



Ref. No: 03-80/18

Date: 11/04/2018

Based on Article 24, paragraph (3) of the Rules of Study for the I Cycle of International Burch University, Council of the Faculty of Economics and Social Sciences issues the following

**DECISION ON THE RULES REGARDING MIDTERM EXAMS AT FACULTY OF ECONOMICS AND SOCIAL SCIENCES**

**I**

- (1) This decision sets rules for midterm exams starting from Spring semester of 2017/2018 academic year.
- (2) The rules set below are binding for each department within the faculty, and each member of academic staff shall respect it in the same way.

**II**

The following rules are deemed as valid and legally binding for the midterm exams:

- a. students have right to take midterm exam during their final exams on the dates stated in the Law on Higher Education and the Rules of Study for the I Cycle;
- b. students are obliged to register their repetition of midterm exams (for the next term of the exams) within the 10 (ten) days after the midterm exam results have been announced (i.e. the registration has to be done in the ninth week of an ongoing semester);
- c. if the registration of midterm exams is not finished according to the previous point, a student in question loses right to take midterm exam during any final exam term in an ongoing academic year, and a grade achieved on the regular midterm will be counted in the overall grade;
- d. students who properly registered for doing midterm exams during final exams, shall not have any additional financial obligations during the 1<sup>st</sup> final exam term;
- e. 2<sup>nd</sup> and 3<sup>rd</sup> midterm exam done during the 2<sup>nd</sup> and 3<sup>rd</sup> final exam term (i.e. 1<sup>st</sup> and 2<sup>nd</sup> make-up exam) shall be charged in amount of 50 BAM and 100 BAM respectively;
- f. all requests for midterm exams' repetition shall be delivered to the Faculty Secretary who will make a list of registered students and inform the professor in question;



- g. if students applied for doing midterm exam during the 1<sup>st</sup> and 2<sup>nd</sup> make-up exam, a Faculty Secretary has an obligation to inform the Student Affairs Office which consequently receives the student's payment;
- h. each member of academic staff shall strictly follow the rules regarding the attendance – that is 70% is a main requirement for the final exam entry.

**III**

The decision enters into force on date of the adoption.

**Delivered:**

1x Bulletin board  
1x Archive



**Council Chair**

Assoc. Prof. Dr. Muhammet Sait Dinc