

Pursuant to Article 149 of the Law on Higher Education (Official Gazette of the Republic of Macedonia No. 82/2018) and Article 48 of the Statute of the German private higher education institution - Heidelberg Faculty of Skopje, a higher vocational school (hereinafter: HEIDELBERG FACULTY OF SKOPJE), the Teaching Council hereby announces a

CALL FOR ADMISSION

OF STUDENTS TO FIRST-CYCLE STUDIES

AT THE HIGHER VOCATIONAL SCHOOL HEIDELBERG FACULTY OF SKOPJE FOR THE 2025/2026
ACADEMIC YEAR

A total of 60 students may enrol in the first year of first-cycle professional studies at HEIDELBERG FACULTY OF SKOPJE in the 2025/2026 academic year, as follows:

- 30 students in the Business Administration - Banking, Insurance and Controlling study programme; and
- 30 students in the Data and Computer Sciences study programme.

At its session concerning the number of students to be admitted to the first year in the 2025/2026 academic year, the Teaching Council proposes the following admission numbers:

Study programme	Language of instruction	Available places	Full-time students	Part-time students	Duration of studies
Business Administration - Banking, Insurance and Controlling	English	30	10	20	6 semesters, including one semester in Germany
Data and Computer Sciences	English	30	10	20	6 semesters, including one semester in Germany
Total:		60	20	40	

The tuition fee for enrolment and attendance in the first-cycle professional study programmes leading to a dual degree with the Federal Republic of Germany, for one academic year carrying 60 ECTS credits, is EUR 1,100 in MKD equivalent, payable to HEIDELBERG FACULTY OF SKOPJE, plus fees payable to Proxadis University in Frankfurt, Federal Republic of Germany, amounting to EUR 2,800 in MKD equivalent. The tuition fee for enrolment and attendance in the first-cycle professional study programmes, as well as the available payment methods and applicable discounts, are governed by the Rulebook on Financial Fees for First-Cycle Professional Studies of HEIDELBERG FACULTY OF SKOPJE and Proxadis University in Frankfurt, Federal Republic of Germany.

Candidates who have passed the State Matura examination or the International Baccalaureate examination are eligible to enrol in first-cycle professional studies at HEIDELBERG FACULTY OF SKOPJE.

Candidates who completed four-year secondary education under the regulations applicable before the introduction of the State Matura examination (before the 2007/2008 academic year) and therefore did not take the State Matura examination are also eligible to enrol. The same applies to candidates who completed their four-year secondary education in the 2019/2020 academic year, in accordance with the Decree with Force of Law on the Application of the Law on Secondary Education during a State of Emergency.

Foreign nationals may enrol under the same statutory conditions as domestic applicants. Along with their application, they must submit a decision recognising their completed secondary education or evidence that the recognition procedure has been initiated before the competent authorities.

If the number of applicants exceeds the number of places specified in this Call, candidates will be selected by ranking them on the basis of a test and an interview conducted by a committee composed of German professors from HEIDELBERG FACULTY OF SKOPJE.

For candidates who enrol in first-cycle studies, HEIDELBERG FACULTY OF SKOPJE will organise:

- preparatory instruction delivered by distinguished mentors, professors from Germany and experienced entrepreneurs;
- career counselling and motivational training through the Talent Management School within HEIDELBERG FACULTY OF SKOPJE, including lectures by motivational speakers and personal development coaches; and
- training in preparing a CV and cover letter, as well as preparing for a job interview.

NOTE: The application period begins on the date this Call is published and remains open until 1 October 2025.

Documents required for application and enrolment

1. application form
2. original school certificates for Years I-IV
3. secondary school completion certificate
4. certificate confirming completion of the State Matura examination
5. birth certificate
6. proof of citizenship (certificate or official decision)
7. two photographs (2 x 3 cm)

Classes will be delivered at the premises of HEIDELBERG FACULTY OF SKOPJE, located at 16 Kosta Novaković Street, Aerodrom, 1000 Skopje, and in the Federal Republic of Germany (Heidelberg and/or Frankfurt).

Further information regarding this Call is available at the premises of HEIDELBERG FACULTY OF SKOPJE, by telephone at +389 70 355 656, by email at info@heidelberg.edu.mk, or on the HEIDELBERG FACULTY OF SKOPJE website: www.heidelberg.edu.mk

HEIDELBERG FACULTY OF SKOPJE
Teaching Council