

INTERNATIONAL BURCH UNIVERSITY



**RULEBOOK
ON AWARDING SCHOLARSHIPS TO STUDENTS AT THE HIGHER
EDUCATION INSTITUTION INTERNATIONAL BURCH UNIVERSITY**

August, 2015

Pursuant to Article 118 of the Law on Higher Education - a revised text ("Official Gazette of Canton Sarajevo" No. 42/13), Board of Higher Education Institution – International Burch University, on XXXIV session, held on 24.08.2015. adopted the following

RULEBOOK

on awarding scholarships to students at the Higher Education Institution – International Burch University

(1) GENERAL PROVISIONS

Article 1

This Rulebook presents the conditions, the method, and the criteria for granting scholarship rights to students of the first study cycle at the International Burch University (hereinafter referred to as: the University), that is the rights and obligations of the grantee and scholarship beneficiaries.

Article 2

- (1) Funds for student scholarships are provided by the University from its own budget or through donors.
- (2) A grant awarded to a student shall not include the costs of purchasing school supplies, purchasing or renting books, as well as the costs of participating in various courses and training for which special certificates are awarded, but which are not part of regular tuition and excursion expenses.
- (3) The scholarship does not cover the costs of accommodation, food, transportation, as well as any other expenses related to the regular tuition that University is not responsible for.

Article 3

The University grants the right to a scholarship on three bases as follows:

- A) entrance exam for scholarships;
- B) success in high school education;
- C) success in sports.

(2) ENTRANCE EXAM FOR SCHOLARSHIPS

Article 4

- (1) Every year during the summer semester International Burch University shall issue a decision on the organization of the entrance exam for scholarships for high school students.
- (2) The members of the organizing committee for the entrance exam for scholarships chosen among employees at the University shall be appointed by the Senate of the University.
- (3) The entrance exam for scholarships is organized in all major cities of BiH and, if necessary, may be organized in other countries.
- (4) The notice about the organization of the entrance exam with all the necessary details shall be published on the University website.

Article 5

- (1) The right to a scholarship shall be awarded in the percentage of the total amount of the tuition fee for one study year, and depending on the result obtained on the entrance exam.
- (2) The percentage of scholarships shall be determined by a decision of the Senate of the University.
- (3) The results of the examinations shall be evaluated electronically.

III - SUCCESS IN HIGH SCHOOL EDUCATION

Article 6

The selection of scholarship students based on the success in education is based on the competition that the University announces every year during the summer semester, which is published on the University's website.

Article 7

- (1) The right to participate in a competition shall be awarded to students who meet the following criteria:
 - a) Citizens of Bosnia and Herzegovina or students coming from the former Yugoslavian countries,
 - b) Full-time students who will graduate from high school in the school year in which the competition is announced,
 - c) students who have completed the fourth grade of high school in earlier school years,
 - d) the best student of the generation, honor roll students,
 - e) students participating in scientific fairs, projects, etc.,
 - f) students who achieved extraordinary success during high school education (whether they have participated in municipal, cantonal, federal, state, or international competitions and such).
- (2) The detailed criteria of the competition and the manner of selection of the candidates shall be determined by the decision of the Senate of the University.

IV - SUCCESS IN SPORTS

Article 8

The selection of scholarship students based on the success in sports is carried out on the basis of a competition that the University announces every year during the summer semester, which is published on the university website.

Article 9

- (1) The right to participate in the competition have candidates (students - athletes) participating in individual sports as well as team sports, and who are:
 - a) Citizens of Bosnia and Herzegovina or students coming from the former Yugoslavian countries,
 - b) Full-time students who will graduate from high school in the school year in which the competition is announced,

- c) students who have completed the fourth grade of high school in earlier school years,
 - d) students who achieved extraordinary success during high school education (whether they have participated in municipal, cantonal, federal, state, or international competitions and such).
 - e) students who are active members of the sports club for which the competition is being announced.
- (2) The detailed criteria of the competition and the manner of selection of the candidates shall be determined by the decision of the Senate of the University.
- (3) In addition to the obligations established by the Law, the Statute and other general acts of the University, a student entitled to a scholarship based on success in sports shall fulfill the following obligations:
 represent the University for team or individual sports and other official or non-official competitions in the country and abroad;
- a) participate on individual or club competitions with obligation to carry and accentuate University logo and other features for which the University will make a decision with regard to the specificity of the sport concerned
 - b) attend trainings of the sports teams of the University in a time period assigned by the Team Coach;
 - c) participate in all activities in the work of a sports team or student club of which s/he is a member.

V - TERMS AND CRITERIA FOR RECEIVING THE SCHOLARSHIP

Article 10

The University may assign a certain percentage of a scholarship to one candidate based on one or multiple bases referred to in Article 3 of this Rulebook.

Article 11

The University awards the following scholarship percentages from the total amount of tuition fee for one academic year, namely:

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

Article 12

- (1) Students who have received the scholarship are obliged to perform certain extracurricular, practical, and other activities in the weekly schedule, all for the purpose of their scientific and professional training, as well as an obligation to maintain a certain GPA.
- (2) Records on the performance of the activities referred to in the previous paragraph shall be made on the special forms that will be signed by the University. The University shall

appoint a person who will supervise whether student completes his/her duties and obligations determined by this Rulebook.

- (3) The assessment of the completion of the obligations set out in the previous paragraph at the beginning of the summer semester as well as at the beginning of each academic year shall be carried out by a special Commission, to be named by the Senate of the University.
- (4) Students' obligations – scholarship beneficiaries are determined with the following scale:

- **FACULTY OF ECONOMY AND SOCIAL SCIENCES;**
- **FACULTY OF EDUCATION AND HUMANITIES;**

Scholarship percentage	Possibility of transferring the course to the next academic year	GPA (minimal)	Weekly workload (hours) for (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 NATURAL SCIENCES;**

Scholarship percentage	Possibility of transferring the course to the next academic year	GPA (minimal)	Weekly workload (hours) for (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) Scholarship student who does not have a required GPA, may compensate the right to a scholarship in the amount originally assigned to him/her with more hours from the overall workload prescribed for the given GPA.
- (6) The decision on the amount of weekly workload (hours) from the previous paragraph shall be determined by the Commission referred to in paragraph (3) of this Article.
- (7) A student who fails to comply with the criteria set forth in the scale referred to in paragraph (4) shall be warned at the beginning of the summer semester to comply with the

criteria determined in this Rulebook, otherwise there is a risk of reduction of his/her scholarship for the next academic year.

- (8) When calculating the GPA, ECTS credits are calculated, but not arithmetic GPA.

Article 13

- (1) For the following year the scholarship is reduced by 20% for the scholarship student, who does not meet the criteria set out in the scale of the previous article by the end of the academic year.
- (2) Scholarship students who have been awarded a scholarship in the amount of 50% or more at the beginning of the academic year, but who have an average grade below 7.00 at the end of the academic year, the amount of scholarships will be reduced by 40%.

Article 14

A student who has received a scholarship but needs to attend the Preparatory school for English language, loses the right to a scholarship if s/he does not pass the final exam at the end of the academic year and does not enroll in the first study year at the department s/he applied for.

Article 15

- (1) A student will lose the right for a scholarship for the next academic year if there has been a disciplinary procedure that determined disciplinary responsibility against him/her.

VI - AWARDING SCHOLARSHIP TO NON-SCHOLARSHIP STUDENTS FROM THE PREVIOUS ACADEMIC YEARS

Article 16

- (1) Before the beginning of each academic year, the Commission referred to in Article 12, paragraph (3) of this Rulebook shall assess the compliance with the scholarships obligations, and thereof reduce or increase the amount of scholarships. The Commission may also decide to increase the amount of scholarships that students had during the study year, as well as for awarding scholarships to non-scholarship students in the previous academic year.
- (2) The Commission is obliged to increase the amount of scholarships by 20% for students who achieve a total average of 9.5 for all completed study years, and 30% for students with an average grade of 10.00 at the end of the academic year.
- (3) When the scholarship is increased, the Commission may decide to compensate the GPA for the corresponding study hours the student earns for certain extracurricular, practical, and other activities at the University.

VII - TRANSITIONAL AND FINAL PROVISIONS

Article 17

- (1) Amendments to this Ordinance shall be effected in the same way as its adoption.
- (2) An interpretation of the provisions of this Ordinance shall be given by the body that adopted it.

Article 18

- (1) This Rulebook shall enter into force on the day of its adoption and shall apply from the beginning of the academic 2015/2016 year.
- (2) This Rulebook shall apply to all scholarship students who have obtained the right to a scholarship in accordance with the Rulebook on student scholarships at the Higher Education Institution – International Burch University No. 01-966-3/14 as of August 24, 2015, as well as to students who subsequently acquire the right to a scholarship in accordance with this Rulebook.
- (3) Upon entry into force of this Rulebook, the Rulebook on student scholarships at the Higher Education Institution – International Burch University No. 01- 966-3/14 of September 12, 2014 shall cease to be in force.

Board Chairman
Mehmet Mutlu Karaosman

No. 01- 683-2/15
Sarajevo, August 24, 2015