



UNEC  
International Center for Graduate Education  
Academic Calendar  
2019-2020 academic year  
1<sup>st</sup> grade Master Classes

Start – End Date	Definition
<b><u>September 2019</u></b>	
16.09.2019 – 27.09.2019 Monday - Friday	Registration of an individual curriculum for the fall and spring semester of the 2019-2020 academic year <sup>1</sup>
<b>16.09.2019</b> Monday	The beginning of the fall semester for the 1 <sup>st</sup> grades <sup>2</sup>
<b><u>October 2019</u></b>	
01.10.2019 – 01.11.2019 Tuesday - Friday	Selection of the Thesis topics <sup>3</sup>
<b><u>November 2019</u></b>	
04.11.2019 – 15.11.2019 Monday - Friday	Fall semester – Midterm exams <sup>4</sup>
<b><u>December 2019</u></b>	
Till 18.12.2019 Wednesday	Deadline for uploading of electronic versions of semester projects to the system <sup>5</sup>
<b><u>January 2020</u></b>	
06.01.2020 – 24.01.2020 Monday - Friday	Fall semester – Final exams <sup>6</sup>
27.01.2020 – 31.01.2019 Monday - Friday	i. Deferred exam (good reason) ii. Retake exam <sup>7</sup>
<b><u>February 2020</u></b>	
03.02.2020-12.02.2020 Monday - Wednesday	Changes in an individual curriculum for the spring semester of the 2019-2020 academic year <sup>8</sup>
<b>17.02.2020</b> Monday	The beginning of the spring semester for the 1 <sup>st</sup> grades <sup>9</sup>
<b><u>April 2020</u></b>	
06.04.2020 – 17.04.2020 Monday - Friday	Spring semester – Midterm exam <sup>10</sup>
<b><u>May 2020</u></b>	
Till 20.05.2020 Wednesday	Deadline for uploading of electronic versions of semester projects to the system <sup>11</sup>

Start – End Date	Definition
<b><u>June 2020</u></b>	
01.06.2020 – 19.06.2020 Monday - Friday	Spring semester – Final exams <sup>12</sup>
29.06.2020 – 03.07.2020 Monday - Friday	i. Deferred exam (good reason) ii. Retake exam <sup>13</sup>
29.06.2020 – 10.07.2020 Monday - Friday	Summer School registration <sup>14</sup>
<b><u>July 2020</u></b>	
06.07.2020 – 17.07.2020 Monday - Friday	Preparation of an individual curriculum for the next fall and spring semester <sup>15</sup>



# UNEC

## International Center for Graduate Education

### 2019-2020 academic year

### Academic Calendar Notes

№	Definition
1	Master Student may complete registration for the 2019-2020 academic year, by filing an individual curriculum for the compulsory and elective courses, choosing a maximum of 40 credits per semester.
2	The beginning of the fall semester of 2019-2020 academic year for the 1 <sup>st</sup> grades.
3	Procedures for selecting master's thesis are defined in Part II of the "Rules for Writing and Evaluation of Master Thesis".
4	Master Student can earn up to 50 points (up to 40 points at midterm exam and up to 10 points for the semester project) for each subject during the semester. The midterm exam is held at 8 <sup>th</sup> and 9 <sup>th</sup> weeks of the fall semester.
5	Master Student can complete the semester project by selecting one of the topics advised by the subject teacher. The semester project is prepared during the semester and defended by a student. The project should be uploaded to the system in the electronic format.
6	Master Student can earn up to 50 points at the final exam on each subject. The academic debts of the student will be formed when the final exam results in the subject are less than 17 points or the total score gained before the final exam plus the final exam points on the subject are less than 51.
7	i. Re-examination is organized for the Master students who cannot attend the examinations for good reasons. ii. Retake exams for the Master students who have academic debt for the fall semester are organized. The student may apply for two retake exams per semester.
8	Master Student can make changes in an individual curriculum for the spring semester by choosing among new opened lessons.
9	The beginning of the spring semester of 2019-2020 academic year for the 1 <sup>st</sup> grades.
10	Master Student can earn up to 50 points (up to 40 points at midterm exam and up to 10 points for the semester project) for each subject during the semester. The midterm exam is held at 8 <sup>th</sup> and 9 <sup>th</sup> weeks of the spring semester.
11	Master Student can complete the semester project by selecting one of the topics advised by the subject teacher. The semester project is prepared during the semester and defended by a student. The project should be uploaded to the system in the electronic format.
12	Master Student can earn up to 50 points at the final exam on each subject. The academic debts of the student will be formed when the final exam results in the subject are less than 17 points or the total score gained before the final exam plus the final exam points on the subject are less than 51.
13	i. Re-examination is organized for the Master students who cannot attend the examinations for good reasons. ii. Retake exams for the Master students who have academic debt for the fall semester are organized. The student may apply for two retake exams per semester.
14	Master student can register for a summer school to take classes with academic debt. To be able to enroll in a summer school, a student must have a minimum of 50% attendance on the same course during the semester.
15	Master student may complete registration for the next academic year, by filling an individual curriculum for the compulsory and elective courses, choosing a maximum of 40 credits per semester.



**UNEC**  
**International Center for Graduate Education**  
**Academic Calendar**  
**2019-2020 academic year**  
**2<sup>nd</sup> grade Master Classes**

<b>Start – End Date</b>	<b>Definition</b>
<b><u>September 2019</u></b>	
29.08.2019-06.09.2019 Thursday - Friday	Registration for a Master student with academic debt to retake the failed course <sup>1</sup>
02.09.2019 – 13.09.2019 Monday - Friday	Changes in an individual curriculum for the fall semester of 2019-2020 academic year <sup>2</sup>
<b><u>October 2019</u></b>	
Till 15.10.2019 Wednesday	Submission of the first report on the thesis to the supervisor (Research, Communication and Innovation) <sup>3</sup>
Till 25.10.2019 Friday	Submission of the first report on the thesis by the supervisor to the Department of Economics and Management <sup>4</sup>
7.10.2019 – 11.10.2019 Monday - Friday	Acceptance of references from workplace of the Master student to participate in scientific-pedagogical and scientific-research practices <sup>5</sup>
21.10.2019 – 15.11.2019 Monday - Friday	Scientific pedagogical experience <sup>6</sup>
<b><u>November 2019</u></b>	
28.10.2019 – 08.11.2019 Monday - Friday	Monitoring of the first report <sup>7</sup>
18.11.2019 – 13.12.2018 Monday - Friday	Scientific-Pedagogical experience <sup>8</sup>
<b><u>December 2019</u></b>	
Till 16.12.2019 Monday	Submission of the second report on the thesis to the supervisor (Research, Communication and Innovation) <sup>9</sup>
Till 26.12.2019 Thursday	Submission of the second report on the thesis by the supervisor to the Department of Economics and Management <sup>10</sup>
<b><u>January 2020</u></b>	
06.01.2020 – 17.01.2020 Monday - Friday	Monitoring of the second report <sup>11</sup>

<b>Start – End Date</b>	<b>Definition</b>
<b><u>February 2020</u></b>	
03.02.2020 – 07.02.2020 Monday-Friday	Registration for a Master student with academic debt to retake the failed course <sup>12</sup>
03.02.2020 – 12.02.2020 Monday-Wednesday	Changes in an individual curriculum for the spring semester of 2019-2020 academic year <sup>13</sup>
Till 17.02.2020 Monday	Submission of the third report on the thesis to the supervisor <sup>14</sup>
Till 27.02.2020 Thursday	Supervisor presents the third report to the “Economics and Management” department <sup>15</sup>
<b><u>March 2020</u></b>	
03.03.2020 – 13.03.2020 Monday-Friday	Monitoring of the third report <sup>16</sup>
<b><u>April 2020</u></b>	
Till 10.04.2020 Friday	Submission of the fourth report on the thesis to the supervisor (Research Implementation) <sup>17</sup>
Till 20.04.2020 Monday	Submission of the fourth report on the thesis by the supervisor to the Department of Economics and Management <sup>18</sup>
<b><u>May 2020</u></b>	
01.05.2020 – 12.05.2020 Friday - Wednesday	Delivery of electronic and polished versions of dissertation works for the second grades <sup>19</sup>
01.05.2020 Monday	Beginning of the plagiarism process of master's theses <sup>20</sup>
<b><u>June 2020</u></b>	
22.06.2020 – 03.07.2020 Monday-Wednesday	Defense of master's theses in specialized scientific councils <sup>21</sup>



# UNEK

## International Center for Graduate Education

### 2019-2020 educational year

### Academic Calendar Notes

№	Definition
1	Master Student can be enrolled in previous group to cancel academic debt.
2	Master Student can make changes in an individual curriculum for the fall semester by choosing among new opened lessons.
3	<p>“Research, Communication and Innovation” is accepted as a passive subject, and evaluated with 6 credits. The final result of the student in this subject is calculated as the total of the points earned for the first and second reports on dissertation work. The result of the every report should not be less than 17 points, the result of the final result should not be less than 51 points.</p> <p>The preparation, submission and evaluation of the thesis reports are made in accordance with the Part III of the Rules for Writing and Evaluation of Master Thesis. The first report must be submitted to the supervisor no later than October 15th. Delayed reports are not accepted and the result of this report is estimated at 0 (zero) points. While submitting the report to the supervisor, the student must sign the title page of the report (Attachment 4 to the Rules) and approve each page attached to the title page by signing at the bottom of the page.</p>
4	The supervisor must evaluate, sign and submit the first report signed by the student to the Department of Economics and Management by October 25, in accordance with the relevant paragraphs of Part III of the Rules for Writing and Evaluation of Master's thesis and Appendix 4 to these Rules.
5	Students participating in scientific and pedagogical and research internships can submit references from the workplace to the internship supervisor appointed by the department.
6	The student must teach at least 5 courses (2 seminars, 3 lectures) on a bachelor's degree with a supervisor or independently during a 4-week scientific pedagogical experience.
7	Monitoring of the first report is carried out in accordance with Rule 3.6. In case of need, the supervisor may participate in monitoring.
8	<p>During 4 weeks of scientific practical experience;</p> <ul style="list-style-type: none"> <li>• Student must take part in practical work in the administrative structures of the university, faculty and chairs.</li> <li>• Student should participate as a practitioner in various public or private sector structures when required.</li> <li>• Student must attend the IMDC-approved master classes in order to improve their academic knowledge.</li> <li>• Student must approve the scientific article at least 1 time.</li> </ul>
9	The preparation, issuance and evaluation of the second report on dissertation work is carried out in accordance with the relevant provisions of Part III of the “Rules for Writing and Assessment of Master Thesis”. The second report must be submitted to the supervisor no later than December 16. A report that is delayed or not prepared in accordance with the requirements of the regulations will not be accepted and the result of this report will be assessed at 0 (zero). When submitting the report to the supervisor, the student must sign the title page of the report (Attachment 5 to the Rules) and approve each page attached to the title page by signing at the bottom of the page.
10	Supervisor must evaluate, sign and submit the second report signed by the student to the Department of Economics and Management until December 26, in accordance with the relevant paragraphs of Part III of the Rules for Writing and Evaluation of Master's thesis, signed by the undergraduate.

№	Definition
11	Monitoring of report II is carried out in accordance with Rule 3.6 of the “Rules for Writing and Evaluation of Master Thesis”. In case of need, the supervisor may participate in monitoring.
12	Master Student can be enrolled in previous group to cancel academic debt.
13	Master Student can make changes in an individual curriculum for the spring semester by choosing among new opened lessons.
14	<p>“Research” is accepted a passive course, and evaluated with 6 credits. The final result of the student in this subject is calculated as the total of the points earned for the III and IV reports on the thesis. The result of the every report should not be less than 17 points, the result of the final result should not be less than 51 points.</p> <p>The preparation, issuance and evaluation of the third report on dissertation proceedings is carried out in accordance with the relevant articles of Part III of the Rules for Writing and Evaluation of Master Thesis. Report III must be submitted no later than February 17. A report that is not prepared in a timely manner or in accordance with the requirements of the regulations will not be accepted and the result of this report will be assessed at 0 (zero) points. When submitting the report to the supervisor, the master must sign the title page of the report (Attachment 6 to the Rules), and sign each page attached to the title sheet, apparently below.</p>
15	Supervisor must evaluate, sign and submit the third report signed by the student to the Department of Economics and Management until February 27, in accordance with the relevant paragraphs of Part III of the Rules for Writing and Evaluation of Master's thesis, signed by the undergraduate.
16	Monitoring of report III is carried out in accordance with Rule 3.6 of the “Rules for Writing and Evaluation of Master Thesis”. In case of need, the supervisor may participate in monitoring.
17	<p>The preparation, submission and evaluation of the thesis report IV is carried out in accordance with the relevant provisions of Part III of the Rules for Writing and Evaluation of Master Thesis.</p> <p>The IV report must be submitted to the supervisor no later than April 10. A report that is delayed or not prepared in accordance with the rules will not be accepted and the result of this report will be evaluated to 0 (zero). by signing it.</p>
18	Supervisor must evaluate, sign and submit the fourth report signed by the student to the Department of Economics and Management until April 20, in accordance with the relevant paragraphs of Part III of the Rules for Writing and Evaluation of Master's thesis, signed by the undergraduate.

Students, who have successfully completed their dissertation reports, may submit an electronic and polished version of the dissertation (signed by the student and supervisor) within the specified period to the Department of Economics and Management. Dissertations that do not meet the requirements of the "Writing and Evaluation Rules of Master Thesis" will not be accepted:

01.05.2020 - Groups 12, 74, 122, 132, 402, 403, 802, 803

04.05.2020 - Groups 32, 142, 204, 422, 450, 812

05.05.2020 - 62, 82, 205, 214. 622, 632, 822, 832 groups

06.05.2020 - 22, 23, 222, 223, 234, 235, 642, 842, 852

07.05.2020 - 42, 92, 252, 302, 652, 872, 873 groups

08.05.2020 - 502, 262, 112, 602, 672, 902, 922 groups

12.05.2020 - 702, 112, 303, 312, 614, 643 groups

After this time, the dissertation will not be accepted due to violation of the requirements of the "Writing and Evaluation Rules of Master Thesis" and it is considered that the student has not followed the academic calendar plan. The process of plagiarizing and defending dissertations that have been delayed or not compiled in accordance with the requirements of the Regulations should be transferred to next in accordance with the requirements of the relevant regulations.

According to the plagiarism rules I Plagiarism Rates should not exceed 50%, II Plagiarism Rates should not exceed 4%.

Students who pass plagiarism check successful must submit documents required for defense in the Specialized Council, to the department from the May 29, 2020. List of documents to be submitted:

- application (with the initials of the Director of IMDC);
- supervisor's evaluation form;
- the official reviewer's evaluation form;
- copy of the master's work plan;
- plagiarism certificate;
- master's thesis - 1 hard copy;
- abstract - Print in as many copies as the members of the Specialized Council;
- disk with dissertation;
- letter from the department;
- Copy of ID card and student ID;
- Copy of published scientific articles on dissertation.

The articles can be published on the EAC's official website, in definite economic journals and international scientific journals. Articles or abstracts published in materials of international and local scientific conferences should be accompanied by a approved certificate by the organizers.

If the I Plagiarism rate of the master's thesis is less than 50%, and the II Plagiarism rate is between 4.01 - 10% student must make relevant changes in thesis during 15 days and receive evaluation from the supervisor for updated work. Thesis should be submitted to the department for plagiarism check after 15 days from initial plagiarism check.

If the I Plagiarism rate of the master's thesis is more than 50%, and the II Plagiarism rate is more than 10% it is necessary to make appropriate changes in the dissertation during 1 month, receive a new opinion of the supervisor for the changed dissertation and return to the department for submission.

If the I Plagiarism rate of the master's thesis is more than 80%, the dissertation is not appropriate for the defense. Master students who are satisfied with the results of re-plagiarism review of the thesis must submit the required documents to the department by 22.06.2020. The dissertation will not be accepted for defense later than shown date.

Students who have submitted their dissertation in a timely manner, have successfully passed plagiarism, have no academic debts and submitted the required documents on time must defend the dissertation in the Specialized Council.

The student must meet with the Secretary of the Specialized Council at least 3 days before the date of defense appointed by the Specialized Council and make sure that all the documents required for defense are in order.