



International Students Guide



Welcome to “St. Kliment Ohridski” University – Bitola



Dear student, thank you for considering our University as the host for your student exchange.

This useful, handy Guide has been designed for foreign students who intend to temporarily study at “St. Kliment Ohridski” University in Bitola, Republic of Macedonia, in an exchange, or a degree programme.

The faculties that make up the University cover most of the basic fields of study, in a variety of first cycle courses leading to a Bachelor’s degree, as well as second cycle courses leading to a Master’s degree.

The sole aim of the Guide that is in front of you is to ease your stay at the University and make it more enjoyable. Should any questions still remain unanswered after reading this Guide, please do not hesitate to turn to the International Relations Office (IRO) staff.

May you all have a pleasant and above all, successful stay at “St Kliment Ohridski” University – Bitola!

Your International Relations Staff

CONTACT

INTERNATIONAL RELATIONS OFFICE

International Relations Office of the University “St Kliment Ohridski” – Bitola is located in the Rectorate building.

The Office is organized to provide assistance for outgoing students and for the incoming in terms of admission, accommodation, counseling and information regarding various events taking place in the city or around it.

All incoming students are gladly invited to seek information at the International Relations Office every working day (Monday – Friday) from 8a.m. – 4p.m.

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FACTS AND FIGURES ABOUT MACEDONIA

Area 25,713 km²

Population 2 million

Capital Skopje

Language Macedonian

Religion Orthodox Christian (large majority), Islam, Roman Catholicism

Climate Continental

Time zone Central European Time GMT+1

Political System Multi-party parliamentary democracy



UNIVERSITY CENTERS

The specific feature of “St Kliment Ohridski” University – Bitola is that it is not organized in a campus style, but its units are located in several of Macedonian major cities.

Bitola, the city where “St Kliment Ohridski” University is seated, is the second largest city in the Republic of Macedonia, with a population of approximately 100,000 inhabitants. It is the economic, industrial and educational center of the southwestern, Pelagonija region (<http://www.bitola.gov.mk/>). Most of the University units are situated here, like, the Faculty of Technical and the Faculty of Biotechnical Sciences, Faculty of Education, Administration and Information System Management, as well as the branches of the Faculty of Law - Kichevo and Faculty of Technology and Technical Sciences – Veles.

About 40km to the north-east of Bitola is Prilep (<http://www.prilep.gov.mk/>), second important University center where the Faculty of Economics is located, and also two of the UKLO members, Tobacco and Ancient Slav Culture scientific-research institutes.

One more of the University centers is the city of Ohrid (<http://www.ohrid.gov.mk/>), the seat of the Faculty of Tourism and Hospitality and the most important tourist destination in the Republic of Macedonia, by the world-renowned Lake Ohrid. One of the biggest conveniences of this city is the nearby airport.

These three major University centers are quite pleasant places to live in. Every one of them hosts a wide range of annual cultural events and offers a relevant theatrical program over the year. On the other hand, here, one can find the coziness of a peaceful life in cities where most of the things you need are within walking distance.

Climate

The climate in this area is mild, continental, with long sunny periods over the year, very temperate springs and autumns, with occasional rains. Winters can sometimes be very cold with lots of snow. The coldest month of the year is January with average temperature of + 0.6°C, whereas July, with an average temperature of 22.2°C is the warmest month of the year.

How to get to Bitola

Air

Bitola is situated some 180km to the south-west of Skopje, the capital, that has an international airport located about 20 km from the city center (<http://www.skp.airports.com.mk>) Another nearby airport is the one near Ohrid, some 70km to the west of Bitola (<http://www.ohd.airports.com.mk>) These two cities have regular bus connections with Bitola.

The closeness of Bitola to the Greek border (15km) provides an opportunity for an alternative airport in Thessaloniki, Greece, with a wide range of international flights that connect all the major European destinations. Thessaloniki airport is located approximately 200km south-east from Bitola.

Rail

Bitola railway station is located 1.5 km from the city center and it connects Bitola with the capital and several major cities in Macedonia. The most important connection is that with Prilep and Veles, two other cities where UKLO units are situated. (Macedonian Railways web: <http://www.mz.com.mk>)

Tickets can be bought at the station, with no need for prior reservation.

Bus

The main bus station in Bitola is very close to the railway station (1.5 km from the city center). Busses run regularly to and from Bitola, making connections with almost every settlement in the Republic of Macedonia, among which are the ones with more important cities, like Prilep, Veles, Skopje, Ohrid, Struga, Kichevo, Krushevo etc.

(<http://transkop-bitola.tripod.com>)

UNIVERSITY INFO

“St Kliment Ohridski” University – Bitola (UKLO) is a higher education institution of largest significance for the southwestern region of the Republic of Macedonia. It is seated in Bitola, but over the 30+ years of existence, it has set up outreach faculties in several cities throughout Macedonia, like: Prilep, Ohrid, Skopje, Veles, and Kichevo.

Today, the University is composed of 10 faculties, one higher vocational school and a scientific-research institute, as constituent units, and two scientific institutions as accompanying units and a library and students dorm, as accompanying members.

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Faculty of Technical Sciences – Bitola www.tfb.uklo.edu.mk

Faculty of Economics – Prilep www.eccfp.uklo.edu.mk

Faculty of Tourism and Hospitality – Ohrid www.ftu.uklo.edu.mk

Faculty of Faculty of Education – Bitola www.pfbt.uklo.edu.mk

Faculty of Administration and Information Systems Management – Bitola www.famis.edu.mk

Faculty of Biotechnical Sciences – Bitola www.fbn.uklo.edu.mk

Faculty of Security – Skopje www.fb.uklo.edu.mk

Faculty of Law – Kichevo www.pfk.uklo.edu.mk

Faculty of Technology and Technical Sciences – Veles www.tfv.uklo.edu.mk

Faculty of Veterinary Medicine – Bitola www.vfb.uklo.edu.mk

Higher Medical School – Bitola www.vmsb.uklo.edu.mk

Tobacco Institute – Prilep www.tip.edu.mk

TYPES OF STUDY PROGRAMMES OFFERED

The academic offer of UKLO is organized in three cycles:

First cycle study programmes (Bachelor) academic or vocational

- three-year programmes – total of 180 ECTS
- four-year programmes – total of 240 ECTS

Second cycle study programmes (Master)

- one-year programmes – 60 ECTS
- two-year programmes – 120 ECTS

(the sum of the above two cycles should be 300 ECTS in total)

Third cycle study programmes (PhD)

- three-year Doctoral studies of 180 ECTS



COURSES AND LANGUAGE OF INSTRUCTION

Exchange students are free to choose from among the wide range of study programmes

First-cycle studies

Faculty of Technical Sciences – Bitola

- Electrical Power Systems
- Mechanical Engineering
- Industrial Management
- *Traffic and Transport*
- Graphic Engineering
- Informatics and Computer Technology
- Computer Science and Engineering
- Living and Working Environment Protection Engineering
- Mechatronics
- *Road Transport*
- Electrical Engineering and Environment Protection

Faculty of Economics – Prilep

- E-business
- Accounting, Finances and Audit
- International Economy and Business
- Marketing Management

- Business Informatics
- Management and Business
- Banking and Financial Management



Faculty of Tourism and Hospitality – Ohrid

- Tourism
- Insurance
- Customs and Freight-forwarding
- Hotel and Restaurant Management
- Gastronomy, Nutrition and Dietetics
- *Gastronomy*
- *Financial Security and Control (joint program with the Faculty of Security)*

Faculty of Education – Bitola

- Elementary School Teachers
- Pre-elementary School Teachers
- Macedonian Language and Literature
- English Language and Literature
- French Language and Literature
- German Language and Literature
- Information and Technical Education (joint program with the Faculty of Technical Sciences)
- *Library Science*

Faculty of Administration and Information Systems Management – Bitola

- *Public Administration*
- Information Systems Management
- Software Application Engineering and Management
- Management of Administrative and Operative Services
- Information Systems in Health Care
- *Public Policy Administering*
- European Integration and Managing EU Projects

Faculty of Biotechnical Sciences – Bitola

- Animal Product Technology
- Farm Production
- Management in Bioscience

Higher Medical School – Bitola

- Nurse
- Medical Laboratory Analyst
- Radiologic Technologist

- Physiotherapist
- Midwife

Faculty of Security – Skopje

- Criminology
- *Financial Security and Control (joint program with the Faculty of Tourism and Hospitality)*

Faculty of Law – Kichevo

- General Law Studies

Faculty of Technology and Technical Sciences – Veles

- Nutrition
- Food-processing Technology and Biotechnology

Faculty of Veterinary Medicine – Bitola

- Veterinary Medicine



Second-cycle studies

Faculty of Technical Sciences – Bitola

Electrical Engineering
 Mechanical Engineering
 Industrial Management
 Traffic and Transport:
 1. Road Traffic and Transport
 2. Air Traffic and Transport
 Graphic Engineering
 Computer Science
 Mechatronics

Faculty of Economics – Prilep

E-business
 Accounting, Finances and Audit
 International Economy and Business
 Marketing Management
 Business Informatics
 Financial Management

Faculty of Biotechnical Sciences – Bitola

Animal Product Technology
Farm Production
Management in Bioscience
Quality and Security of Animal Products
Farming and Agribusiness
Farming and Agro-Tourism

Faculty of Education – Bitola

Elementary School Teaching Methods
Pre-elementary School Teaching Methods
Macedonian Language
English Language
German Language
Information and Technical Education
Management in Education
Gifted and Talented Education

Faculty of Tourism and Hospitality – Ohrid

Tourism
Insurance
Customs and Freight-forwarding
Financial Security and Control (joint program with the Faculty of Security)

Faculty of Security – Skopje

Criminology
Financial Security and Control (joint program with the Faculty of Tourism and Hospitality)

Faculty of Administration and Information Systems Management – Bitola

Information Systems Management
Software Application Engineering and Management
Information System in Health Care
Public Policy Administering
European Integration and Managing EU Projects
Public Administration

Faculty of Law – Kichevo

Business Law
International Law

Faculty of Technology and Technical Sciences – Veles

Nutrition
Quality Management and Food Safety

Higher Medical School – Bitola

Nurse (several specializations)
Medical Laboratory Analyst (several specializations)
Physiotherapist (several specializations)
Midwife (several specializations)

Tobacco Institute – Prilep

Tobacco Production
Tobacco Cultivation and Processing

Third-cycle studies

Faculty of Technical Sciences – Bitola

Mechanical Engineering
Traffic and Transport
Graphic Engineering and Design
Industrial Management
Computer Science and Technology

Faculty of Administration and Information Systems Management – Bitola

Public Administration
Information System Management
Software Application Engineering and Management

Faculty of Education – Bitola

Educational Sciences
Management in Education
Languages:
- Macedonian
- English
- German

Faculty of Security – Skopje

Security

Faculty of Economics – Prilep

Marketing
International Business
Management



The language of instruction in all programs is Macedonian

GRADING SYSTEM

Grading scale – 5-10

10 (A) = Excellent
9 (B) = Very Good
8 (C) = Good
7 (D) = Satisfactory

6 (E) = Sufficient
5 (F) = Fail

ECTS – European Credit Transfer System. The annual workload is 60 ECTS credit points

MACEDONIAN LANGUAGE COURSES

Macedonian language courses for foreign learners are provided at the Faculty of Education – Bitola.

GENERAL ACADEMIC CALENDAR

| | |
|----------------------------------|---|
| Link to academic calendar | http://uklo.edu.mk/academic_calendar |
| Academic year start date | September 15 |
| Academic year end date | September 14 of the next year |
| Winter semester | September 15 – January 31 |
| Registration session | September (usually, first decade) |
| Spring semester | February 1 – June 15 |
| Registration period | February (usually, first decade) |
| Examination terms | February, June and September (end of semester) |

Each semester comprises 15 weeks of teaching and three weeks of examination terms.

NATIONAL HOLIDAYS

January 1, New Year's Day
January 7, Orthodox Christmas Day
Easter Friday - Easter Monday
May 1, Labor Day
May 24, the Day of Ss Cyril and Methodius
August 2, the Day of the Ilinden Uprising
September 8, Independence Day
October 11, the Day of the Uprising against Fascist Occupation
December 8, the University Saint Patron's Day – St Kliment Ohridski

ADMISSION / REGISTRATION

Admission criteria for degree students

Foreign degree-seeking students applying at UKLO need to comply with the requirements for admission stipulated in the Call for Enrolment and new admissions. Degree students have to hold a corresponding degree for completed education, depending on which cycle they are registering for and an official recognition issued by the Ministry of Education and Science of the Republic of Macedonia (www.mon.gov.mk).

All documents have to be issued by official authorities of the home institution and country and translated into English (Macedonian, if possible) by an official court interpreter, respectively signed and stamped and with provided apostil.

Admission criteria for exchange students

Within ERASMUS MUNDUS Action 2 programmes and ERASMUS LLP, European students, who want to participate in mobility on exchange basis, primarily have to have the nationality of the eligible countries and must be registered at one of the European partner institutions. Another important criterion is, successfully completed at least one year of studies of higher education level.

Exchange students are also obliged to comply with the specific rules and requirements of the Programme within which they are applying.

Required documents: check the BASILEUS website (www.ugent@basileus.com) or the SIGMA website (www.sigma.uw.edu.pl).

Apart from compliance with the above, when registering at the UKLO units, students need to submit their **birth certificate** and/or **certificate of citizenship**, plus **a copy of relevant pages from passport**. The registration procedure at a particular faculty is usually completed upon arrival. The IRO staff offers assistance in the course of the procedure if needed.

Students are advised to arrive at least a week prior to the semester start in order to complete all the necessary paperwork and formalities.

PRACTICAL INFORMATION

Visas and Residence Permits

Foreign students are advised to check whether they are required a visa to enter Macedonia and this can be done at the nearest consulate or embassy of the Republic of Macedonia (list of consulates and embassies available at www.mnr.gov.mk).

ERASMUS MUNDUS students do not need an entrance visa for Macedonia; they only need to regulate their stay in accordance with their status as international students. All foreign students should contact the Internal Affairs Department (www.mvr.gov.mk) in Bitola and submit the application for issuing temporary residence permit in our country.

Foreign students should hold University confirmations that they are accepted. The International Relations Office staff guides the students through the process and provides all the necessary information. Apart from the letter confirming that a student has been accepted at the University, other requirements on the part of the student involve a valid passport and two passport-size photographs when applying for a temporary residence permit.

Accommodation

The students may be accommodated in the student dorm “Kocho Racin” – Bitola, if there are any vacancies, since the student dorm is pretty limited in capacity.

Students can find accommodation in certain private owned housing facilities exclusively meant for students, as an alternative to the Dorm, and of course, private, fully furnished apartments that can be rented for approx. 150-200 EUR/month.

The IRO can provide advice regarding the private accommodation at reasonable price, but does not offer or provide it.



OTHER USEFUL INFORMATION

Currency

Macedonian Denar (MKD)

1 EUR = about 61.5 MKD

There are numerous exchange offices around the city, but money can be exchanged in banks, as well.

Credit card services

Mastercard, VISA, Diners Club and American Express (restricted usage) are accepted in shops, hotels, restaurants and other places, except for the open market where only cash is accepted. Large number of ATM posts can be found in prominent and easily accessible places around the city.

Internet availability

Broadband internet access is widely available (cable, ADSL, wireless). Faculties have their Internet facilities and a large number of internet cafes are scattered around the city.

Public transport

The most effective means of public transportation in Bitola is the city bus. Buses run through the whole city connecting different areas; the average price for a bus ticket is 15 denars or about 0.25 EUR.

Due to small distances in Bitola, taxi is another means that is quite affordable: 30 MKD or about 0.5 EUR/km.

GSM Service

The prepaid packages for mobile phones are available at the authorized shops of the three companies providing GSM services: T-Mobile, One and VIP, but also at the supermarkets and tobacconists.

Emergency numbers

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|-------------------------|-----|
| Macedonian country code | 389 |
| Bitola city code | 47 |
| Macedonian exit code | 00 |
| Police | 192 |
| Fire brigade | 193 |
| Ambulance | 194 |

