

INTERNATIONAL BURCH UNIVERSITY

R U L E B O O K
**of student scholarship at the higher education institution International Burch
University**

AUGUST, 2015.

Based on the article number.118 of higher education Law – the amended text (“The Official newspapers of Kanton Sarajevo” no. 42/13), the board of directors of the higher education

institution International Burch University, on XXXIV meeting, which took place on 24.08.2015, adopted the

R U L E B O O K

of student scholarship at the higher education institution International Burch University

1. THE GENERAL REGULATIONS

Article 1.

This Rulebook prescribes the conditions, methods, and criteria of assigning rights on scholarship to students of the I cycle of studies at International Burch University (in further text: the University), that is, the rights and obligations of the giver and the beneficiaries of the scholarships, respectively.

Article 2.

- (1) The resources for student scholarship are provided by the University from its own budget or via donors.
- (2) The scholarship which is assigned to the student does not include purchasing costs of the school supplies, purchasing or renting books, the costs of participation in various courses and trainings for which special certificates are given, and which are not part of the regular curriculum, and neither the costs of trips and excursions.
- (3) The scholarship does not cover the costs of accommodation, transport, and the costs which do not enter into the obligations of the University that are related to offering regular instruction.

Article 3.

The University assigns the right on scholarship based on three conditions, which are:

- a) the entrance exam for the scholarship;
- b) accomplishments in high school education;
- c) accomplishments in sports.

2. THE ENTRANCE EXAM FOR THE SCHOLARSHIP

Article 4.

- (1) International Burch University prescribes the Regulation about the organisation of the entrance exam for the scholarship for the students of the final year of high school, every year during the summer semester.
- (2) The members of the organisational committee for the entrance exam for the scholarship **names** by the Regulation the Senate of the university, from among the employees.
- (3) The entrance exam for the scholarship is organised in every major city in B&H, but if necessary, it can be organised in other countries.
- (4) The notification of the organisation of the entrance exam, with all necessary details, is announced at the University web page.

Article 5.

- (1) The right on scholarship is assigned by the percentage of the total amount of the scholarship fees per an academic year, which is dependent upon the result of the exam.
- (2) The percentage of the scholarship is determined by the Regulation of the University Senate.
- (3) The exam results are graded electronically.

3. ACCOMPLISHMENTS IN HIGH SCHOOL EDUCATION;

Article 6.

The selection of scholarship beneficiaries according to accomplishments in education is conducted based on the competition that is announced by the University during the summer semester every year, and which is published at the University web page.

Article 7.

- (1) The right of participating in the competition have students that fulfill the following conditions, and that are:
 - a) citizens of Bosnia and Herzegovina, or citizens of the countries from ex-Yugoslavia territory,
 - b) regular students that finish high school in the school year during which the competition is announced,
 - c) students that finished the fourth grade of high school in previous school years,
 - d) a valedictorian, a generation pride,
 - e) students that participated in various science fairs, projects, etc.,
 - f) students that have exceptional accomplishments during high school education (that he/she was a competitor in a city, canton, federal, state, or international competition, etc.).
- (2) . More detailed conditions of the Competition and the candidates selection methods are determined by the Regulation of the University.

4. ACCOMPLISHMENTS IN SPORTS

Article 8.

The selection of scholarship beneficiaries according to accomplishment in sports is conducted based on the competition which is announced by the University during the summer semester every year, and which is published at the university web page.

Article 9.

- (1) The right of participating in the competition have candidates that participate in individual sports, and candidates of team sports, and that are:
 - a) citizens of Bosnia and Herzegovina, or citizens of the countries from ex-Yugoslavia territory,
 - b) regular students that finish high school in the school year during which the competition is announced,

- c) students that finished the fourth grade of high school in previous school years,
 - d) students that have exceptional accomplishments during high school education (that he/she was a competitor in a city, canton, federal, state, or international competition, etc.).
 - e) students that are active members of a club in the respective area of sports for which the competition is announced.
- (2) More detailed conditions of the Competition and the candidates selection methods are determined by the Regulation of the University.
- (3) The student who obtains the rights on scholarship based on accomplishments in sports is obliged that he/she will, besides the obligations established by the Law, Statute, and other general acts of the University, perform the following obligations, which are:
- a) to represent the university in team or individual sports and other official or unofficial competitions in the country and abroad;
 - b) to wear and represent the marks of the university in competitions, which will be determined by the University considering specificity of the
 - c) to attend the University sport club trainings and appointments determined by the head coach;
 - d) to attend all activities of the sports club or the students club to which he/she belongs.

5. THE METHOD AND REGULATIONS OF ASSIGNING SCHOLARSHIP

Article 10.

The University can assign to one candidate a specified percentage of scholarship by one or by a combination of conditions of Article 3. of this Rulebook.

Article 11.

The University assigns the scholarships in the following percentages from the total amount of scholarship fees per one academic year, which are:

- 1. 100 %
- 2. 90 %
- 3. 80 %
- 4. 70 %
- 5. 60 %
- 6. 50 %
- 7. 40 %
- 8. 30 %
- 9. 20 %
- 10. 10 %.

Article 12.

- (1) The students that have been entitled to the scholarship have an obligation that in case of a newly formed need engage in specific extracurricular, practical, and other activities according to a specific weekly number of hours, so as to enhance their scientific and professional growth, and they are also required to have a specific grading score.

(2) The record of performing the activities from the previous paragraph will be conducted on special forms which will be prescribed by the University, and the surveillance of conduction of the activities according to this Rulebook will conduct a person that is appointed by the University.

(3) The evaluation of abidance to the obligations from the previous paragraph at the beginning of the summer semester and before the beginning of every academic year will be conducted by a special Commission which will be appointed by Regulation by the University Senate.

(4)]The obligations of students-beneficiaries of the scholarships are determined by the following scale:

- **FACULTY OF ECONOMICS AND SOCIAL SCIENCES;**
- **FACULTY OF EDUCATION;**

Scholarship percentage	The possibility of course transfer to the next academic year	Weighted grade score (minimum)	A weekly number of hours (extracurricular, practical, and other activities)
100 %	1	8.5	10
90 %	2	8.4	9
80 %	2	8.3	8
70 %	2	8.2	7
60 %	2	8.1	6
50 %	2	8.0	5
40 %	/	7.9	4
30 %	/	7.8	3
20 %	/	7.7	2
10 %	/	7.6	1

FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGIES;

Scholarship percentage	The possibility of course transfer to the next academic year	Weighted grade score (minimum)	A weekly number of hours (extracurricular, practical, and other activities)
100 %	1	8.0	10
90 %	2	7.9	9
80 %	2	7.8	8
70 %	2	7.7	7
60 %	2	7.6	6
50 %	2	7.5	5
40 %	/	7.4	4
30 %	/	7.3	3
20 %	/	7.2	2
10 %	/	7.1	1

- (5) The student-beneficiary who does not meet the appropriate grade score, the right on scholarship that was previously assigned to him, can substitute with a greater weekly number of hours from the prescribed hours for the given score.
- (6) The regulation of the weekly number of hours from the previous paragraph is determined by the Commission from paragraph (3) of this Article.
- (7) The student-beneficiary who does not meet the obligations determined by the scale from Article (4), at the beginning of the summer semester will be admonished to abide to the obligations determined by this Rulebook, in contrary he/she will run the risk that his/her scholarship will be reduced for the next academic year.
- (8) During the average score calculation, the weighted grade score (ECTS) is counted, and not the arithmetic score.

Article 13.

- (1) The student-beneficiary, who at the end of the academic year does not meet the obligations determined by the scale of the previous paragraph, will have reduced scholarship in the amount of 20% for the next academic year.
- (2) The student-scholarship beneficiary who at the beginning of the academic year receives a scholarship in the amount of 50% or more, and at the end of the academic year have the grading score below 7.0, will receive a reduced scholarship in the amount of 40%.

Article 14.

The student who actualised the right on scholarship and is a an attendant of Prep School of the English language, and who at the end of the academic year does not pass the final exam and enter the first year of study, will entirely lose the right on scholarship.

Article 15.

- (1) The student against whom a disciplinary proceedings has been conducted and whose disciplinary responsibility is determined by the final Regulation loses the right on scholarship in the next academic year.

6. ASSIGNING SCHOLARSHIPS TO STUDENTS WHO DID NOT HAVE SCHOLARSHIP IN THE PREVIOUS ACADEMIC YEARS

Article16.

- (1) The Commission of Article 12. Paragraph (3) of this Rulebook before the beginning of each academic year conducts an evaluation of scholarship beneficiary's abidance, and based on them performs reducing or increasing the amount of scholarships. The Commission can decide upon requests for increasing scholarships that students had during the previous academic year, as well as assigning scholarships to students who did not have scholarship during the previous academic year.

- (2) The Commission necessarily increases the amount of scholarship for 20% to students who at the end of the academic year accomplish the grading score of 9.5 for every finished academic year, and 30% to students with the grading score of 10.00.
- (3) When increasing the scholarship, the Commission can decide upon compensating the grading score by the appropriate number of weekly hours that student fulfills by completing specific extracurricular, practical, and other activities at the University.

7. REGULATION RELATED TO MASTER STUDENTS

Article 17.a

- (1) All students graduated from one of the 1st study cycle programs of International Burch University are entitled to 20% discount on 2nd study cycle programs' tuition fee
- (2) Employees of Bosna Sema and International Burch University and their family members (spouses and children) are entitled to 50% discount on all master programs
- (3) Students who graduate 1st study cycle with highest GPA in their department are entitled to full scholarship for any master program within the university
- (4) The student entitled for this scholarship should apply to master program within the two academic years subsequent to his/her graduation
- (5) GPA ranking after the first make up exams in July will be taken in consideration for the purpose of this rule

Article 17.b

- (6) Master students holding scholarships are obliged to engage in academic, research and administrative activities assigned by the department and/or other duties assigned by University, up to 10 hours per week.
- (7) University can cancel the scholarship in case that scholarship holder fails to complete the study in regular deadline, scores GPA lower than 8.5 or underperform in activities assigned by University

8. THE TRANSITIONAL AND FINAL REGULATIONS

Article 18.

- (1) The amendments of this Rulebook will be conducted in the manner of its adoption.
- (2) The interpretation of the regulations of this Rulebook provides the body that adopted it.

Article 19.

- (1) This Rulebook enters into force upon its adoption and begins to be implemented from the beginning of the 2015/2016 academic year.

- (2) This Rulebook is applied to all students-beneficiaries who accomplished the right on scholarship according to the Rulebook of student scholarship on the higher education institution International Burch University number: 01-966-3/14 from 12.09.2014., as well as to all students that afterwards accomplish the right on scholarship according to this Rulebook.
- (3) The entering into force of this Rulebook signifies that the Rulebook of student scholarship at the higher education institution International Burch University number: 01-966-3/14 ceases to be implemented from 12.09.2014.

The President of the Board of Directors
Mehmet Mutlu Karaosman

Number: 01- 683-2/15
Sarajevo, 24.08.2015.