



25.12.2025, Skopje

Pursuant to Article 94 paragraph 24 and Article 156 paragraph 1 and 2 of the Law on Higher Education ("Official Gazette of the Republic of North Macedonia" number 82/2018, 154/2019, 178/2021 and 58/2024) and Article 32 of the Statute of the International Balkan University, the Senate of the University on 25.12.2025 adopted the following

R U L E B O O K

on the Conditions and Procedure for Issuing and Revoking a Diploma and Diploma Supplement for Completed Higher Education Studies at International Balkan University
Skopje

I. SCOPE OF REGULATION

Article 1

This Rulebook regulates the conditions and procedure for issuing and revoking a diploma and diploma supplement for completed higher education studies (first, second, and third cycle) at International Balkan University Skopje (hereinafter: the University).

The content and form of diplomas, diploma supplements and other public documents of the University are determined in accordance with the regulations governing this matter.

II. PROCEDURE FOR ISSUING DIPLOMAS

Article 2

Diplomas are issued in one copy, in the English and Macedonian language, in Latin and Cyrillic script.

Article 3

Diplomas in which errors are identified shall be returned for correction or for preparation of a new copy.

Expedited Issuance of Diploma

Article 4

The University may issue a diploma under an expedited procedure.

For the issuance of a diploma under an expedited procedure, the student shall be required to pay a special fee.

The amount of the fee shall be determined by the competent University authority and shall be paid in advance to the University's account.



Article 5

A request for issuance of a diploma under an expedited procedure shall be submitted by the student to the Student Affairs Office of the University.

Based on the student's request, the Student Affairs Office forwards the request to the Rectorate for issuance of a diploma under an expedited procedure.

The request shall be accompanied by the required documents for issuance of a diploma, as well as an original payment slip confirming payment to the University's account.

Article 6

A diploma issued under an expedited procedure shall be prepared and issued within 10 working days from the day the request is submitted to the Student Affairs Office of the University.

Diploma Supplement Preparation of a Diploma Supplement

Article 7

An integral part of the diploma is the Diploma Supplement.

Only the page that must be signed by the Rector is submitted to the Rectorate.

After signing the Diploma Supplement, the authorized person for conducting the diploma issuance procedure affixes a dry seal.

Signing and Sealing of Diplomas

Article 8

Diplomas are signed by the Dean of the faculty/higher vocational school and the Rector of the University.

After signing, the University stamp and a dry seal are affixed to the diploma, while a gold sticker with a dry seal of the University is affixed to the Diploma Supplement.

Issuance of Duplicate Diplomas

Article 9

If a diploma is lost, destroyed or damaged, upon the candidate's request, another copy shall be issued marked as "Duplicate".

A duplicate diploma is issued based on a written request submitted to the Student Affairs Office of the University with the required supporting documentation.



For the issuance of a duplicate diploma under, the student shall be required to pay a fee.

The amount of the fee shall be determined by the competent University authority and shall be paid in advance to the University's account.

A copy of the notice published in the Official Gazette of the Republic of North Macedonia shall be attached to the request.

The University maintains an electronic register of issued duplicate diplomas.

Cancellation of Issued Diplomas

Article 10

If an error is identified in an issued diploma, it shall be cancelled and a new copy issued signed by the current Dean/Rector with the date of issuance of the new diploma.

If the mandate of the Dean or Rector has expired, the diploma shall be cancelled and a new one issued with new signatories.

Cancelled diplomas are crossed with two diagonal lines and archived in accordance with archival regulations.

The University keeps an electronic register of cancelled diplomas.

Change of Personal Data

Article 11

If the holder of a diploma has officially changed their name or surname, a new diploma is not issued; the change is registered on the reverse side of the diploma and certified with the signatures of the Dean and the Rector.

III. REVOCATION OF DIPLOMA

Article 12

A diploma issued for completed higher education studies shall be revoked if it is established that it was obtained contrary to law, based on false, incomplete, or inaccurate data, academic misconduct, plagiarism, falsification of documents, or any other violation prescribed by law or the University's internal acts.

Revocation Procedure and Decision

Article 13



The procedure for revocation of a diploma shall be initiated ex officio or upon a substantiated request submitted to the competent Dean of the unit.

Upon receipt of the request, the Dean of the faculty or higher vocational school within fifteen days (unless the complexity of the case requires additional time) shall initiate the procedure and establish a commission of at least three members from the unit to examine the facts and circumstances relevant to the case.

The commission shall conduct a procedure in which it shall collect and examine all relevant evidence and shall enable the diploma holder to present a statement.

Based on the findings, the commission within fifteen days (unless the complexity of the case requires additional time) shall submit a reasoned proposal to the Dean.

The Dean shall render a decision on revocation or non-revocation of the diploma within 10 days from the receipt of the proposal from the commission.

The decision shall be delivered to the concerned person in written form within 10 days.

Legal Remedies and Effects of Revocation

Article 14

The person whose diploma has been revoked shall have the right to lodge an appeal within 15 days starting from the day of the receipt of the Decision. The appeal shall be submitted to the Rectorates office.

Upon receipt of the appeal, the Rector of the University shall establish a second-instance commission composed of five (5) members within 10 working days from the receipt of the appeal.

The Secretary General of the University and the Vice-Rector for Academic Affairs shall be members of the commission ex officio, while three (3) members shall be appointed from among the academic staff of other faculties of the University.

The commission shall examine the appeal and the complete case file and shall adopt a decision within thirty (30) days (unless the complexity of the case requires additional time) from the day of receipt of the appeal.

The commission conducts proceedings and adopts the decision by majority vote.



The decision adopted in the second-instance procedure shall be final and enforceable.

Upon the finality of the decision, the revoked diploma shall cease to have legal effect, and the holder shall lose the academic or professional title and all rights acquired on the basis of the revoked diploma.

Article 15

The final decision on revocation is published in the University Bulletin without disclosing personal data beyond what is legally permitted.

IV. FINAL AND TRANSITIONAL PROVISIONS

Article 16

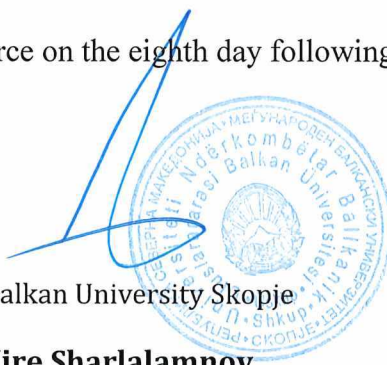
The provisions of this rulebook shall apply to diplomas issued prior to its entry into force, unless otherwise provided by law.

Article 17

The provisions of this rulebook apply accordingly to joint study programs and double diploma programs.

Article 18

This Rulebook shall enter into force on the eighth day following its publication in the University Bulletin.



International Balkan University Skopje

Prof. Dr. Kire Sharlalamnov
President of Senate