

Study rules at the Faculty of veterinary medicine in Skopje

According to the Regulation of unique study rules for studying of first and second cycle on the University "Ss. Cyril and Methodius" in Skopje, the Faculty of Veterinary Medicine applies these study rules and credit-system:

- Every course of the study curriculum is marked with code, which defines program contents, teaching and learning methods, as well as mode of evaluation of knowledge and grading
- Every course program is defined with exactly regulated number of credit points, which reflect total load of student for solving the course
- Credit points are acquired only by that student who would fulfill conditions for exam and would successfully complete the course program. Conditions which have to be fulfilled by the student for successful completing the course program are defined by the carriers of the course program
- The number of the credit points which have to be acquired by the student for getting some professional preparation is:
 - **for one semester to 30 credit points**
 - **for one year to 60 credit points**
- Student in every semester enrolls courses with total of 30 credits
- Student could go to exam of some course program if the conditionality criteria regulated with the course are fulfilled
- Type, character and mode of realization of the final exams on appropriate course programs are integral part of the study programme
- Conditionality criteria, i.e. previously completed course programs as condition for enrolling next semester or higher year of study, are also integral part of the study programme
- Conditions and criteria determined in the study programme are for allowing student's orientation which courses have to be completed for enrolling next semester or higher year of study according to the study curriculum
- Student, who enrolled one-semester courses in *winter* semester, could go on final exam in the January session, and if the exam result is not positive, next opportunities are the other two exam sessions (May/June and August/September). Student who enrolled one-semester courses in *summer* semester, could go on final exam in the June session, and if the exam result is not positive, next opportunities are exam sessions in August/September and January
- Student could enroll course programs from the next semester or higher year of study if the conditions and criteria determined by the study programme are fulfilled.
- At the end of each semester an anonymous survey for every course separately is done

Evaluation of knowledge and grading

Depends on course program's type, the knowledge of the student is evaluated continuously during the teaching process (via periodic evaluations) and in final (with exam).

With the continuous evaluation, student acquires points for each activity regulated with current course program.

Subject of evaluation (points) of the student during the teaching process are presence on lectures, successfully realized practical, successfully realized practical work, writing of essays, terrain work, individual/home work, consultations made, realization of projects, winning of awards and other student activities.

Final grade for successful completing of the course program is sum of the points from periodic evaluations of knowledge, points from regulated activities of the student during the teaching process (presence on lectures, practicals, essays etc.) and points from the final exam.

Periodic evaluation of knowledge is written, with tests, or oral, depends on course program's type. Written test is organized after the previous notice and its duration is maximum 2 school hours. For one course program maximum 2 to 3 tests in one semester could be organized.

The written test is based on multiple choice (at least 4 offered answers and only one is correct) or combination of part made by principle of multiple choice and part consisted of questions with supplementation or other open type of questions (matching, construction).

The number of questions in the written test is according the needs and specificities of the course program.

The course program is considered to be successfully completed if the student with periodic evaluation of knowledge and with regulated activities acquires at least 60% from possible 100% points regulated with the course program.

In some course programs if the student did not get positive result in one or two of regulated periodic evaluations of knowledge, the teacher could organize written or oral final evaluation of knowledge, which would concern periodic evaluation which was not successfully completed.

Student could reach the final evaluation of knowledge (final exam) on some courses, if the minimum points from regulated activities (lectures, practicals, essays etc.) and periodic evaluation of knowledge regulated with current course program are acquired.

Final exam from the current course program could be oral, i.e. practical (part of the practical teaching) or written. In general, subject of the final exam could not be another evaluation of the knowledge that student successfully demonstrated during periodic evaluation. The questions of the written or oral final exam must be included in the offered program and/or in the question list, i.e. computer question base.

The answers of the questions must be included in the available main textbooks previously approved with the course programs by the Education-Science Council of the Faculty and issued on public place (bulletin board), and given in the informative package and/or on the web site of the Faculty at the start of the academic year.

The final exam, in general, is organized in one part. If it is written, it could take time at least 1 and maximum 2 school hours. The results of the written exam have to be published within 2 days after the day of exam. This time can be longer, if are some justified reasons, which is decided by the vice-dean for education. Student has right to insight of the written final exam within three days after the publishing of exam's results, or in term noted by the course teacher.

If the final exam is oral, it is organized as public exam with presence of other students. The final result (points acquired) is noted by the course teacher after the realization of the exam.

In the most of courses the final grade (total of acquired points) the presence on the theoretical teaching participates with maximum 15%, the presence and activity (knowledge)

on the practical teaching participates with maximum 30%, essays and home works with maximum 10%, tests with maximum 20%, and final exam with maximum 25% from possible 100%.

Course program is considered for successfully completed if the student acquired at least 60% from possible 100% of the course program.

In some course if the student during the testing did not made positive result in one or in two of regulated evaluations, but have acquired minimal regulated number of points for presence on lectures and practicals, he/she could reach the complete final exam. The complete final exam is combination of the periodic evaluation of knowledge (for the part where the result was not positive) and the final exam.

Student has right to reach the final exam of current course program 3 times within one year from the enrolling the course program.

The final grade of the course program is quantitative with numerical point value and grade appropriate with point value, from 5 (five) to 10 (ten). Grade 5 (five) is evaluation of student who did not successfully completed the current course program, i.e. grade 5 (five) denotes nonsuccess.

Points	Grade
to 59	5 (F)
60-68	6 (E)
69-76	7 (D)
77-84	8 (C)
85-92	9 (B)
93-100	10 (A)

Successfully completed course programme is condition for student to acquire appropriate number of credits regulated with the course programme. Elements which are necessary for successfull completing of particular course programmes, conditions for reaching evaluations of knowledge, exam demands, form and mode of evaluation of knowledge and grading are regulated in the course programmes.

Final grade is acquired for both the compulsory and elective course programs. Facultative course programs are not graded, but regularly realization of the regulated activities within the course, is condition for acquiring the credit.

Exam sessions

Final evaluation of knowledge (exam) is organized in three exam sessions:

1. January (*from 8th of January to 1st of February*),
2. May-June (*from 15th of May to 15th of June*),
3. August-September (*from 15th of August to 15th of September*).

The terms for exams for every session are timely scheduled at the end of each semester and are listed on the bulletin table and/or on the web site of the Faculty.

Maintaining, conducting and administrative support of the students during the study are regulated by the acts of the University.

Academic year, semestral teaching

- Academic year starts on 15th of September, and ends on 15th of May next year.
- Teaching in winter semester starts on 15th of September, and ends on 31st of December (15 weeks).
- Teaching in summer semester starts on 1st of February, and ends on 15th of May the same year (15 weeks).