

# **INTERNATIONAL BURCH UNIVERSITY STUDENT EXCHANGE REGULATION**

## **Aims and Coverage**

### **Article 1**

The purpose of this directive is to specify the rules about incoming and outgoing exchange students at International Burch University (IBU).

## **Legal Basis**

### **Article 2**

This directive is prepared based on material and remarks of the Law on Higher Education of the Canton of Sarajevo 41 / h and 57 / 5.

## **Coverage**

### **Article 3**

IBU students can apply to other higher education institutions with which IBU has bilateral or multilateral student exchange agreements. Applications to any other higher education institution have to get Senate's approval.

## **Application for Exchange**

### **The Provisions about the IBU Students visiting another university**

#### **Article 4**

Students must deliver their complete files to their department administrations and attend interviews declared by the administrations. All the students that apply to the exchange programs will be invited to the interviews.

#### **Article 5**

The interview results are announced by the department two days after the interviews. If there is an exceeding of quota, only the ones who have the highest GPA will be selected among the applicants.

## **Academic Programme**

### **Article 6**

The study plan of the courses that students will take in the host university is arranged and approved by the academic bodies of the sender and the receiver institutions reciprocally, and it is approved by the related faculty council. Application forms required by local Ministry of Education have to be filled and approved before the student starts his/her education in the host university. This process has to be completed two weeks before the start of academic year at the host university. Students cannot demand anything for the lost time and disapproved courses which are not approved by the related faculty councils. Each student has to complete necessary academic and financial documents before the exchange program starts.

## **Grades and Grade Documents**

### **Article 7**

Students must provide their departments at International Burch University with the transcripts that show all the grades as signed and approved by the institutions they visited in a sealed envelope. Faculty Council at International Burch University determines the equivalency of the grades according to the study regulations, and these grades are recorded in students' transcripts in accordance with the procedures that have been determined by the University.

### **Article 8**

Certificate of attendance and transcript are given to students who complete the education period at IBU and who fulfill the requirements of all the courses that they have taken. ECTS credits shall be contained in this document for all the students.

## **Duration of Exchange Education**

### **Article 9**

The duration that the student has spent at the hosting University, is regarded as part of the education period at IBU. However, the student's right of taking permissions and freezing their registrations are reserved according to the rules of "IBU Rules for the First Study Cycle."

### **Article 10**

On the condition that a student applies to a university which IBU has made bilateral agreement with, the duration of the accommodation cannot be more than that is described on the bilateral agreement. If there is no specified time, the duration of the accommodation is two semesters for exchange students and four semesters for dual degree students.

## **Registration**

### **Article 11**

Students must fulfill all obligations of registration at their own institutions as well as the visited institutions.

## **Tuition and Fees**

### **Article 12**

Tuition fees are determined in accordance to the bilateral agreements by the University.

## **The Provisions about the Students Visiting IBU**

### **Article 13**

The students who apply to IBU undergraduate programs for student exchange are subject to rules of bilateral agreement. Education time span at IBU cannot be more than the determined time span as it is expressed in the agreement.

## **Identity Card**

### **Article 14**

A written proof of student identity, which is noted over 'International Student', is given to students who come to IBU after the registration of related department during their stay in. These students have right to use IBU facilities as registered IBU students.

## **Student Records**

### **Article 15**

Incoming and outgoing students' files and records are tracked and stored by the student affairs office. Records of department's secretariat are considered to be first essential records in the case of any correspondence and dispute.

## **Effect**

### **Article 16**

This directive takes effect after the Senate's approval.

### **Article 17**

This rulebook shall enter into force 8 days after announcement on university notice board.

Ref.No. 710-11-IBU

Date:03/25/2011

President of Senate

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