20	30	0	100
<b>Full Professor</b>	20	45	0	160

### ***Specific Conditions for Election to Teaching-Professional Titles***

#### **Article 17**

A person may be elected as a **Lecturer** or **Senior Lecturer** if, in addition to the general conditions provided for in the Law on Higher Education (referred to in Form 1), also meets the specific conditions from Annex 1 of This Rulebook and Table 4 (referred to in Form 2).

The minimum number of points for the specific conditions that a person must achieve to be elected to the title of Lecturer or Senior Lecturer are shown in Table 4.

**Table 4**

**Minimum number of points for election to a Lecturer title**

Title	Minimum number of points			Minimum number of points on all grounds
	Teaching-Educational Activity	Scientific-Research Activity	Professional-Applied Activity	
Lecturer	20	10	0	70
Senior Lecturer	20	20	5	80

***Specific Conditions for Election to Honorary Titles***

**Article 18**

At the units of the University, affirmed scientists, artists, and experts may be elected to the titles of **Honorary Assistant Professor (Docent)** and **Honorary Associate Professor**. These individuals must meet the conditions for election to titles for which there is no vacant position for election to a teaching-scientific title, according to the conditions and the procedure established by the Law on Higher Education and This Rulebook.

The type and scope of participation of the person elected to a honorary title in the performance of higher educational activity shall be determined by the Academic Council in the manner and scope defined by the schedule of work tasks for the current academic year or semester.

**Article 19**

Election to honorary titles is carried out according to the specific conditions and the procedure for election to the titles of Assistant Professor (Docent) and Associate Professor.

***Specific Conditions for Election of Demonstrators***

**Article 20**

A person may be elected as a **Demonstrator** if they meet the general conditions according to the Law on Higher Education and are a student in the second or third cycle of studies in the appropriate study program, or a student in the study programs of integrated first and second-cycle studies who has achieved at least 180 ECTS credits.

Demonstrators participate in the teaching-educational process in the scope and manner determined by the schedule of work tasks for the current academic year or semester.

The Faculty and the demonstrator shall sign a contract regulating mutual rights and obligations. The payment of remuneration for the elected demonstrators is made from the faculty's own revenues, for which the consent of the Ministry of Finance is not required.

### ***Gradual Progression in Election***

#### **Article 21**

The election of persons to teaching-scientific and scientific titles is carried out gradually.

A person referred to in paragraph 1 cannot be simultaneously elected to more than one teaching-scientific or scientific title.

#### **Article 22**

Under equal conditions established by This Rulebook, preference during election to an associate title may be given to a person who has received a commendation or award for the best graduate student from the "Ss. Cyril and Methodius" University in Skopje or is a recipient of other awards established at the University.

#### **Article 23**

For persons who have an established employment relationship as Assistant Professor (Docent), Associate Professor, Assistant, Assistant-Doctoral Candidate, or Junior Assistant, or Research Associate or Senior Research Associate at the "Ss. Cyril and Methodius" University in Skopje or at one of the universities in the Republic of Macedonia at the moment the Law on Higher Education (Official Gazette of the Republic of Macedonia No. 82/2018) entered into force, the provisions of the Law and This Rulebook regarding the average grade shall not apply upon their election to the same or a higher teaching-scientific or scientific title at the "Ss. Cyril and Methodius" University in Skopje.

The provisions of paragraph 1 of this Article also apply to teachers from the Center for Physical Education, Sport, and Health at the Faculty of Physical Education, Sport, and Health upon election to a teaching-scientific title.

For persons elected to a scientific title at the "Ss. Cyril and Methodius" University in Skopje or at one of the universities in the Republic of Macedonia at the moment the Law on Higher Education (Official Gazette of the Republic of Macedonia No. 82/2018) entered into force, the provisions of the Law and This Rulebook regarding the average grade shall apply upon their election to a teaching-scientific title at the "Ss. Cyril and Methodius" University in Skopje.

#### **Article 24**

For election to the titles of Assistant Professor (Docent), Research Associate, Assistant, and Research Assistant, in accordance with the general conditions for election from the Law on Higher Education, persons must have knowledge of at least one of the three most commonly used languages of the European Union (English, French, German). This is proven by a certificate issued by the "Blaze Koneski" Faculty of Philology at the "Ss. Cyril and Methodius" University in Skopje for Level B2 according to the Common European Framework of Reference for Languages of the Council of Europe, or with a corresponding certificate for the same level issued by an official European tester, a member of the ALTE association of European testers.

## **REPOSITORY OF WORKS**

### **Article 25**

Persons elected to teaching-scientific, scientific, teaching-professional, and associate titles who are employed at the University are obliged to record all their works in the University Repository of Scientific and Artistic Works.

If works are not recorded into the Repository, they will not be evaluated during the election to the corresponding title.

## **ELECTION PROCEDURE AND METHOD**

### **Call for Applications**

#### **Article 26**

The decision to put out public call for applications for election to a teaching-scientific, scientific, teaching-professional, or associate title, in cases where the election is being conducted for the first time, is made by the Faculty Academic Council or the Institute Academic Council.

The decision to put out call for applications for persons already elected to titles is made by the Dean of the faculty or the Director of the scientific institute, at the earliest seven months and at the latest six months before the expiration of the term for which the current election was made.

The timeframe for putting out the call for applications referred to in paragraph 2 of this Article shall be extended by the time spent on maternity leave, sick leave longer than three months, as well as the suspension of the employment status in cases determined by law. At the request of the individual, the deadline does not have to be extended.

Based on a decision by the Faculty Academic Council or the Institute Academic Council, a call may also be put out before the expiration of the term for which a person was elected

to an associate title, provided that the formal conditions are met and there is a vacant position for election to a teaching-scientific or scientific title.

The call is put out for election to all teaching-scientific, scientific, and teaching-professional titles.

Upon election to an associate title, the specific associate title for which the election is being conducted must be specified.

Based on the decisions referred to in paragraphs 1, 2, and 4 of this Article, the faculty or scientific institute shall put out a public call in at least two daily newspapers, of which at least one is published in the Macedonian language and one in the language spoken by at least 20% of citizens who speak an official language other than Macedonian.

### **Article 27**

The call shall remain open for 8 days from the day of publication.

### **Article 28**

The call for election to a title must contain the corresponding teaching-scientific field for which the person is being elected, determined by the Classification of Scientific Research Areas, Fields, and Branches (International Frascati Classification), the type of employment, the duration of the term, the general and specific conditions for election, the documentation relevant to the election and other conditions determined by the Law on Higher Education, the Law on Labor Relations, and This Rulebook.

When submitting the documentation referred to in paragraph 1 of this Article, candidates shall enclose a statement confirming that they fulfill the general and specific conditions for election.

### **Article 29**

The procedure following the call for election to teaching-scientific, scientific, teaching-professional, and associate titles at the faculty and scientific institute shall last a maximum of 6 months, counting from the day of the publication of the public call in the daily press. The period referred to in paragraph 1 of this Article shall begin to run the day following the publication of the call.

If the procedure is not completed within the period referred to in paragraph 1 of this Article, the procedure shall be stopped and a new call shall be announced. The decision to stop the procedure is made by the Dean of the faculty or the Director of the scientific institute.

The period referred to in paragraph 1 of this Article does not run during the period from July 15 to August 25 of the calendar year.

## ***Review Commission***

### **Article 30**

The Review Commission is established by the Faculty Academic Council or the Institute Academic Council, within a period not exceeding 30 days from the day the application deadline for candidates expires.

The Review Commission consists of at least three members. Members of the Review Commission may be from the faculty or the scientific institute where the election is taking place, from other faculties or scientific institutes of the University, or from other higher education and scientific institutions performing higher education activities in the country.

Participation in a Review Commission requires the prior written consent of the candidates for membership in the commission. The unit shall determine the procedure for securing/obtaining written consent from the members.

A teacher from a higher education institution from abroad with which the University or its unit has concluded an agreement or contract for cooperation may also be a member under the same conditions determined by law for members of a review commission.

Members of the Review Commission cannot hold a lower title than the title for which the candidate is being elected.

Retired persons holding the teaching-scientific title of Full Professor, or the scientific title of Research Counselor, may also be members of the Review Commission in accordance with This Rulebook.

### **Article 31**

More than half of the members of the Review Commission must consist of persons elected to teaching-scientific and teaching-professional titles from the same teaching-scientific or artistic field in which the candidate is being elected; the other members may be from a related teaching-scientific or artistic field.

The suitability and relatedness referred to in paragraph 1 of this Article shall be determined by the Academic Council.

The provisions referred to in paragraphs 1 and 2 of this Article apply accordingly to the composition of the Review Commission for election to scientific or associate titles, so that in addition to a person elected to a teaching-scientific title, a person elected to a scientific title may also be a member of the Review Commission for election to a scientific or associate title.

### **Article 32**

Within a period not exceeding 8 days from the day the decision to form the Review Commission is made, the Dean of the faculty, or the Director of the scientific institute shall notify the members of the Review Commission and deliver the complete documentation to them.

### **Article 33**

The Review Commission of the faculty, or the scientific institute, shall submit a written report for all registered candidates.

In addition to the elements from Article 36 of This Rulebook, the report shall contain:

- A proposal for the election of the candidate(s) to the title; or
- A proposal not to elect any of the registered candidates.

The proposal is adopted by a majority vote of the members of the Commission.

### **Article 34**

The Review Commission is obliged to submit the report within 3 months from the day the documentation referred to in Article 32 of This Rulebook is delivered.

If the Review Commission does not submit a report within the period established in paragraph 1 of this Article, a Review Commission with a changed composition shall be formed.

If a member of the Review Commission does not sign the report or does not provide a dissenting opinion, they cannot be elected as a member of a review commission for the next 5 years.

The proposal to form the commission referred to in paragraph 2 of this Article is submitted by the internal organizational unit of the faculty/institute, and it is elected by the Faculty Academic Council or the Institute Academic Council.

### **Article 35**

The Review Commission adopts the proposal referred to in Article 33, paragraph 2, indents 1 and 2, by a majority vote of the total number of members.

A member of the Review Commission may have a dissenting opinion.

The report must be signed by all members of the commission, or by the majority of the members of the Review Commission.

If a member of the Review Commission has a dissenting opinion, it is signed by that member, attached to the report, and published together with the report in the University Bulletin.

If the report or the dissenting opinion are not signed in accordance with paragraphs 3 and 4 of this Article, the report shall not be published in the University Bulletin.

### **Article 36**

The report of the Review Commission contains:

- Biographical data of the candidate;
- An evaluation of the candidate's achievements in accordance with the general and special conditions for election to the corresponding title;
- Scientific, professional, pedagogical, and other achievements of the candidate since the beginning of their career until the day of application which are of importance for determining the conditions for election to the title;
- Data on published scientific and professional works and an evaluation of those works;
- Other conditions;
- Information on when the person was last elected and to which title;
- Proposal as per Article 33 of This Rulebook.

The report is written in the Macedonian language.

If a member of the Review Commission is from a foreign university, the report is written in both Macedonian and English. If the member from the foreign university is proficient in Macedonian, the report is written in Macedonian, and this fact is noted in the report.

### **Article 37**

Within 3 working days after the Review Commission's report is registered in the records office, the faculty or scientific institute is obliged to submit it to the University for linguistic correction (proofreading). After the University delivers the linguistically corrected report back to the unit, the Review Commission is obliged to perform the corrections within 3 working days and submit the report - signed by the president or a member of the commission on every page - to the unit's records office. The unit then submits the corrected report to the University within 3 working days for publication in the University Bulletin and on the University website.

Publication is carried out at least 15 days before the day of the election.

### **Article 38**

Within 8 days from the date of publication of the Review Commission's report in the Bulletin and on the University website, persons who are participants in the procedure,

teaching-scientific and scientific workers, teachers, and associates from the faculty, scientific institute, or from the corresponding teaching-scientific field of other higher education institutions may file an objection to the published report for election to a teaching-scientific, scientific, teaching-professional, or associate title.

### **Article 39**

The Review Commission shall provide a response to the objection within 8 days from the date the objection was filed.

The Review Commission provides the response to the objection referred to in paragraph 1 of this Article by a majority of its members.

A response to the objection by a member or members of the Review Commission who do not constitute a majority shall also be published in the Bulletin and on the University website.

The objection and the response to the objection are published in the Bulletin and on the University website and are submitted to the Faculty Academic Council or the Institute Academic Council 7 days before the decision-making regarding the report for election to the title.

If the Review Commission does not provide a response to the objection, the procedure continues.

### **Article 40**

If the Review Commission determines that an objection is malicious, violates the dignity of the participants in the procedure or the reviewers, or offends public morality, the Dean or the Director shall decide whether the objection is to be published.

### ***Decision-making on Election***

### **Article 41**

The election to the title of Full Professor/Scientific Advisor is carried out by the Faculty Academic Council or the Institute Academic Council based on the proposal in the report of the selected Review Commission.

The election to the title of Full Professor/Scientific Advisor, carried out by the Faculty Academic Council or the Institute Academic Council, is confirmed by the Senate.

The Senate must not withhold confirmation of the election of a Full Professor/ Scientific Advisor if they meet the conditions established by law and This Rulebook, and if the election procedure was not violated.

## **Article 42**

The election of candidates to teaching-scientific, scientific, teaching-professional, and associate titles is carried out by the Faculty Academic Council or the Institute Academic Council based on the proposal in the report of the Review Commission.

A person is elected if they receive a majority of votes from the present members from the ranks of full professors, associate professors, and assistant professors.

The election to the corresponding title commences on the day the decision on election is adopted by the Faculty Academic Council or the Institute Academic Council.

Students who are members of the Academic Council do not participate in the election for teaching-scientific, teaching-professional, scientific, and associate titles, nor for demonstrators.

## **Article 43**

If, during the election process, a person previously elected to a teaching-scientific, scientific, teaching-professional, or associate title is proposed for election to a higher title and is not elected to that higher title, a second voting is held for election to the existing title in which they were previously elected.

A person elected to a title may be proposed for election to the same title an unlimited number of times.

The employment of a person referred to in paragraph 1 of this Article who is not elected to a higher title, or is not re-elected to the same title, shall be terminated.

The employment of a person who is not proposed or who does not apply to the call for applications shall be terminated upon the expiration of the term for which the previous election was made.

## **Article 44**

The Faculty Academic Council or the Institute Academic Council decides on the election following the proposal of the Review Commission.

If the Review Commission makes no proposal for election to a title, or if the Faculty Academic Council or the Institute Academic Council fails to carry out an election, a new call for applications shall be put out.

## **PERSONS NOT ELECTED**

### **Article 45**

The person referred to in Article 43, paragraph 3 of This Rulebook who is not elected shall have the right to an objection to the Faculty Academic Council or the Institute Academic Council within 8 days from the date of delivery of the Council's decision.

At the first subsequent session after the objection is filed, the Council shall form a three-member commission from the relevant field of the call for applications to respond to the allegations in the objection.

The commission referred to in paragraph 2 of this Article shall submit a report to the Council regarding the allegations in the objection within 15 days.

At the first subsequent session after the submission of the Commission's report, the Council shall decide in accordance with This Rulebook.

### **Article 46**

The Faculty Academic Council or the Institute Academic Council reviews the person's objection referred to in Article 45 together with the Commission's report on the objection.

When deciding on the objection, the Council may adopt a decision to accept the objection as founded and decide on the election to the title again, or it may reject it as unfounded.

### **Article 47**

If the Faculty Academic Council or the Institute Academic Council rejects the objection, the person shall have the right to an appeal to the Senate of the "Ss. Cyril and Methodius" University within 8 days of receiving the Council's decision.

### **Article 48**

At its first subsequent session, but no earlier than 15 days from the filing of the appeal, the Senate shall form a three-member commission consisting of full professors from the same or a related academic or artistic field as the appellant, of which at least two members must be from another faculty or scientific institute.

Within 30 days, the commission shall submit a report to the Senate with an evaluation of the election and a reasoned proposal.

The commission may propose that the person be elected to the title they previously held, propose election to a higher title, or propose to accept the decision of the Faculty Academic Council or the Institute Academic Council.

The Senate may validly decide if more than half of the total number of members elected to academic ranks are present at the session, and the decision on the commission's proposal shall be made by a majority of the present members elected to academic ranks.

If the person who is not elected to a higher or the same title does not file an objection, their employment ends upon the expiration of the term for which the election was made.

If the person who is not elected to a higher or the same rank files an objection to the Faculty Academic Council or the Institute Academic Council or an appeal to the Senate of the "Ss. Cyril and Methodius" University, their employment ends upon the expiration of the term for which the election was made, on the day the final decision of the Senate is adopted confirming the Faculty Academic Council or the Institute Academic Council. If the decision becomes final before the expiration of the election term, employment ends upon the expiration of said term.

The decision of the University Senate is final.

Judicial proceedings may be initiated against the decision of the Senate.

Here is the complete, unabridged translation of the text provided, using formal academic and legal English terminology:

## **PREMATURE TERMINATION OF APPOINTMENT**

### **Article 49**

A person elected to a teaching-scientific, scientific, teaching-professional, and associate title, as well as an assistant-doctoral student, is obliged to constantly improve and prove themselves scientifically, professionally, or artistically; to successfully carry out higher education and scientific research activities; to contribute to the creation of teaching-scientific, scientific, or artistic junior staff; to ensure the successful implementation of study programs; and to contribute to the development or the application, of the scientific or artistic activity for which they were elected.

The employment of a person elected to a teaching-scientific, scientific, teaching-professional, and associate title and assistant-doctoral student may be terminated even before the expiration of the term for which they were elected, under conditions and procedures regulated by law, the Statute of the University "St. Cyril and Methodius," and this Rulebook, if it is determined that they have failed to fulfill their obligations for a prolonged period, if they obstruct the legal and statutory activities of the faculty or scientific institute, or if they hinder other members in exercising their rights and in performing their duties in the institution, or if the basic conditions upon which the election was made have ceased to exist.

The employment of a person elected to a teaching-scientific, scientific, teaching-professional, and associate title and assistant-doctoral student may also be terminated

before the expiration of the term for which they were elected in other cases and procedures established by law.

#### **Article 50**

An initiative for the premature termination of the appointment, and thereby of the employment, may be initiated by the dean of the faculty or the director of the scientific institute, the dean's office management or the institute's management, or at least by 1/5 of the members of the Faculty Academic Council or the Institute Academic Council.

#### **Article 51**

The initiative referred to in Article 50 of this Rulebook shall be reviewed by the Faculty Academic Council or the Institute Academic Council.

If the Faculty Academic Council or the Institute Academic Council accepts the initiative, it shall form a committee consisting of three full professors, i.e. with the highest teaching-scientific, scientific, or teaching-professional title, of whom 2 must be from the corresponding teaching-scientific field in which the candidate was elected, for the purpose of drafting a report on the premature termination of the appointment.

#### **Article 52**

A decision on the termination of the appointment and employment before the expiration of the time for which the person was elected to a teaching-scientific, scientific, teaching-professional, and associate title and assistant-doctoral student shall be made by the Faculty Academic Council or the Institute Academic Council, with a 2/3 majority of the total number of members, based on a report by a committee composed of three full professors.

A person elected to a teaching-scientific, scientific, teaching-professional, and associate title and assistant-doctoral student has the right to file an objection to the Faculty Academic Council or the Institute Academic Council within 8 days of receiving the decision.

If the objection is rejected, the person, within 8 days of receiving the decision on the objection, has the right to file an appeal to the Senate, which shall form a three-member committee composed of full professors from the same or a related scientific field from which the appellant originates, of whom at least two members are from another faculty or scientific institute within the University. The committee shall submit a report providing an assessment of the existence of grounds for the termination of the appointment and employment.

The decision of the University Senate is final.

Judicial proceedings may be initiated against the decision of the Senate.

## **Procedure for the Election of Demonstrators**

### **Article 53**

The decision to establish the need for demonstrators for the corresponding course/study program is made by the Faculty Academic Council upon the proposal of an internal organizational unit of the faculty, and it forms election committees consisting of three members elected to a teaching-scientific title.

The Dean shall announce an internal call specifying the conditions from Article 163 of the Law on Higher Education and Article 20 of this Rulebook. The call shall be published on the website and on the notice board of the faculty and shall last for 5 days from the day of publication.

The committee referred to in paragraph 1 of this Article shall prepare a report with a proposal and submit it to the Faculty Academic Council within 15 days from the conclusion of the call.

The election is performed by the Faculty Academic Council at the first subsequent session.

## **TRANSITIONAL AND FINAL PROVISIONS**

### **Article 54**

In procedures initiated before the entry into force of this Rulebook for election of persons into titles, the election criteria established by Annex 1 of the Rulebook on the criteria and procedure for election to teaching-scientific, scientific, teaching-professional, and associate titles at the University "St. Cyril and Methodius" in Skopje (University Gazette No. 138/2009, 140/2009, 173/11, 194/11, 250/2013, and 274/2013) shall apply as specific conditions, in accordance with the Law on Higher Education (Official Gazette of the Republic of Macedonia No. 82/2018) and this Rulebook.

### **Article 55**

For persons elected to honorary titles of the unit prior to the entry into force of the Law on Higher Education (Official Gazette of the Republic of Macedonia No. 82/2018), the time spent in an honorary title shall be credited as time spent in a teaching-scientific title upon election to teaching-scientific titles.

### **Article 56**

Elected assistant-doctoral students shall continue to participate in the teaching-educational process for the duration of the term for which they were elected.

### **Article 57**

The provisions of this Rulebook regarding research assistants shall be applied in accordance with the deadlines established by the law regulating scientific research activity.

### **Article 58**

Following the adoption of the Decree for establishing third-level scientific research fields (areas), as a supplement to the two levels of the international Frascati classification by the Government of the Republic of Macedonia, the Faculty Academic Council or the Institute Academic Council shall determine the adequacy and relatedness referred to in Article 31, paragraphs 1 and 2 of this Rulebook in accordance with the said Decree.

### **Article 59**

The provisions of Article 25 of this Rulebook shall be applied upon the expiration of one year from the day of the entry into force of this Rulebook.

### **Article 60**

In accordance with Article 214, paragraph 2 of the Law on Higher Education (Official Gazette of the Republic of Macedonia No. 82/2018), on 16 August 2018, the Rulebook on the criteria and procedure for election to teaching-scientific, scientific, teaching-professional, and associate titles and assistant-doctoral students at the University "St. Cyril and Methodius" in Skopje (University Gazette No. 138/2009, 140/2009, 173/11, 194/11, 250/2013, and 274/2013) ceased to be valid.

On the day of the entry into force of this Rulebook, Annex 1 of the Rulebook on the criteria and procedure for election to teaching-scientific, scientific, teaching-professional, and associate titles and assistant-doctoral students at the University "St. Cyril and Methodius" in Skopje (University Gazette No. 138/2009, 140/2009, 173/11, 194/11, 250/2013, and 274/2013) shall cease to be valid.

### **Article 61**

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

**Rector**  
**Prof. Nikola Jankulovski, PhD**

***The consolidated text includes:***

- Rulebook on the special conditions and the procedure for election to teaching-scientific, scientific, teaching-professional, and associate titles and demonstrators at the University "St. Cyril and Methodius" in Skopje (University Gazette No. 411/2018).
- Rulebook on amending and supplementing the Rulebook on the special conditions and the procedure for election to teaching-scientific, scientific, teaching-professional, and associate titles and demonstrators at the University "St. Cyril and Methodius" in Skopje No. 02-636/13 from 6 June 2019 (University Gazette No. 426/2019).

**ANNEX 1**  
**SPECIAL CONDITIONS FOR ELECTION TO TEACHING-SCIENTIFIC, SCIENTIFIC,**  
**AND TEACHING-PROFESSIONAL TITLES**

**Article 1**

The professional references of candidates for election to teaching-scientific, scientific, and teaching-professional titles are evaluated in the following areas:

- Teaching and Educational Activity;
- Scientific Research Activity;
- Professional-Artistic Activity;
- Professional-Applied Activity.

Each reference within these areas is evaluated with a corresponding number of points, defined in Articles 2 through 5.

**Article 2**

**TEACHING AND EDUCATIONAL ACTIVITY**

	<b>Points</b>
Conducting Lectures <sup>2</sup>	
- First cycle studies (Undergraduate)	0.04
- Second cycle studies (Master's)	0.05
- Third cycle studies (Doctoral)	0.06
Teaching in Schools and Workshops	
- Head	1.5
- Participant	1
Conducting Field Teaching <sup>3</sup>	0.04
Practice Teaching (laboratory, clinical, auditory, or seminar paper guidance) <sup>4</sup>	0.03
Conducting Mentored Teaching for health clinical practice <sup>3</sup>	0.06
Preparation of a New Course	
- Lectures	1
- Exercises	0.5
Consultations with Students <sup>5</sup>	0.002
Consultations with Students within health clinical practice <sup>6</sup>	0.2

<sup>2</sup> The total number of points in a semester is obtained as follows: weekly number of classes \* no. of working weeks in a semester (15) \* scoring (0.04/0.05/0.06). Example: 3 (classes per week)\* 15 (weeks)\* 0.04 (points for teaching first cycle studies) points.

<sup>3</sup> The total number of points in a semester is obtained as follows: weekly number of classes \* no. of working weeks in a semester (15) \* scoring (0.04). Example: 3 (classes per week)\* 15 (weeks)\* 0.04 (points for lectures from field teaching) points.

<sup>4</sup> The total number of points in a semester is obtained as follows: weekly number of classes \* no. of working weeks in a semester (15) \* scoring (0.03/0.06). Example: 3 (hours per week)\*15 (weeks)\* 0.03 (points for practice teaching) points.

<sup>5</sup> The total number of points in a semester is obtained as follows: number of students \* scoring. Example: 100 (students per semester) \* 0.002 (scoring) 0.2 points.

<sup>6</sup> The total number of points in a semester is obtained as follows: number of students \* scoring. Example: 6 (students per semester) \* 0.2 (scoring) 1.2 points.

Mentor for a Diploma Thesis (Undergraduate)	0.2
Mentor for a Specialist Thesis	1.0
Mentor and Educator for Health Education <sup>7</sup>	0.08
Member of a Commission for evaluation or defense of a Doctoral Dissertation	0.7
Member of a Commission for evaluation or defense of a Master's Thesis	0.3
Member of a Commission for evaluation or defense of a Specialist Thesis	0.2
Member of a Commission for evaluation or defense of a Diploma Thesis	0.1
Peer-reviewed University Textbook	
- Author	8
- Co-author	6
Textbook published and used by a Foreign University	
- Author	10
- Co-author	8
Revised and Expanded Edition of a Textbook	
- Author	4
- Co-author	3
Peer-reviewed Workbook or Lab Manual	
- Author	4
- Co-author	3
Internal Lecture Manual	4
Internal Exercise Manual	3
Popular Science Book	
- Author	6
- Co-author	4
Popular Science or Academic-Historical Article in a professional-methodological journal	1
Reviewer of a University Textbook	1
Material Package for a specific course	1
Editor of a Collection of Texts for a specific course	2

### **Article 3 SCIENTIFIC RESEARCH ACTIVITY**

	<b>Points</b>
Mentor for a Doctoral Dissertation	5
Co-mentor for a Doctoral Dissertation	2.5
Mentor for a Master's Thesis	2
Co-mentor for a Master's Thesis	1
Head of a National Scientific Project	6
Head of an International Scientific Project	9

<sup>7</sup> The total number of points in a semester is obtained as follows: weekly number of hours \* no. of working weeks in a semester (15) \* scoring (0.08). Example: 3 (hours per week)\*15 (weeks)\* 0.08 (points for hours) 3.6 points.

National Coordinator of an International Scientific Project	6
Participant in a National Scientific Project	3
Participant in an International Scientific Project	5
Monograph <sup>8,9</sup>	8
Monograph published abroad <sup>7,9</sup>	12
Part of a Monograph <sup>9</sup>	4
Part of a Monograph published abroad <sup>9</sup>	6
Paper with original scientific results, published in a scientific journal that does not have an impact factor for the year in which the paper was published, in which the published papers are subject to peer review and which is indexed in at least one electronic database of journals with papers available on the internet, such as: Ebsco, Emerald, Scopus, Web of Science, Journal Citation Report, SCImago Journal Rank, MathSciNet (Mathematical Reviews), Zentralblatt fur Mathematik, and Реферативный журнал "Математика" or another database of journals determined by the National Council for Higher Education. <sup>10</sup>	5
Paper with original scientific results, published in a scientific journal that has an impact factor for the year in which the paper was published, in which the published papers are subject to peer review and which is indexed in at least one electronic database of journals with papers available on the internet, such as: Ebsco, Emerald, Scopus, Web of Science, Journal Citation Report, SCImago Journal Rank, or another database of journals determined by the National Council for Higher Education. <sup>9</sup>	8 + i.f.
Paper with original scientific results, published in a scientific journal in which the published papers are subject to peer review and which has an international editorial board including members from at least three countries, provided that the number of members from a single country does not exceed two-thirds of the total number of members. <sup>9</sup>	5
Paper with original scientific results, published in a scientific journal in which the published papers are subject to peer review and which is published in a member state of the European Union (EU) and/or the OECD. <sup>9</sup>	5
Book or part of a book, peer-reviewed and published in a member state of the European Union and/or OECD	
- Author	8
- Co-author	6
Paper with original scientific/professional results, published in a collection of peer-reviewed scientific papers, presented at international	5

<sup>8</sup> A monograph is a scientific or professional publication that fully addresses a specific issue based on its own data and data from other authors.

<sup>9</sup> The part represents a complete whole (for example, a chapter in a scientific book).

<sup>10</sup> In the case when a scientific/professional, or applied work has multiple authors, when there are two authors - each receives 90% of the points, when there are three authors - each receives 80% of the points, when there are four or more - each receives 60% of the points.

academic gatherings where the members of the program or scientific committee are from at least three countries <sup>9</sup>	
Translations of capital works in fields determined by the National Council for Higher Education and Scientific Research Activity	5
Paper with original scientific results, published in a scientific/professional journal <sup>9</sup>	3
Paper with original scientific results, published in a professional/popular-science journal <sup>9</sup>	2
Paper with original scientific results, published in a professional/popular-science journal with an international editorial board in which members from at least three countries participate, whereby the number of members from one country cannot exceed two-thirds of the total number of members <sup>9</sup>	3
Paper with original scientific/professional results, published in a collection from a scientific/professional gathering <sup>9</sup>	2
Paper with original scientific/professional results, published in a collection from a scientific/professional gathering where the members of the program or scientific committee are from at least three countries <sup>9</sup>	3
Paper published in a collection of a higher education institution <sup>9</sup>	2
Review of a monograph or translation of a capital work / dictionary / encyclopedia	0.5
Review of a scientific/professional paper	0.2
Plenary Lecture at a scientific/professional gathering	2
Sectional Lecture at a scientific/professional gathering	1
Plenary Lecture at an international scientific/professional gathering	3
Sectional Lecture at an international scientific/professional gathering	2
Lecture held by invitation of a university	1
Lecture held by invitation of a reference foreign university	3
Participation in a scientific/professional gathering with a paper/report:	
- Oral presentation	1
- Poster	0.5
Abstract published in conference collection <sup>11</sup>	
- International	1
- National	0.5
Lecture held at a seminar for the needs of domestic sports associations and federations	0.5
Lecture held at a seminar for the needs of international sports associations and federations	1

<sup>11</sup> Abstract of papers published in a collection, when the entire paper has not been published.

**Article 4**  
**PROFESSIONAL-ARTISTIC ACTIVITY**

	<b>Points</b>
Publicly performed or presented architectural work in the field of architecture and urbanism, in a form recognized by the profession	8
Independent public presentation of architectural and urban planning works with a publication	8
Conceptual architectural solution	4
Realized architectural object	6
Realized architectural object of national significance	8
Participation in a world architectural and urban planning manifestation with national representation	8
Independent public presentation of architectural projects (in the country, by invitation from a national institution)	5
Awarded participation in an architectural or architectural-urban planning competition	4
Urban planning solution for a space of national significance	8
Urban planning solution for a space of city significance	4
Curator of an exhibition in the field of architecture and urbanism	2
Conceptual design solution for elements of furniture, urban equipment, and other objects	1
Realized element of furniture, urban equipment, or other object	1
Urban planning solution	1
Architectural-urban planning solution for parterre and ambient entities	2
Group public presentation of architectural and urban planning works	2
Participation in an architectural or architectural-urban planning competition	2
- Direction/production of an audiovisual work of monumental format; - Participation in a world fine arts manifestation with national representation (world biennials and most significant world fine arts manifestations).	10
- Solo concert with symphony orchestra or chamber orchestra; solo or duo recital; lead role in an opera; conducting a symphony, opera, or ballet orchestra (full-evening concert); * - Created and performed symphonic work, ballet, opera; work for soloist and symphony orchestra; work for choir and symphony orchestra; ** - Issued CD or other sound carrier; - Choreography and transfer of choreography of a classical full-evening ballet work performed with an ensemble and soloists on a large stage**; - Performance of a lead role in a classical full-evening ballet work performed with an ensemble and soloists on a large stage*; - Authorship/production of a stage-artistic or audiovisual work of large format; authorial participation/co-authorship/executive production of an audiovisual work of monumental format; - Monumental fine arts work of national significance.	8
Independent public presentation with fine arts works (abroad by invitation).	7

<ul style="list-style-type: none"> <li>- Created and performed chamber composition, created and performed composition for Big Band**;</li> <li>- Retrospective-monographic exhibition.</li> </ul>	6
<ul style="list-style-type: none"> <li>- Independent public presentation with fine arts works (in the country, by invitation from a national institution);</li> <li>- Choreography and transfer of choreography of a full-evening neoclassical or contemporary work performed with an ensemble and soloists on a large stage**;</li> <li>- Performance of a lead role in a neoclassical ballet work performed with an ensemble and soloists on a large stage*.</li> </ul>	5
<ul style="list-style-type: none"> <li>- Solo or duo semi-recital; conducting a chamber orchestra (full-evening concert); conducting a choir (full-evening concert); *</li> <li>- Created and performed composition for solo instrument or vocals; **</li> <li>- Created applied music;</li> <li>- Created unperformed symphonic composition, ballet, opera; composition for soloist and symphony orchestra; composition for choir and symphony orchestra;</li> <li>- Repetiteur activity in the preparation of a lead role in a classical full-evening ballet work;</li> <li>- Authorship/executive production/marketing of a stage-artistic or audiovisual work of small format; authorial participation/co-authorship of an audiovisual work of medium format;</li> <li>- Independent public presentation of fine arts works in the country;</li> <li>- Group public presentation of fine arts works – with a special project, international, selected and juried manifestation (abroad);</li> <li>- Complete artistic and graphic design of monographic publications and authorial books for foreign publishers (as author).</li> </ul>	4
<ul style="list-style-type: none"> <li>- Created unperformed chamber composition; created unperformed composition for Big Band;</li> <li>- Choreography and transfer of choreography of a classical, neoclassical, or contemporary chamber ballet work**;</li> <li>- Assistant-choreographer of a classical full-evening ballet work performed with an ensemble and soloists on a large stage**;</li> <li>- Performance of a lead role in a contemporary full-evening ballet work performed with an ensemble and soloists on a large stage*;</li> <li>- Authorial participation/co-authorship/line or executive production/marketing/distribution of a stage-artistic or audiovisual work of small format;</li> <li>- Complete artistic and graphic design of monographic publications and authorial books for domestic publishers (as author).</li> </ul>	3
<ul style="list-style-type: none"> <li>- Member of a chamber ensemble (full-evening concert); conducting a symphony, opera, or ballet orchestra (other performance);</li> <li>- Created and performed composition for traditional ensembles; **</li> <li>- Created unperformed composition for solo instrument or vocals;</li> <li>- Choreography and transfer of choreography of a classical, neoclassical, or contemporary ballet work with a duration of up to 30 minutes**;</li> </ul>	2

<ul style="list-style-type: none"> <li>- Performance of a lead role in a classical, neoclassical, or contemporary ballet work with a duration of up to 30 minutes;</li> <li>- Performance of a second role in a classical full-evening ballet work performed with an ensemble and soloists on a large stage*;</li> <li>- Repetiteur activity in preparation of a lead role in a neoclassical or contemporary ballet work;</li> <li>- Group public presentation of fine arts works – with a special project, selected and juried manifestation (in the country).</li> </ul>	
<ul style="list-style-type: none"> <li>- Member of a chamber orchestra (full-evening concert); role in an opera (except the lead); conducting a chamber orchestra (other performance); conducting a choir (other performance); *</li> <li>- Created and performed other composition; **</li> <li>- Created unperformed composition for traditional ensembles;</li> <li>- Choreography and transfer of choreography of a classical, neoclassical, or contemporary ballet work with a duration of up to 15 minutes**;</li> <li>- Assistant-choreographer of a neoclassical or contemporary full-evening ballet work performed with an ensemble and soloists on a large stage**;</li> <li>- Performance of a lead role in a classical, neoclassical, or contemporary ballet work with a duration of up to 15 minutes*;</li> <li>- Performance of a second role in a neoclassical ballet work performed with an ensemble and soloists on a large stage*;</li> <li>- Smaller authorial, co-authorial, or production engagement within a stage-artistic or audiovisual work; authorship of cultural events and manifestations;</li> <li>- Participation in fine art symposia and colonies abroad;</li> <li>- Logotypes, branding, illustrations for publications, postage stamps (in a competition) – as author;</li> <li>- Complete artistic and graphic design of monographic publications and authorial books – as participant/collaborator.</li> </ul>	1
- Soloist (other performance)*	0.6
<ul style="list-style-type: none"> <li>- Created unperformed other composition;</li> <li>- Performance of a second role in a contemporary full-evening ballet work performed with an ensemble and soloists on a large stage*;</li> <li>- Repetiteur activity in preparation of a second role in a classical full-evening ballet work;</li> <li>- Repetiteur activity in preparation of the ensemble in a classical full-evening ballet work;</li> <li>- Participation in fine art symposia and colonies in the country;</li> <li>- Artistic and graphic design of printed publications and packaging – as author;</li> <li>- Artistic and graphic design of websites, multimedia, e-books, video and film production – as author.</li> </ul>	0.5
- Member of a chamber ensemble (other performance)*.	0.4
<ul style="list-style-type: none"> <li>- Member of a chamber orchestra (other performance)*;</li> <li>- Logotypes, branding, illustrations for publications, postage stamps (in a competition) – as participant/collaborator.</li> </ul>	0.2
- Concertmaster of a symphony, opera, or ballet orchestra***.	0.2
- Section leader of a symphony, opera, or ballet orchestra***.	0.1

- First wind player of a symphony, opera, or ballet orchestra***.	0.1
- Member of a symphony, opera, or ballet orchestra***; - Artistic and graphic design of websites, multimedia, e-books, video and film production – as participant/collaborator.	0.05
- Artistic and graphic design of printed publications and packaging – as participant/collaborator.	0.03

**Notes:**

Authorship includes direction, dramatic text, screenplay with ranking depending on the format, director of photography, lead editor.

Authorial participation/co-authorship includes acting performance, scenography, costume design, choreography, authorship of music, co-screenplay, first assistant director, cinematographer, first assistant editor, second assistant editor, with ranking depending on the formats and the degree of co-authorship.

Points for activities in the field of musical art refer only to premiere performances.

\* Repeat performances are scored with 20% of the points provided for premiere performances.

\*\* Re-performance of works is scored with 15% of the points provided for premiere performances.

\*\*\* Activities are scored equally regardless of whether they are premiere or repeat activities.

A chamber ensemble consists of a maximum of nine members (nonet).

**Article 5  
PROFESSIONAL-APPLIED ACTIVITY**

	<b>Points</b>
Professional monograph <sup>9</sup>	8
Professional monograph published abroad <sup>9</sup>	12
Book in a professional field:	
- Author	8
- Co-author	7
Chapter in a book:	
- Author	3
- Co-author	2
Dictionary, professional encyclopedia, or glossary:	
- Author	6
- Co-author	3
Authorship of an entry in a dictionary or encyclopedia <sup>9</sup>	0.05 / 1875 characters with spaces
Primary or secondary school textbook:	
- Author	7

- Co-author	6
Reviewer of a textbook for secondary or primary education	0.5
Coordinator in the preparation of a report for a new study program	1
Expert activities: evaluation, professional audit, supervision, technical reports, expert findings and opinions, professional opinions, capital appraisal, systematization, methodology <sup>12</sup>	1
Patents/innovations accepted by the State Office of Industrial Property	10
Conceptual project:	
- Lead designer	2
- Participant/collaborator	1
Study, feasibility study, market research:	
- Lead designer	2
- Participant/collaborator	1
Main (basic) project:	
- Lead designer	4
- Participant/collaborator	2
Execution project:	
- Lead designer	1
- Participant/collaborator	0.5
Audit/Review:	
- Lead auditor/reviewer	1
- Participant/collaborator	0.5
Design or development of an information system	1
Participation in the work of committees for state competitions	1
Participation in promotional activities of the faculty/institute	0.5
Published work in a catalog of a national fine arts manifestation	1
Published work in a catalog of an international fine arts manifestation	2
Participation in national fine arts symposia (colonies)	2
Participation in international fine arts symposia (colonies)	4
Member of a national jury committee	1
Member of an international jury committee	2
Conceptual architectural project:	
- Author	2
- Participant/collaborator	1
Basic architectural project:	
- Lead designer	4
- Participant/collaborator	2
Urban planning project:	
- Author	2
- Participant/collaborator	1
Urban plan:	
- Author	2

<sup>12</sup> The teaching-scientific, i.e., scientific councils of the units may, by their own decisions, determine the activities that fall into this category.

- Participant/collaborator	1
Works of architectural visualization, multimedia, and graphic design:	
- Author	2
- Participant/collaborator	1
Development of a new software package	2
Introduction of a new laboratory/clinical or public health method in the field of medical sciences and healthcare:	
- Original method introduced/patented for the first time	8
- Method introduced for the first time in the country	4
- Method introduced for the first time in the institution	1
Translation:	
- Book/textbook	3
- Part of a book	1
- Article	0.5
Interpreting engagement (consecutive and simultaneous)	0.5 points per working day
Lecture at institutions of public interest, cultural-information centers	0.5
Proofreading of papers in foreign/Macedonian language:	
- Book	1
- Part of a book	0.5
- Article	0.25
Professional editing of papers in foreign/Macedonian language:	
- Book	1
- Part of a book	0.5
- Article/scientific paper	0.25
Laboratory manager	1
Quality manager in accredited institutions	3
Author of a brochure for patients (approved by an association), in the field of medical sciences and healthcare	1
Clinical or scientific-applied study in the field of medical sciences and healthcare:	
- Head	2
- Participant	1
Completed specialization in the field of medical sciences and healthcare	2
Completed sub-specialization in the field of medical sciences and healthcare	1
Opening of a new seismological (telemetric or accelerographic) station for earthquake registration or installed system for monitoring the dynamic behavior of structures	6
Annual microseismic catalog of earthquakes from the territory of the Republic of Macedonia	2

Analysis of seismograms and accelerograms, exchange of seismological (telemetric and accelerographic) data and preparation of a Preliminary seismological bulletin or report	0.03 / day
Collection and preliminary analysis of macroseismic data	0.3 / year
Field collection of macroseismic data for occurred earthquake	0.5 / earthquake
Recording and preliminary analysis of damage from occurred earthquake and preparation of a report	3
President of a commission drafting a law	6
Member of a commission drafting a law	4
President of a commission drafting amendments and supplements to a law; drafting bylaws/sub-legal act	4
Member of a commission drafting amendments and supplements to a law; drafting bylaws/sub-legal act	2
President of a commission for the codification of a part of a legal field	8
Member of a commission for the codification of a part of a legal field	6
Introduction of a new accredited laboratory method in the respective field:	
- Method introduced for the first time in the country	4
- Method introduced for the first time in the institution	1
Clinical practice in the respective field (diagnostic and therapeutic procedures):	
- Procedure introduced for the first time in the country	2
- Procedure introduced for the first time in the institution	1
Professional activity in the field of public health and the respective field:	
- Drafting a program for the prevention of disease(s)	2
- Participation in drafting a program for the prevention of disease(s)	1
Completed specialization in the respective field	2

### ACTIVITIES OF BROADER INTEREST

	Points
Editor of a scientific/professional journal	2
Editor of an international scientific/professional journal	3
Member of the editorial board of a scientific/professional journal	0.5
Member of the editorial board of an international scientific/professional journal	1
Editor of a collection of papers of a higher education and scientific institution	2
Editor of a collection of papers of an international higher education and scientific institution	3
Editor of a collection of papers from a scientific/professional gathering	1
President of organizing or program committee of a scientific/professional gathering	1
Member of organizing or program committee of a scientific/professional gathering	0.5

President of organizing or program committee of an international scientific/professional gathering	2
Member of organizing or program committee of an international scientific/professional gathering	1
State award for scientific achievements and artistic achievements	
- Independent	5
- Team participant	2
Award for scientific achievements from a professional organization	
- Independent	3
- Team participant	1
Study stay abroad	
- Up to three months	0.5
- Up to 6 months	1
- More than 6 months	2
Membership in the executive body of an international organization supporting/organizing scientific research activity (FP7, COST, ICGEB, IAEA, etc.)	
- President	4
- Member	2
International award for scientific and artistic achievements	
- Independent	7
- Team participant	4
Preparation and submission of a scientific/educational national project	
- Lead/Principal investigator	1
- Associate	0.5
Preparation and submission of a scientific/educational international project	
- Lead/Principal investigator	2
- Associate	1
Rector <sup>13</sup>	9
Vice-Rector <sup>12</sup>	7
Dean/Director <sup>12</sup>	6
Vice-Dean/Deputy Director <sup>12</sup>	4
Head of an internal organizational unit <sup>12</sup>	3
Member of the University Senate <sup>12</sup>	2
Member of a university commission <sup>12</sup>	1
Member of a faculty commission <sup>12</sup>	0.5
Member of a commission for election to a title <sup>12</sup>	0.2
Coordinator of a study program <sup>12</sup>	1
Head of postgraduate or doctoral studies <sup>12</sup>	2
Preparation of national documents (strategies, laws, etc.)	2
Participation in commissions and bodies of state and other authorities	1
President of the Science Council of the Ministry of Education and Science <sup>13</sup>	3
Member of the Science Council of the Ministry of Education and Science <sup>12</sup>	3

<sup>13</sup> The points apply to one mandate period.

National coordinator for a specific professional field <sup>12</sup>	3
Participation in the development of a national program in a specific field	3
Editor of a dictionary or encyclopedia	2
President of an association related to the profession	2
Member of the board of directors of an association related to the profession	0.3
President of a professional/vocational chamber	2
Member of a body of a professional chamber	0.3

### **SPORTS ACTIVITY**

	<b>Points</b>
Coach of a sports club	1
Coach (mentor) of a student national team	2
Selector (guide) of a student national team	4
Coach (mentor) of a state national team	2
Selector (guide) of a state national team	4
President of a sports competitive association	2
President of a professional-organizing committee for the organization of a domestic competition	2
President of a professional-organizing committee for the organization of an international competition of high rating	3
Awards and recognitions received at an official state sports event	5

### **Article 6**

This Annex shall enter into force on the day of its publication in the University Gazette.

Rector  
Prof. Nikola Jankulovski, PhD  
(signed)

**FORM 1**  
**GENERAL CONDITIONS FOR ELECTION TO TEACHING-SCIENTIFIC, SCIENTIFIC,  
 TEACHING-PROFESSIONAL, AND ASSOCIATE TITLES**

Candidate: \_\_\_\_\_  
 (name, father's name, and surname)

Institution: \_\_\_\_\_  
 (name of the faculty/institute)

Scientific field: \_\_\_\_\_

**GENERAL CONDITIONS FOR ELECTION TO THE TEACHING-SCIENTIFIC TITLE -  
 ASSISTANT PROFESSOR (DOCENT) / SCIENTIFIC TITLE - SCIENTIFIC ASSOCIATE**

No.	GENERAL CONDITIONS	Fulfilment of general conditions (yes/no)
1	Average grade of at least 8.00 (eight) in the first and second cycle studies for each cycle separately, or an average grade of at least 8.00 (eight) in integrated first and second cycle studies * Average grade of the first cycle: _____ Average grade of the second cycle: _____ Average grade for integrated studies: _____	
2	Academic degree – PhD in the scientific field for which the election is conducted Name of the scientific field: _____, area: _____, sub-area: _____	
3	At least four scientific papers** published in a reference scientific publication in accordance with the Law on Higher Education in the last five years before the announcement of the competition for election	
3.1	Scientific journal in which the published papers are subject to peer review and which is indexed in at least one electronic database of journals with papers available on the internet, such as: Ebsco, Emerald, Scopus, Web of Science, Journal Citation Report, SCImago Journal Rank, or another journal database determined by the National Council for Higher Education 1. Name of the scientific journal: _____ 2. Name of the electronic journal database: _____ 3. Title of the paper: _____ 4. Year of publication: _____	

No.	GENERAL CONDITIONS	Fulfilment of general conditions (yes/no)
3.2	<p>Scientific journal in which the published papers are subject to peer review and which has an international editorial board featuring members from at least three countries, where the number of members from one country cannot exceed two-thirds of the total number of members</p> <p>1. Name of the scientific journal: _____</p> <p>2. International editorial board (total number of members, number and affiliation by country): _____</p> <p>3. Title of the paper: _____</p> <p>4. Year of publication: _____</p>	
3.3	<p>Scientific journal in which the published papers are subject to peer review and which is published in a member country of the European Union and/or OECD</p> <p>1. Name of the scientific journal: _____</p> <p>2. Name of the EU/OECD member: _____</p> <p>3. Title of the paper: _____</p> <p>4. Year of publication: _____</p>	
3.4	<p>Book or part of a book peer-reviewed and published in a member country of the European Union and/or OECD</p> <p>1. Title of the book: _____</p> <p>2. Name of the EU/OECD member: _____</p> <p>3. Publisher, year, and place of issuance/publication: _____</p>	
3.5	<p>Proceedings of peer-reviewed scientific papers presented at international academic gatherings where members of the program or scientific committee are from at least three countries</p> <p>1. Name of the proceedings: _____</p> <p>2. Name of the international gathering: _____</p> <p>3. Names of the countries: _____</p> <p>4. Title of the paper: _____</p> <p>5. Year of publication: _____</p>	
3.6	<p>Translations of major works in fields determined by the National Council for Higher Education and Scientific Research Activity</p> <p>1. Title of the translated major work: _____</p> <p>2. Year of publication: _____</p> <p>3. Publisher, place of issuance, and year: _____</p>	

No.	GENERAL CONDITIONS	Fulfillment of general conditions (yes/no)
4	Knowledge of at least one foreign language, determined by a general act of the University, or the independent higher professional school 1. Foreign language: _____ 2. Name of the document: _____ 3. Issuer of the document: _____ 4. Date of issuance of the document: _____	
5	Has the ability to perform higher education activities	

\* For persons who are employed at the University or one of the universities in the Republic of Macedonia at the time of the entry into force of the Law on Higher Education (Official Gazette of the Republic of Macedonia No. 82/2018), the provisions of the Law relating to the average grade shall not apply-specifically, the requirement that persons must have achieved an average grade of at least 8.00 (eight) in the first and second cycle studies for each cycle separately, or an average grade of at least 8.00 (eight) in integrated first and second cycle studies. In this case, the field under ordinal number 1 is not to be filled in.

\*\* For the candidate(s) who have more than 4 (four) scientific papers in a reference scientific publication, the review commission will list, evaluate, and value the scientific papers in Form 2.

**GENERAL CONDITIONS FOR ELECTION TO THE TEACHING-SCIENTIFIC TITLE - ASSOCIATE PROFESSOR / SCIENTIFIC TITLE - SENIOR SCIENTIFIC ASSOCIATE**

No.	GENERAL CONDITIONS	Fulfillment of general conditions (yes/no)
1	Average grade of at least 8.00 (eight) in the first and second cycle studies for each cycle separately, or an average grade of at least 8.00 (eight) in integrated first and second cycle studies * Average grade of the first cycle: _____ Average grade of the second cycle: _____ Average grade for integrated studies: _____	
2	Academic degree - PhD in the scientific field for which the election is conducted Name of the scientific field: _____, area: _____, sub-area: _____	
3	At least five peer-reviewed scientific papers published in a reference scientific publication in accordance with the Law on	

No.	GENERAL CONDITIONS	Fulfillment of general conditions (yes/no)
	Higher Education in the last five years before the announcement of the competition for election	
3.1	<p>Scientific journal in which the published papers are subject to peer review and which is indexed in at least one electronic database of journals with papers available on the internet, such as: Ebsco, Emerald, Scopus, Web of Science, Journal Citation Report, SCImago Journal Rank, or another journal database determined by the National Council for Higher Education</p> <p>1. Name of the scientific journal: _____</p> <p>2. Name of the electronic journal database: _____</p> <p>3. Title of the paper: _____</p> <p>4. Year of publication: _____</p>	
3.2	<p>Scientific journal in which the published papers are subject to peer review and which has an international editorial board featuring members from at least three countries, where the number of members from one country cannot exceed two-thirds of the total number of members</p> <p>1. Name of the scientific journal: _____</p> <p>2. International editorial board (total number of members, number and affiliation by country): _____</p> <p>3. Title of the paper: _____</p> <p>4. Year of publication: _____</p>	
3.3	<p>Scientific journal in which the published papers are subject to peer review and which is published in a member country of the European Union and/or OECD</p> <p>1. Name of the scientific journal: _____</p> <p>2. Name of the EU/OECD member: _____</p> <p>3. Title of the paper: _____</p> <p>4. Year of publication: _____</p>	
3.4	<p>Book or part of a book peer-reviewed and published in a member country of the European Union and/or OECD</p> <p>1. Title of the book: _____</p> <p>2. Name of the EU/OECD member: _____</p> <p>3. Publisher, year, and place of issuance/publication: _____</p>	

No.	GENERAL CONDITIONS	Fulfillment of general conditions (yes/no)
3.5	Proceedings of peer-reviewed scientific papers presented at international academic gatherings where members of the program or scientific committee are from at least three countries 1. Name of the proceedings: _____ 2. Name of the international gathering: _____ 3. Names of the countries: _____ 4. Title of the paper: _____ 5. Year of publication: _____	
3.6	Translations of major works in fields determined by the National Council for Higher Education and Scientific Research Activity 1. Title of the translated major work: _____ 2. Year of publication: _____ 3. Publisher, place of issuance, and year: _____	
4	Previous election to the teaching-scientific title – Assistant Professor (Docent), date and Bulletin number:	
5	Has the ability to perform higher education activities	

\* For persons who are employed at the University or one of the universities in the Republic of Macedonia at the time of the entry into force of the Law on Higher Education (Official Gazette of the Republic of Macedonia No. 82/2018), the provisions of the Law relating to the average grade shall not apply - specifically, the requirement that persons must have achieved an average grade of at least 8.00 (eight) in the first and second cycle studies for each cycle separately, or an average grade of at least 8.00 (eight) in integrated first and second cycle studies. In this case, the field under ordinal number 1 is not to be filled in.

\*\* For the candidate(s) who have more than 5 (five) scientific papers in a reference scientific publication, the review commission will list, evaluate, and value the scientific papers in Form 2.

**GENERAL CONDITIONS FOR ELECTION TO THE TEACHING-SCIENTIFIC TITLE -  
FULL PROFESSOR / SCIENTIFIC TITLE - SCIENTIFIC ADVISOR**

<b>No.</b>	<b>GENERAL CONDITIONS</b>	<b>Fulfillment of general conditions (yes/no)</b>
1	Average grade of at least 8.00 (eight) in the first and second cycle studies for each cycle separately, or an average grade of at least 8.00 (eight) in integrated first and second cycle studies * Average grade of the first cycle: _____ Average grade of the second cycle: _____ Average grade for integrated studies: _____	
2	Academic degree – PhD in the scientific field for which the election is conducted Name of the scientific field: _____, area: _____, sub-area: _____	
3	At least six peer-reviewed scientific papers** published in a reference scientific publication in accordance with the Law on Higher Education in the last five years before the announcement of the competition for election	
3.1	Scientific journal in which the published papers are subject to peer review and which is indexed in at least one electronic database of journals with papers available on the internet, such as: Ebsco, Emerald, Scopus, Web of Science, Journal Citation Report, SCImago Journal Rank, or another journal database determined by the National Council for Higher Education 1. Name of the scientific journal: _____ 2. Name of the electronic journal database: _____ 3. Title of the paper: _____ 4. Year of publication: _____	
3.2	Scientific journal in which the published papers are subject to peer review and which has an international editorial board featuring members from at least three countries, where the number of members from one country cannot exceed two-thirds of the total number of members 1. Name of the scientific journal: _____ 2. International editorial board (total number of members, number and affiliation by country): _____ 3. Title of the paper: _____ 4. Year of publication: _____	

3.3	<p>Scientific journal in which the published papers are subject to peer review and which is published in a member country of the European Union and/or OECD</p> <p>1. Name of the scientific journal: _____</p> <p>2. Name of the EU/OECD member: _____</p> <p>3. Title of the paper: _____</p> <p>4. Year of publication: _____</p>	
3.4	<p>Book or part of a book peer-reviewed and published in a member country of the European Union and/or OECD</p> <p>1. Title of the book: _____</p> <p>2. Name of the EU/OECD member: _____</p> <p>3. Publisher, year, and place of issuance/publication: _____</p>	
3.5	<p>Proceedings of peer-reviewed scientific papers presented at international academic gatherings where members of the program or scientific committee are from at least three countries</p> <p>1. Name of the proceedings: _____</p> <p>2. Name of the international gathering: _____</p> <p>3. Names of the countries: _____</p> <p>4. Title of the paper: _____</p> <p>5. Year of publication: _____</p>	
3.6	<p>Translations of major works in fields determined by the National Council for Higher Education and Scientific Research Activity</p> <p>1. Title of the translated major work: _____</p> <p>2. Date of publication: _____</p> <p>3. Publisher, place of issuance, and year: _____</p>	
4	<p>Published peer-reviewed textbook, monograph, practicum, or collection of tasks/problems in the scientific field for which the election is conducted ***</p> <p>1. Title of the textbook, monograph, practicum, or collection of tasks: _____</p> <p>2. Place and year of publication: _____</p>	
5	<p>Previous election to the teaching-scientific title – Associate Professor, date and Bulletin number: _____</p>	
6	<p>Has the ability to perform higher education activities</p>	

\* For persons who are employed at the University or one of the universities in the Republic of Macedonia at the time of the entry into force of the Law on Higher Education (Official Gazette of the Republic of Macedonia No. 82/2018), the provisions of the Law relating to the average grade shall not apply - specifically, the requirement that persons must have achieved an average grade of at least 8.00 (eight) in the first and second cycle studies for each cycle separately, or an average grade of at least 8.00 (eight) in integrated first and second cycle studies. In this case, the field under ordinal number 1 is not to be filled in.

\*\* For the candidate(s) who have more than 6 (six) scientific papers in a reference scientific publication, the review commission will list, evaluate, and value the scientific papers in Form 2.

\*\*\* The stated condition will be applied after the expiration of three years from the day of the entry into force of the Law on Higher Education (Official Gazette of the Republic of Macedonia No. 82/2018).

**GENERAL CONDITIONS FOR ELECTION TO TEACHING-SCIENTIFIC TITLES - ASSISTANT PROFESSOR (DOCENT), ASSOCIATE PROFESSOR, AND FULL PROFESSOR OF PROFESSIONAL-ARTISTIC SUBJECTS**

No.	GENERAL CONDITIONS	Fulfillment of general conditions (yes/no)
1	For assistant professor, associate professor, and full professor of professional-artistic subjects, a person without academic degree - PhD may also be elected, provided they have completed appropriate higher education of the second cycle	
2	Recognized artistic and professional works, i.e., achievements that are of particular importance for the affirmation of culture and art within and outside the country (please list/describe)	
3	Has the ability for teaching work	

**GENERAL CONDITIONS FOR ELECTION TO THE TEACHING - PROFESSIONAL TITLE - LECTURER**

No.	GENERAL CONDITIONS	Fulfillment of general conditions (yes/no)
1	Completed second cycle academic studies	
2	Acquired title - Master in the relevant field Name of the scientific field: _____.	
3	Achieved average grade of at least 8.00 (eight) in the first and second cycle studies, for each cycle separately * Average grade of the first cycle: _____ Average grade of the second cycle: _____	
4	Teaching and practical experience in the field for which the election is conducted (please state the teaching and practical experience in the field for which the election is conducted)	

\* For persons who are employed at the University or one of the universities in the Republic of Macedonia at the time of the entry into force of the Law on Higher Education (Official Gazette of the Republic of Macedonia No. 82/2018), the provisions of the Law relating to the average grade shall not apply—specifically, the requirement that persons must have achieved an average grade of at least 8.00 (eight) in the first and second cycle studies for each cycle separately, or an average grade of at least 8.00 (eight) in integrated first and second cycle studies. In this case, the field under ordinal number 1 is not to be filled in.

**GENERAL CONDITIONS FOR ELECTION TO THE TEACHING - PROFESSIONAL TITLE - SENIOR LECTURER**

<b>No.</b>	<b>GENERAL CONDITIONS</b>	<b>Fulfillment of general conditions (yes/no)</b>
1	Completed second cycle academic studies	
2	Acquired title - Master in the relevant field	
	Name of the scientific field: _____.	
3	Achieved average grade of at least 8.00 (eight) in the first and second cycle studies, for each cycle separately * Average grade of the first cycle: _____ Average grade of the second cycle: _____	
4	Teaching and professional experience in the field for which the election is conducted (please state the teaching and professional experience in the field for which the election is conducted)	
5	Previous election as a lecturer at a higher education institution, date and Bulletin number:	
6	Has published scientific and professional papers in the field for which the election is conducted (please state the scientific and professional papers and where they are published)	

\* For persons who are employed at the University or one of the universities in the Republic of Macedonia at the time of the entry into force of the Law on Higher Education (Official Gazette of the Republic of Macedonia No. 82/2018), the provisions of the Law relating to the average grade shall not apply- specifically, the requirement that persons must have achieved an average grade of at least 8.00 (eight) in the first and second cycle studies for each cycle separately, or an average grade of at least 8.00 (eight) in integrated first and second cycle studies. In this case, the field under ordinal number 1 is not to be filled in.

**GENERAL CONDITIONS FOR ELECTION TO THE ASSOCIATE TITLE - ASSISTANT / ASSISTANT RESEARCHER**

No.	GENERAL CONDITIONS	Fulfillment of general conditions (yes/no)
1	Has completed first and second cycle academic studies with at least 300 ECTS credits	
2	Acquired title - Master in the relevant field Name of the scientific field: _____.	
3	Achieved average grade of at least 8.00 (eight) in the first and second cycle academic studies separately Average grade of the first cycle: _____ Average grade of the second cycle: _____	
4	Has knowledge of at least one foreign language 1. Foreign language: _____ 2. Name of the document: _____ 3. Issuer of the document: _____ 4. Date of issuance of the document: _____	

**GENERAL CONDITIONS FOR ELECTION TO THE ASSOCIATE TITLE – ASSISTANT**  
**For faculties that have study programs with integrated first and second cycle studies**

No.	GENERAL CONDITIONS	Fulfillment of general conditions (yes/no)
1	Has completed integrated first and second cycle academic studies with at least 300 ECTS credits, with an achieved average grade of at least 8.00 (eight) Average grade: _____	
2	Has completed undergraduate and postgraduate studies according to the study programs before the introduction of the European Credit Transfer System (ECTS) and has achieved an average grade of at least 8.00 (eight) in the undergraduate and postgraduate academic studies separately Average grade of undergraduate studies: _____ Average grade of postgraduate studies: _____	
3	Has knowledge of at least one foreign language 1. Foreign language: _____ 2. Name of the document: _____ 3. Issuer of the document: _____ 4. Date of issuance of the document: _____	





