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, library and students dorm, as accompanying members.

1. Faculty of Technical Sciences – Bitola www.tfb.uklo.edu.mk
2. Faculty of Economics – Prilep www.eccfp.uklo.edu.mk
3. Faculty of Tourism and Hospitality – Ohrid www.ftu.uklo.edu.mk
4. Faculty of Faculty of Education – Bitola www.pfbt.uklo.edu.mk
5. Faculty of Administration and Information System Management – Bitola www.famis.edu.mk
6. Faculty of Biotechnical Sciences – Bitola www.fbn.uklo.edu.mk
7. Faculty of Security – Skopje www.fb.uklo.edu.mk
8. Faculty of Law – Kichevo www.pfk.uklo.edu.mk
9. Faculty of Technology and Technical Sciences – Veles www.ttfv.uklo.edu.mk
10. Faculty of Veterinary Medicine – Bitola
11. Higher Medical School – Bitola www.vmsb.uklo.edu.mk
TYPES OF STUDY PROGRAMMES OFFERED

The university study includes three levels:

University first level: Bachelor - duration of studies: three years, 180 credits, or, four years, 240 credits.

University second level: Master - duration of studies: two years, 120 credits, or one year, 60 credits (the sum of first + second cycle should be 300 ECTS credit points).

University third level: Doctorate - duration of studies: three years, 180 credits.

COURSES AND LANGUAGE OF INSTRUCTION

Enrolment in full degree programs at WB universities is still not available.

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

First-cycle study programme offer at UKLO

1. Faculty of Technical Sciences – Bitola

First cycle academic studies

Mechanical engineering
Industrial Management
Traffic and Transport Engineering
Graphic Engineering
Electrical Power Engineering Systems
Informatics and Computer Technology

Professional Studies

Electrical Power Engineering
2. Faculty of Economics – Prilep

Business Administration Management
Business Informatics
Financial Management
Marketing Management
International Economics and Business
Accountancy, Finances and Auditing

3. Faculty of Tourism and Hospitality – Ohrid

Tourism
Insurance
Hotel and Restaurant Management
Freight-forwarding and Customs
Gastronomy, Nutrition and Dietetics

Professional Studies
Gastronomy

4. Faculty of Education – Bitola

Elementary School Teachers
Nursing School Educators
Teachers of Macedonian and English Languages
Teachers of Macedonian and French Languages
Teachers of Macedonian and German Languages
Teachers of Technical Education and Informatics – a joint programme with the Faculty of Technical Sciences

5. Faculty of Administration and Information System Management – Bitola

Information Systems in Health Care
Information System Management
Engineering and Software Application Management

6. Faculty of Biotechnical Sciences – Bitola

Farm Production
Animal Product Technology
Management in Bioscience

7. Higher Medical School – Bitola offers first cycle professional studies

Nursing
Medical Laboratory Analysis
Physiotherapy
Radiological Technology
8. Faculty of Security – Skopje

Security and Financial Control
Criminology

9. Faculty of Law – Kichevo

Law Studies

10. Faculty of Technology and Technical Sciences – Veles

Food Processing Technology and Biotechnology
Nutrition

11. Faculty of Veterinary Medicine – Bitola

The language of instruction in all programs is Macedonian

Second-cycle study programmes offer at UKLO

1. Faculty of Technical Sciences – Bitola

Mechanical Engineering
Industrial Management
Traffic and Transport Engineering (Road Traffic and Transport, Air Traffic and Transport)
Graphic Engineering
Electrical Power Engineering Systems
Protection of Living and Working Environment
Informatics and Computer Technology

Specialist second-cycle studies in Road Traffic Accident Expertise

2. Faculty of Economics – Prilep

Marketing Management
International Economics and Business
Accountancy, Finances and Auditing
Business Informatics
Business Administration Management

3. Faculty of Tourism and Hospitality – Ohrid

Tourism
Insurance
Freight-forwarding and Customs

Joint Master with the Faculty of Security in Security and Financial Control

4. Faculty of Education – Bitola

Macedonian Language and Literature
English Language and Literature
German Language and Literature  
Education Management  
Education of Gifted and Talented Students  
Theory of Instruction  

5. Faculty of Administration and Information System Management – Bitola  
Public Administration  
Information System Management  
Engineering and Software Application Management  
Administration of Public Policies  

6. Faculty of Biotechnical Sciences – Bitola  
Management in Bioscience  
Animal Product Technology  
Farm Production  

7. Faculty of Security – Skopje  
Criminology  
International Security  
Forensics  
Joint Master with the Faculty of Tourism and Hospitality in Security and Financial Control  

8. Scientific-research Tobacco Institute – Prilep  
Tobacco Production  
Tobacco Processing and Technology  

The language of instruction in all programs is Macedonian  

MACEDONIAN LANGUAGE COURSES  

Macedonian language courses for foreign learners are provided at the Faculty of Education – Bitola. Alternatively, there are private language schools that offer courses for foreigners and information about them can be obtained at the International Relations Office.  

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
1 ECTS credit is equivalent to approximately 30 working hours. The annual workload is 60 ECTS credits. As 60 credits, the number of ECTS awarded to every Bachelor and Master course will vary depending on the workload and the total number of credits per cycle will vary depending on the duration.

ACADEMIC CALENDAR

Academic year start: September 15th, Academic year end: September 14th of the next year.

The academic year organized in two semesters: winter (September 15th – February 1st) and summer (February 1st – June 15th).

Each semester comprises 15 weeks of teaching and three weeks of examination terms. Exam periods: February, June and September.

For more details about the calendar for the current academic year, check on the website of the University: [www.uklo.edu.mk](http://www.uklo.edu.mk)

NATIONAL HOLIDAYS

January 1st, New Year’s Day
January 7th, Orthodox Christmas Day
Easter Friday - Easter Monday
May 1st, Labor Day
May 24th, the Day of Ss Cyril and Methodius
August 2nd, the Day of the Ilinden Uprising
September 8th, Independence Day
October 11th, the Day of the Uprising against Fascist Occupation
December 8th, the Day of 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 Competition for 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](http://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.

Enrolment in full degree programs at WB universities is still not available in the frames of BASILEUS.
Admission criteria for exchange students

Within BASILEUS, 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 )

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).

BASILEUS 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 of Confirmation 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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