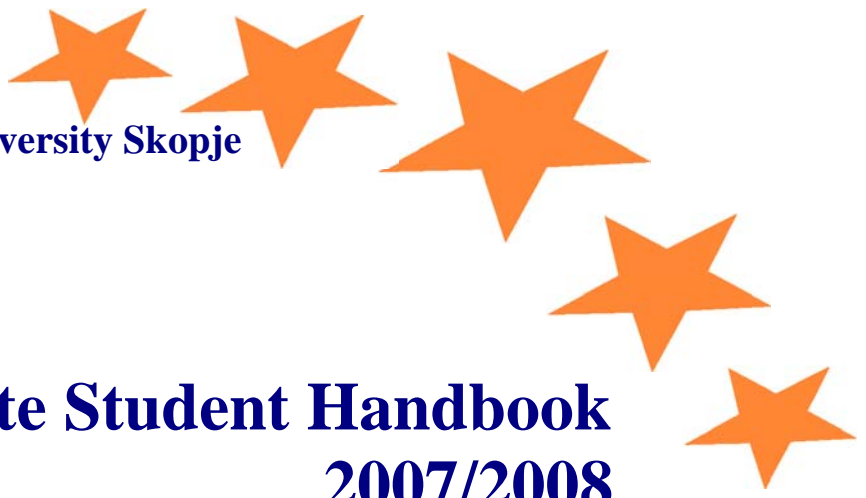




New York University Skopje



Undergraduate Student Handbook 2007/2008



YOUR VISION IS OUR MISSION!

RECTOR'S MESSAGE

Dear Students,

Welcome to New York University Skopje. I'm inviting you to explore our Undergraduate Student Handbook 2007/2008, where you will get an overview of the rules and regulations at the New York University Skopje.

On behalf of the New York University Skopje I hope that your stay on our campus will be both productive and pleasant and if your inquiries are not answered, our staff will be more than happy to provide you with the specific answers.

Best regards,

Professor Jane Miljovski, PhD

Rector



Accreditation

The Ministry of Education and Science confirms that New York University Skopje is enrolled in the Register of Higher Education Institutions in the Republic of Macedonia on 19.10.2005 under register number 6.

ACADEMIC CALENDAR 2007 - 2008

FALL 2007		
DATE	DAY	SCHEDULE
Sep. 17	Mon	Registration Begins (2 weeks)
Sep. 28	Fri	Registration Ends (Deadline for payment for Fall Semester)
Oct. 1	Mon	Classes Begin; Add & Drop Period Begins (1 week)
Oct. 5	Fri	Add & Drop Period Ends, Late Admission Ends
Nov. 12	Mon	Mid-Term Exam Period Begins
Nov. 16	Fri	Mid-Term Exam Period Ends
Nov. 19	Mon	Classes Resume
Dec. 7	Fri	Last Day to Withdraw from Classes
Dec. 24	Mon	Christmas Break Begins
Jan. 8	Tue	Classes Resume
Jan. 18	Fri	Last Day of Classes
Jan. 21	Mon	Final Exams Begin
Jan. 25	Fri	Final Exams End
Jan. 28	Mon	Last Day to Submit Final Grades
* Final Exams will take place during the regular meeting hours of each class.		

SPRING 2008		
DATE	DAY	SCHEDULE
Feb. 4	Mon	Registration Begins
Feb. 8	Fri	Registration Ends (Deadline for payment for Spring semester)
Feb. 11	Mon	Classes Begin; Add & Drop Period Begins
Feb. 15	Fri	Add & Drop Period Ends, Late Admission Ends
Mar. 24	Mon	Mid-Term Exam Period Begins
Mar. 28	Fri	Mid-Term Exam Period Ends
Mar. 31	Mon	Classes Resume
Apr. 18	Fri	Last Day to Withdraw from Classes
April 28	Mon	Easter Break Begins
May. 5	Mon	Classes Resume
May. 23	Fri	Last Day of Classes
May. 26	Mon	Final Exams Begin
May. 30	Fri	Final Exams End
June. 2	Mon	Last Day to Submit Final Grades

SUMMER 2008		
DATE	DAY	SCHEDULE
June 5	Thu	Registration Begins
June 6	Fri	Registration Ends (Deadline for payment for Summer session)
June 9	Mon	Classes Begin
July 11	Fri	Last Day to Withdraw from Classes
July 4	Fri	Last Day of Classes
July 7	Mon	Final Exams Begin
July 11	Fri	Final Exams End
July 14	Mon	Last Day to Submit Final Grades
*The summer courses will be given, provided that more than 10 students register for each class. The students can register for one or two courses, but no more than two. The final exams will take place during the last class.		

GENERAL RULES & REGULATIONS

Student Rights and Responsibilities

Rights

1. The right to expect an education of the highest quality.
2. The right to develop their potential to the best of their abilities.
3. The right to inquire about and to recommend improvements in policies, regulations and procedures affecting the welfare of the students.
4. The right to a campus environment characterized by safety and order.

Responsibilities

All students must comply with the general regulations of NYUS.

- The use or possession of illegal drugs and other dangerous substances is prohibited inside any building operated by NYUS.
- Smoking is also prohibited inside any building operated by NYUS (including classrooms, corridors, foyers, toilets etc.) other than in specifically designated "Smoking Areas" (Cafeteria). All signs of misbehavior will result in disciplinary probation (and in certain cases, possible expulsion from NYUS).
- All refreshments obtained from the cafeteria must be consumed in that area. All rubbish must be thrown in the provided bins. Do not write on walls, desk, chairs, or any other property of NYUS. All students will be fined for any damage.
- All students are responsible for the safety of their personal belongings. Do not leave your belongings unattended at any time. NYUS is not responsible for any lost belongings.
- All found belongings must be handed in to the Reception Desk.
- The use of radios and CD players is prohibited in the NYUS premises. Students are informed that courses are held all day long at NYUS, therefore during breaks noise must be kept to a minimum.
- Students can only use the public telephone provided on NYUS premises. Only in extreme cases the receptionist will accept personal calls to be made by students.
- Students are not allowed to leave messages or things for other students at the Reception Desk.
- The use of mobile phones is **not** allowed in the class.

- All students at NYUS are required to have Student Identification Card. This card is to be carried at all times and must be presented at any authorized university employee upon request. This card is required for any library use and school transportation. Failure to present a card may result in denial of a service or activity. In case of loss, student must report to the Records Office to obtain a replacement.

- The university does not close due to bad weather during academic terms. Only in extraordinary circumstances will classes be canceled. If there are questions regarding canceled classes or the closure of the university, please contact 2034 600, information desk.

Unacceptable behavior includes (but is not limited to):

- Falsifications of records/furnishing false identification

- Gambling

- Inappropriate behavior towards peers, faculty & staff

- Inappropriate use of internet

- Interruption of university operations

- Physical or verbal assault

ACADEMIC AFFAIRS

Registration

All students register during the two weeks before classes begin each semester. Registration is conducted by the Records Office.

Drop and add

Students can drop and/or add a course only during the first week of classes. You are advised to plan your course schedule carefully during registration in order to avoid disappointment as substitutions (drop/add) are subject to the availability of classes. Drop and Add is valid only if a form has been filled out at the Records Office. No request for a drop or add will be accepted after the deadline.

Withdraw

After the first two weeks and four weeks before the end of classes students can withdraw from a course but with no refund. A form must be signed by the student and be returned to the Records Office. The mark “W” will show for the specific course on the student’s transcript without affecting the semester’s grade point average (G.P.A).

Incomplete marks

The mark “I” (Incomplete) is received at the discretion of the professor and on the request of the student only when the student has completed at least three quarters of the required work for a course and where a personal emergency prevents the student from finishing the work on schedule. The student must complete the course by the middle of next semester or the “I” will be converted automatically, without any notification, to an “F”. To request for an “Incomplete” grade both the professor and the student must fill out the Incomplete Form at the Records Office.

Repeating courses

Courses in which the student has received an “F” may be repeated.

Prerequisite and non-prerequisite courses transfer credits

A grade of D+, D or D- means that the student must repeat the prerequisite course. Non-prerequisite courses are passed with a grade D- or higher.

Independent studies

NYUS offers small number of independent study courses for students interested in the specific field where no course is offered, where an existing course has not been offered for a considerable period of time, or where enrollment is unlikely to be sufficient to warrant normal scheduling.

Failure

The grade of “F” means that the student has to repeat the course and pay it in full the next semester that the student takes it. A student will receive credit for the failed course only by repeating that course and receiving a passing grade. The original F and the new grade both appear on the student’s transcript, but only the replacement grade will be counted in computing the G.P.A. When the student passes the course, next to the original F appears the letter “R” (which means that the student has replaced the F with a passing grade).

Cheating, forgery and plagiarism

Students are expected to maintain the highest standard of honesty in their NYUS work.. Cheating, forgery and plagiarism are serious offenses, and students found guilty of any form of academic dishonesty are subject to disciplinary action, ranging from failure of a specific piece of work in a course to failure of the course itself or even to expulsion from NYUS.

Make-up examinations

A student who had serious reasons to be absent from a mid-term or final examination may be permitted to write a make-up examination only at the recommendation of the professor and the permission of the Dean.

Academic credit system

The Academic programs offered at NYUS are compatible both to American and European (Bologna Agreement) Credit Transfer System.

Year	Courses	ECTS	ACTS
I	General Education	60	30
II	Major Concentration	60	30
III	Major Concentration	60	36
IV	Specialization	60	32
Total		240	128
V	Master Study Program	60	30

Grading

Below are the guidelines used at NYUS for assigning grades:

PERCENT	GRADE	QUALITY POINTS
96-100	A	4.00
90-95	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
0-59	F	0.00

Semester and cumulative grade point average (G.P.A.) are the basis for assessing a student's academic standing and eligibility to graduate.

Attendance

Students are required to attend the classes for which they are enrolled punctually and regularly.

Students who are absent more than 20% of the total hours of each semester may be required to withdraw from the course. Appropriate documentation is required to excuse absences due to serious problems.

ACADEMIC STANDING

Probation

Students who have a semester G.P.A. or a cumulative G.P.A. less than 2.00 and/or have exceeded the absences limit, will be put on academic probation.

First semester freshmen will not have probation recorded on their transcripts but will receive a warning of academic deficiency. Students on academic probation may not be allowed to register for 15 credit hours per semester. When the minimum G.P.A. is not met the following semester the students are subject to dismissal.

Dismissal

Students will be dismissed from NYUS in the following cases:

- If they have more than two consecutive academic probations.
- If they violate the rules and regulations of the University
- If they do not meet their financial obligations towards the University

Students who are dismissed for academic reasons are not allowed to register again. They may apply for readmission only after a minimum of one year has elapsed.

Appeal procedure

A student who is academically dismissed by the Rector's Office for the first time may appeal the dismissal to the Rector's Office within the time period stated in the Office's letter of dismissal. If the appeal is denied the student has no right of a second appeal. The decisions of the Rector's Office are final.

A student who wishes to appeal for a change of grade or a decision of the University must apply to the Record's Office.

Posting of semester grades

Final grades are posted on the Notice Board in the Lobby at the end of each semester. Official transcripts of all students are mailed to their parents or guardians at the end of each academic year.

Transcripts

Students may request at any time unofficial transcript and official transcripts also, which are signed/stamped by the Record Office. Transcripts are normally available for students to pick up within two working days.

Certification of attending

In order to obtain a certification that you are a student at NYUS you have to fill out a Certification Request Form at the Records office. The student will receive it after two days.

Student Records

Student Records, including final semester grades and transcripts are considered confidential information and are not released to third parties without expressed written permission of the student.

Change of address

Students who have changed their address or their telephone number must inform the Records Office or Reception Desk.

Student opinionnaire

At the end of each semester you have the opportunity to express your satisfaction or dissatisfaction with the course you are taking in order to help NYUS and its faculty to assess and improve course offerings and quality of teaching.

You are kindly requested to read the questionnaire thoroughly and complete it carefully and responsibly when you are asked to.

FINANCIAL POLICIES

The Finance Office handles all matters regarding tuition and payment procedures.

Tuition

Tuition at NYUS is charged per 2/6/8 ECTS Courses. All information regarding tuition, fees and terms of payment are defined in the financial agreement after registration signed by the student.

FACILITIES

Computer labs

There are two computer labs available at NYUS.

A lab supervisor is available for assisting you in any matters concerning the computer lab. Please check the schedule posted (on the notice board) to be informed for the days and times that you can use it.

To enter the computer lab you must show your student I.D. card to the lab supervisor.

NYUS library

The NYUS library is located next to the Amphitheatre. Your I.D. card is necessary for the use of the library.

Seminars

During the academic year NYUS sponsors several series of academic lectures and seminars featuring speakers from the business and academic sectors as well as from the fine arts. Your participation will provide you with valuable insights from experienced individuals in the professional world.

Extra curriculum activities

NYUS is not only an academic institution, but also a center for all kinds of extra curriculum activities. Therefore you are encouraged to participate in the student council and various clubs that may be of interest to you such as theatre, cinema, dance, music, chess, e.t.c.

ADMINISTRATIVE DIRECTORY

ADMINISTRATION			
INFORMATION DESK	Jasmina GJUROSKA	20 34 600	info@nyus.edu.mk
RECRUITMENT AND ADMISSIONS	Lile ZILESKA	20 34 624	admissions@nyus.edu.mk lzileska@nyus.edu.mk
REGISTRAR	Daniela BOJKOVA	20 34 623	dbojkova@nyus.edu.mk
GENERAL SECRETARY	Marija PESEVA	20 34 602	mpeseva@nyus.edu.mk
MARKETING & RECRUITMENT	Biljana RADONJANIN	20 34 625	bradonjanin@nyus.edu.mk
FINANCE	Snezana KIRADZISKA	20 34 621	finance@nyus.edu.mk kiradziska@nyus.edu.mk
LIBRARY	Marija CVETKOVSKA	20 34 618	library@nyus.edu.mk