

**APPLICATION AND ENROLLMENT DEADLINE OF CANDIDATES  
FOR THE ACADEMIC YEAR 2021/2022**

<b>Application and enrollment deadline</b>	<b>Second enrollment deadline</b>
Application submission of candidates	<b>15.12-22.12.2021</b>
Preliminary list announcement	<b>27.12.2021</b>
Decisions upon complaints	<b>10.01.2022</b>
Final list announcement	<b>17.01.2021</b>
Enrollment of candidates	<b>24.01-28.01.2022</b>

**APPLICATION AND ENROLLMENT PROCESS FOR THE THIRD CYCLE OF STUDIES -DOCTORAL  
STUDIES**

REPUBLIC OF NORTH MACEDONIA  
University "SS. Cyril ad Methodius "in Skopje  
**SCHOOL OF DOCTORAL STUDIES**

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**ANNOUNCEMENT**

**In reference to the application and enrollment process of the candidates of the third cycle  
studies-doctoral studies of the study programs at the University "Ss. Cyril and Methodius"  
In the academic year 2021/2022**

1. Candidates apply online, by sending an e-mail to two addresses concurrently:
  - E-mail of the University school of doctoral studies:  
[skola za ds@ukim.edu.mk](mailto:skola_za_ds@ukim.edu.mk)
  - E-mail of the Faculty/Institute offering the study program:

<b>Faculty/Institute offering the study programme</b>	<b>Code</b>	<b>e-mail</b>
Faculty of Architecture	ARH	<a href="mailto:iii-af@ukim.edu.mk">iii-af@ukim.edu.mk</a>
Faculty of Civil Engineering	GRF	<a href="mailto:iii-gf@ukim.edu.mk">iii-gf@ukim.edu.mk</a>
Faculty of Mechanical Engineering	MAF	<a href="mailto:iii-maf@ukim.edu.mk">iii-maf@ukim.edu.mk</a>
Faculty of Medicine	MED	<a href="mailto:iii-medf@ukim.edu.mk">iii-medf@ukim.edu.mk</a>
Faculty of Pedagogy " St. Kliment Ohridski"	PED	<a href="mailto:iii-pedf@ukim.edu.mk">iii-pedf@ukim.edu.mk</a>
Faculty of Law Iustinianus Primus	PRA	<a href="mailto:iii-prf@ukim.edu.mk">iii-prf@ukim.edu.mk</a>
Faculty of Natural Sciences and Mathematics	PMF	<a href="mailto:iii-pmf@ukim.edu.mk">iii-pmf@ukim.edu.mk</a>

<b>Faculty/Institute offering the study programme</b>	<b>Code</b>	<b>e-mail</b>
Faculty of Dentistry	STF	<a href="mailto:iii-stf@ukim.edu.mk">iii-stf@ukim.edu.mk</a>
Faculty of Technology and Metallurgy	TMF	<a href="mailto:iii-tmf@ukim.edu.mk">iii-tmf@ukim.edu.mk</a>
Faculty of Veterinary medicine	FVM	<a href="mailto:iii-fvm@ukim.edu.mk">iii-fvm@ukim.edu.mk</a>
Faculty of Design and Technologies of Furniture and Furniture	FDT	<a href="mailto:iii-fdtme@ukim.edu.mk">iii-fdtme@ukim.edu.mk</a>
Faculty of Dramatic Arts	FDU	<a href="mailto:iii-fdu@ukim.edu.mk">iii-fdu@ukim.edu.mk</a>
Faculty of Electrical Engineering and Information Technologies	FEI	<a href="mailto:iii-feit@ukim.edu.mk">iii-feit@ukim.edu.mk</a>
Faculty of Agricultural Sciences and Food	FZN	<a href="mailto:iii-fznh@ukim.edu.mk">iii-fznh@ukim.edu.mk</a>
Faculty of Computer Sciences and Engineering	FIN	<a href="mailto:iii-finki@ukim.edu.mk">iii-finki@ukim.edu.mk</a>
Faculty of Music	FMU	<a href="mailto:iii-fmu@ukim.edu.mk">iii-fmu@ukim.edu.mk</a>
Faculty of Physical Education, Sport and Health	FFO	<a href="mailto:iii-ffosz@ukim.edu.mk">iii-ffosz@ukim.edu.mk</a>
Faculty of Pharmacy	FAR	<a href="mailto:iii-ff@ukim.edu.mk">iii-ff@ukim.edu.mk</a>
Faculty of Philosophy	FZF	<a href="mailto:iii-fzf@ukim.edu.mk">iii-fzf@ukim.edu.mk</a>
Faculty of Philology "Blaze Koneski"-Skopje,	FIL	<a href="mailto:iii-fff@ukim.edu.mk">iii-fff@ukim.edu.mk</a>
Institute of Earthquake Engineering and Engineering Seismology	IZI	<a href="mailto:iii-iziis@ukim.edu.mk">iii-iziis@ukim.edu.mk</a>
Institute for Sociological and Political-Legal Research	ISN	<a href="mailto:iii-isppi@ukim.edu.mk">iii-isppi@ukim.edu.mk</a>
Institute of Macedonian Literature	IML	<a href="mailto:iii-impl@ukim.edu.mk">iii-impl@ukim.edu.mk</a>
Institute of Macedonian language "Krste Misirkov"	IMJ	<a href="mailto:iii-imj@ukim.edu.mk">iii-imj@ukim.edu.mk</a>
Institute of Folklore "Marko Cepenkov"	INF	<a href="mailto:iii-if@ukim.edu.mk">iii-if@ukim.edu.mk</a>
Orthodox Theological Faculty "St. Kliment Ohridski" in Skopje	PBF	<a href="mailto:iii-pbf@ukim.edu.mk">iii-pbf@ukim.edu.mk</a>

Faculty/Institute for application in case of multiple organizers of study programs	Code	e-mail
<b>Faculty of Economy</b> <ul style="list-style-type: none"> <li>- <b>for Organizational Sciences and Management</b> / with the Economic Institute and Institute for Sociological and Political -Legal Research</li> <li>- <b>for Economic Sciences</b>/with Economic Institute</li> <li>- <b>for Statistical methods for Business and Economy</b> / with the Economic Institute</li> </ul>	EKF	<a href="mailto:iii-ef@ukim.edu.mk">iii-ef@ukim.edu.mk</a>
<b>PSI Institute of National History</b> <ul style="list-style-type: none"> <li>- <b>for Cultural History and Geography of Macedonia</b>/ with the Faculty of Natural Sciences and Mathematics</li> <li>- <b>for the History of Macedonia</b>/ with the Faculty of Philosophy</li> </ul>	INI	<a href="mailto:iii-ini@ukim.edu.mk">iii-ini@ukim.edu.mk</a>

2. In the **Subject** when sending the e-mail the candidate state the **Faculty/Institute**- organizer of the study program for which they apply and submit documents and the Code according to which the list of candidates will be announced

Each candidate generates his/her own code in the following way:

The Code of the Faculty/Institute+ first 7 digits of the Personal Identification Number (PIN) of the candidate.

**An example:**

In case the student applies and submits for the study program at the **Faculty of Medicine**, the Code from the second column is inserted given in the Table above + the first seven digits from the PIN number **2612963**450029 of the candidate.

**Subject:** **Faculty of Medicine- MED2612963**

3. **As a text in the e-mail the following should be stated:**

- First and Last Name;
- Study program; the candidate applies for
- Faculty/Institute- organizer of the study program

It is obligatory that the candidates obtain an electronic confirmation that the e-mail is received.

4. **The Candidate applying for the Public Call, encloses in the Attach File the documents listed below ( in PDF-format), together with the Application Form, and sends them to the two e-mail addresses given above:**

- Application Form stating the selected study program for which the student applies (**Form 01-PK - Application Form**);
- motivation letter stating the area of research;
- An initial consent by the mentor from the List of Mentors (**02-PSM-Initial Consent of the Mentor**);
- short biography;
- a certificate for passed exams from the first cycle of studies, i.e. from undergraduate studies;
- a certificate for passed exams from the second cycle of studies, i.e. from postgraduate studies;
- a diploma for the first cycle of studies that is, undergraduate studies
- a diploma for the first cycle of studies that is, postgraduate studies
- a certificate of English language proficiency;
- candidates who have completed their higher education, undergraduate studies (first cycle) and postgraduate studies (second cycle) abroad, submit verified documents (nostrification), which prove the fulfillment of the conditions for enrollment in the third cycle studies - doctoral studies, as well as equivalence of the grades, if the assessment system is different from the one in the Republic of North Macedonia.

**5. Upon completion of the Call, the Faculty/Institute announces the preliminary list of admitted candidates for doctoral studies, for each study program.**

A special list is announced for the candidates who do not meet the requirements for enrollment in doctoral studies, a separate list is announced.

The lists are announced on the website of the respective unit/ Faculty/Institute. The announcement is made so that the personal name of the candidate is marked with a code that is known only to the candidate and the Council of the study program.

The Candidates have the right to file a complaint.

The complaint shall be submitted in writing to the Council of the study program, i.e. the Council of the joint study program. The Decision of the Council of the study program, i.e. the Council of the joint study program after the complaint is final.

After the completion of the procedure for the complaints (if any), the Council of the study program, i.e. the Council of the joint study program, submits the list of enrolled candidates to the University Professional Council for Doctoral Studies.

**6. The University Professional Council for Doctoral Studies defines the final list of enrolled candidates for each study year and announces it on the website of the University with a Code generated by the candidate in the e-mail.**

The determined list of accepted candidates is final.

**7. Enrollment of candidates is made at the Faculty/ Institute offering the study program, in compliance with the final list of candidates.**

The students apply at the Student Enquiries Section at the coordinator for the third cycle of studies and submit the following documents:

- academic record and application form;
- two photographs (two photographs with dimensions 3.5 x 4.5 and one with dimensions 2 x 3);
- final consent by the Mentor (**03-KSM- Final Consent by the Mentor**)

- Application for subject selection for academic training (**Form O5- PAO- An Application for selection of subject for academic training** ;
- Study Contract (**O5-DS- Study Contract**)
- confirmation for payment of the first installment of the tuition.
- confirmation of payment of 250 euros in MKD counterpart for the University Schools of Doctoral Studies.

The students in the process of the enrollment submit also the original application documents sent via e-mail.

11.9.2021

**The University School of Doctoral Studies**