



**INTERNATIONAL  
BALKAN  
UNIVERSITY**

Excellence for the future!

**RULEBOOK ON THE CONDITIONS, CRITERIA AND RULES  
FOR THE ENROLLMENT AND STUDYING  
IN THE FIRST CYCLE STUDIES**

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Based on Article 94 of the Law on Higher Education (“Official Gazette of the Republic of North Macedonia” No. 82/2018, 154/2019, 178/2021, and 58/24) and based on Article 32 of the Statute of the International Balkan University in Skopje, the University Senate at its session held on 12.03.2026 adopted the following Consolidated version of the Rulebook on the Conditions, Criteria and Rules for the Enrolment and Studying in the First Cycle Studies.

## **Basic Provisions**

### **Article 1. Aim and Scope**

- a. This rulebook regulates the conditions, criteria, and rules for enrolment and study in the First Cycle Studies at the International Balkan University (from now on: IBU).
- b. The provisions of this Rulebook shall be applied by the university units conducting First Cycle Studies.
- c. The First Cycle Studies at the University shall be organized under the Law on Higher Education, the University Statute, and other university acts.

### **Article 2. Teaching Language**

- a. The teaching language is English.
- b. Per the Law on Higher Education of the Republic of North Macedonia, teaching can also be held in the language used in the Republic of North Macedonia and other world languages.

### **Article 3. First Cycle Studies**

- a. Based on accredited programs, University units (faculties, vocational schools, centers) can organize two types of studies:
  - (1) first-cycle academic studies
  - (2) first-cycle professional studies
- b. The level of qualification is determined based on the National Qualification Framework of the Republic of North Macedonia.
- c. First-cycle academic studies last three or four years, and upon completion, the student accumulates 180 or 240 ECTS credits, depending on the program registered at the beginning of studies. The gained title is Bachelor in the relevant field.
- d. The qualification level in study programs with 180 ECTS credits is VI B, while it is VI A in study programs with 240 ECTS credits.
- e. For the regulated professions (such as Dental Medicine, Pharmacy, etc.) the duration and the number of ECTS of the program are determined according to the Law on Higher Education and the relevant bylaws of the Republic of North Macedonia. First-cycle Professional Studies
- f. First-cycle professional studies last three or four years, and upon completion, the student accumulates 180 or 240 ECTS credits, depending on the program registered at the beginning of studies. The title to be awarded is Specialist in the field, level of qualification VI B. The title gained is Bachelor in the relevant field.
- g. Within the first cycle of the professional studies framework, University units may organize shorter studies lasting one or two years and 60 or 120 ECTS credits, respectively.
- h. Upon completion of these studies, a corresponding professional title is obtained under the Law on Higher Education.

#### **Article 4. Timeframe for the Completion of the First Cycle Studies**

- a. First-cycle studies must be completed in a maximum of double the time prescribed for first-cycle academic studies (six years for programs that last three years, eight years for programs that last four years, and ten years for programs that last five years).
- b. According to ECTS, successful students can finish the First Cycle Studies earlier.
- c. Students can spend a maximum of two semesters at other universities through student mobility programs (Erasmus+, Mevlana, and bilateral agreements). This period is included within the timeframe for completing the first cycle of studies.
- d. A student can freeze a maximum of two semesters upon notification to the Faculty through the Student Affairs Office. This period is not included within the timeframe for completing the studies.”
- e. Students who graduate within the maximum timeframe for completing the first cycle of studies will retain their student status at IBU.

#### **Article 5. Diploma for First Cycle Studies**

- a. A student who has completed a study program in First Cycle Studies is entitled to a degree of “Bachelor of Science” (B.Sc.) or “Bachelor of Arts” (BA).
- b. Diploma and Diploma supplement, according to the entitled degree, will be issued to a student.

#### **Article 6. Academic Year**

- a. The Academic Year starts on October 1st and ends on September 30th of the following year. It is divided into two semesters: fall and Spring.
- b. Each semester includes 12-14 weeks of lectures. Mid-term, Final, and Make-up exam weeks are not included in this period.
- c. The Annual Academic Calendar is determined by the Rector’s Board at least three months before the beginning of the academic year and announced via university media (bulletin boards, website, etc.).
- d. The Academic Calendar contains frame acts for the beginning and end of semesters, terms for semester registration, terms for teaching, exams, and holidays for Academic and Administrative Staff.

### **Acceptance Procedures**

#### **Article 7. Quota and Student Acceptance**

- a. The Faculty Council determines the Quota (the number of students) who will be accepted into the study programs based on the decision for accreditation.
- b. Students from Macedonia will be accepted according to the criteria determined by the Law on Higher Education of the Republic of Macedonia. Students from other countries can apply with their recognized high school diplomas. In addition, IBU may conduct a Placement Exam.
- c. The enrolment applications shall be submitted to the Admission Office during the terms announced by the Rectorate.
- d. The acceptance of transfer students to IBU study programs shall be made under the Law on Higher Education of the Republic of North Macedonia, this rulebook, and relevant internal acts on the credit transfer system.

## **Article 8. Student Status**

- a.** Enrolling in one of IBU's study programs gives students student status and membership in the academic community.
- b.** The student can have full-time or part-time status.
- c.** Full-time students follow the teaching-learning process continuously according to their respective study programs.
- d.** Part-time students follow the study program through other organized activities and forms.
- e.** Part-time students must take all the exams in their physical presence and at the same time as full-time students.
- f.** Part-time students can be enrolled if:
  - (1) The decision for the accreditation of the program provides a quota for part-time students
  - (2) The Rectors board decides to open the quota stipulated in the decision for accreditation.
  - (3) They are employed full-time, for which they submit an appropriate document proving employment status.
  - (4) Due to health reasons, they cannot continuously attend classes and exercises under the study program, for which they submit an appropriate document proving their health condition.
  - (5) Parent of a child up to one year of age.
  - (6) They are a foreign citizen.
  - (7) At the time of enrollment, they are already a student or have graduated from IBU or another university.
- g.** Student status is proven with a Student ID Card.

## **Article 9. Change of Student Status**

- a.** Change of student status from full-time to part-time or vice versa is allowed after completing the first year.
- b.** A student's transfer to part-time status is made possible only when the student objectively cannot attend regular full-time studies due to employment, health reasons, or other reasonable cases.
- c.** The application is made at the beginning of the academic year and approved by the Faculty Council of the related study program. The Student Affairs Office (SAO) processes the change.

## **Article 10. Transfer from another Higher Education Institution**

- a.** Students can transfer from another higher educational institution to one of the Faculties of the International Balkan University.
- b.** The maximum number of ECTS credits that can be transferred from another higher education institution to one of the Faculties of the International Balkan University is 50% of the ECTS prescribed for the program students plan to enroll in.
- c.** The Law on Higher Education of the Republic of Macedonia, the articles of this Rulebook, and IBU student transfer procedures shall govern the acceptance of transfer students to IBU study programs.
- d.** The student application for credit transfer will be reviewed by the transfer committee of the related unit and then approved by the Faculty Council.
- e.** The Faculty Council decides which courses and how many ECTS will be transferred to IBU after a detailed evaluation of the transcript of the records, syllabus of courses, and other relevant documents.
- f.** The transfer must be completed by the end of the fall registration period prescribed by the academic calendar.

## **Article 11. Internal Transfer**

- a. The Rectorate will determine and publish the quotas and calendar for internal transfers for each program each academic year.
- b. Transferring from one study program to another, within the faculty or from other faculties of the IBU, is permitted upon the student's request to the respective faculty after completing the first year.
- c. The acceptance of transfer students to IBU study programs shall be conducted under the Law on Higher Education of the Republic of Macedonia and the relevant internal acts of IBU on transfer procedures.
- d. Students must submit a written request to the Student Affairs Office to change their study program.
- e. Requests for a change of study program may be made only before the start of the academic year. It must be completed by the end of the registration period prescribed by the academic calendar.
- f. The student's request for a transfer will be reviewed by a transfer committee of the related unit and then approved by the Faculty Council.
- g. If there are more applications for transfer to a program than the quota, the selection will be based on GPA.
- h. The Faculty Council decides which courses and how many ECTS will be transferred to the study program or faculty after a detailed evaluation of the transcript of the records, syllabus of courses, and other relevant documents.
- i. Changing a study program is not allowed for 4th (fourth) year students.

## **Article 12. Student Mobility**

- a. A student in mobility is a student from another university participating in exchange programs or a student from IBU enrolling in a study program for one or two semesters at another university in the country or abroad.
- b. Students enrolled in other higher education institutions may apply for one of the student exchange programs offered by IBU (Erasmus+, Mevlana, and Bilateral Agreements) with the status of Exchange Student.
- c. Mobility is done under the Principles of Bologna and ECTS credits.
- d. Students can spend a maximum of two semesters at other universities through student mobility programs (Erasmus+, Mevlana, and bilateral agreements). This period is included within the timeframe for completing the first cycle of studies.
- e. The mobility terms are defined in the joint document for the mobility *Learning Agreement Form*.
- f. The International Relations Office coordinates the mobility process with the relevant faculty and services.
- g. Interested students must apply at least one semester in advance following the mobility procedure.
- h. The Rector's Board determines the exchange student quota for bilateral agreements.
- i. Exchange students have equal rights and obligations with IBU students regarding the educational process at IBU.
- j. At the end of the exchange period, a transcript will be issued.

## **Article 13. English Language School (ELS) and Proficiency Exam**

- a. All students, including Transfer students, who are accepted into IBU study programs must pass the English Language Proficiency Exam.
- b. The students who fail the English Language Proficiency Exam must enroll in IBU's English Preparatory Courses (ELS).

- c. The maximum period of English Preparatory Courses is two years.
- d. Students with valid TOEFL, IELTS, or other English Proficiency Language Tests and exchange students from a university whose teaching language is English may be exempted from the English Language Proficiency Exam by approval of the related committee at the Language School.
- e. ELS may apply additional criteria in terms of English Language Proficiency upon prior approval of the Rectorate.
- f. The Rulebook on the Conditions, Criteria, and Rules for the Language School defines the other details for the English Preparatory Courses.

## **Registration Procedures**

### **Article 14. First-Time Registration Procedures**

- a. Students accepted into study programs, including Transfer and Exchange students, must enroll by submitting a form with the additional required documents to the Student Affairs Office (SAO).
- b. Every application should be submitted personally by the applicant. When the applicant cannot come for enrollment due to justified reasons, an authorized representative can complete the enrollment procedure.
- c. The application will not be accepted if any document needs to be completed, complete or false.

### **Article 15. Semester Registration**

- a. Each enrolled student at IBU must register via the HELLO System every semester (Courses Registration) up to graduation.
- b. Registration must be completed within the period specified in the Academic Calendar.
- c. During the course selection, Students can use the assistance of an advisor
- d. The registration shall be approved by the adviser from the related study program and proceeded to the Finance and Accounting Office.
- e. The registration is completed after the student pays all fees.
- f. Students who fail to register on time for justified reasons can be registered with the decision of the IBU Rectorate.
- g. Students not registering for any semester in the current academic year will be automatically frozen. These students can activate their enrolment in the following year or semester.
- h. The status of the student who does not renew registration for two consecutive years will be inactive.

### **Article 16. Student Advisers**

- a. The Dean of the Faculty will assign student advisors for each study program at the beginning of the academic year and announce them.
- b. An advisor is responsible for guiding students through the registration process, discovering their interests and talents, choosing their study program, monitoring their academic performance, and guiding them through the withdrawal procedures.

### **Article 17. Course Registration**

- a. Each student registers regularly 30 ECTS per semester (max 60 ECTS per academic year).
- b. Successful students with a GPA of over eight and no failed courses can register up to 36 ECTS per semester (or a maximum of 72 ECTS per academic year) starting from the completion of the first academic year upon the approval of their academic adviser.

- c. The students in the Graduation Position can register a maximum of 45 ECTS with the approval of the Dean.
- d. The failed and missing courses must be registered first during the course registration.
- e. For prerequisite courses, the student must pass the previous course to register for an adherent course.
- f. During the registration of the courses via the HELLO system, the student has the following information:
  - (1) Name and number of course ECTS credits.
  - (2) Time, place, and language of lectures and exercises.
- g. During the registration period, Students can replace one failed elective course with another available one.
- h. The adviser must approve the course replacement. The new course will be based on regular course criteria in case of replacement.
- i. The Faculty Council will decide whether to replace an elective course with less than eight registered students and replace it with another elective course from the list of elective courses.
- j. Internship and Diploma Project shall also be registered as a regular course.

**Article 18. Graduation Position**

- a. A student is in the graduate position after acquiring a minimum of 80% of the ECTS foreseen for the program in which the student is registered.
- b. Every graduation position student can register for 1 (one) additional course in both fall and spring semesters, regardless of GPA.
- c. The additional course must be counted within 45 ECTS per semester.

**Article 19. Extra Course**

- a. An extra course can be activated with the decision of the Faculty Council.
- b. An extra course shall be activated only as a repeating course (not a missed or advanced course).
- c. An extra course shall be activated in the following cases:
  - (1) If more than 20 students apply for an extra course, the course must be activated.
  - (2) If 10-19 students apply for an extra course, it will be activated upon the Faculty Council's decision.
  - (3) If 5-9 students apply for an extra course, it will be activated upon the decision of the Faculty Council and approval by the Rectorate.
  - (4) Only in case of graduating position will an extra course be activated for less than five students upon the decision of the Faculty Council and approval by the Rectors' board.
- a. No extra course shall be activated in case of an application of only one student.
- b. The Rector's Board defines fees for the activation of extra courses.

**Article 20. Course Add / Drop Week**

- a. Students can change their selected courses by the third week after the lectures start within the Add/Drop week defined in the Academic Calendar.
- b. Students can make changes to a maximum of two elective courses.
- c. The student advisor should approve the student's requirement to replace the course(s).

## **Education**

### **Article 21. Study Programs**

- a.** Study programs are created according to standards and methods and are compatible with the European higher education system.
- b.** Study programs are conducted within the framework of faculties and are accredited and licensed by the competent state authority/s.
- c.** Study Programs contain compulsory and elective courses and clinical and practical Teaching Activities.

### **Article 22. Compulsory and Elective Courses**

- a.** The study program comprises compulsory and elective courses.
- b.** Compulsory courses can be at least 70% of the total ECTS of the study program.
- c.** Students must take the compulsory courses of the study program for which they have registered.
- d.** Elective courses must comprise between 10% and 30% of the total ECTS of the study program.
- e.** Department-level elective courses determined in the departmental course plan can be selected from the elective courses proposed by a department.
- f.** Faculty-level elective courses determined in the departmental course plan can be selected from those offered by other departments of the relevant faculty.
- g.** University-level elective courses determined in the departmental course plan can be selected from all courses offered by departments other than the faculty.
- h.** The Faculty Academic Council decides which elective courses will be active the following semester.

### **Article 23. Practice Courses**

- a.** The courses in the First Cycle can be organized as lectures and practicals.
- b.** Practical within a course are a natural part of the course.
- c.** At least 70% attendance is compulsory for practical classes.
- d.** At least 80% attendance is compulsory for practical classes, clinical teaching, and clinical exercises in Vocational Medical School, the Faculty of Dental Medicine, the Faculty of Pharmacy, and the Faculty of Health Sciences.
- e.** A separate evaluation share and content can be defined for the practical course in the course evaluation.

### **Article 24. Second Makeup**

- a.** Second makeup sessions for a particular course can be activated with the decision of the Faculty Council.
- b.** A course that can be activated in a summer school can be a compulsory or elective, registered in the fall or spring semester of the current academic year.
- c.** Students who have failed courses can apply for Makeup Two for those courses.
- d.** A student can apply for a maximum of two courses in the Makeup two.
- e.** Minimum number of students registered for a course in a summer school shall be 10.

The exception to this criterion is the students with only one or two failed courses to graduate (to defend Diploma Project).

- f. The period for Makeup Two will be determined and announced in the academic calendar for each academic year.
- g. The duration of the Makeup Two will be organized over five weeks.
- h. If a student fails the course delivered in a Makeup, two shall register for that course again.
- i. Grading for each course in Makeup Two shall be carried out as in regular classes.

#### **Article 25. Internship**

- a. A compulsory internship can be defined in the departmental course plan.
- b. Students who have failed courses in the first and/or second semesters cannot register for the Internship.
- c. The internship must be completed before graduation.
- d. The internship is compulsory and shall be registered as a regular course.
- e. The Rulebook on Internship determines the course evaluation criteria for the compulsory internship.
- f. The Rulebook on Internship prescribes further criteria for internship.

#### **Article 26. Diploma Project**

- a. A Diploma Project can be defined in the departmental course plan.
- b. The Diploma Project is compulsory and shall be registered as a regular course.
- c. To register for the Diploma Project, the student must fulfill the following conditions:
  - (1) To have accumulated at least 144 ECTS in programs with a total of 180 ECTS; to have accumulated at least 192 ECTS in programs with 240 ECTS; to have accumulated at least 240 ECTS in programs with 300 ECTS.
  - (2) to pass successfully all the courses from the first and second semesters
- d. The Diploma Project must be completed before graduation.
- e. The Rulebook on Diploma Project determines the course evaluation criteria for the diploma project and other related issues.

#### **Article 27. Clinical Teaching**

- a. Clinical teaching activities are conducted throughout the year in the Faculty of Dental Medicine, Faculty of Pharmacy, Faculty of Health Studies, and Vocational Medical School programs.
- b. The modules in Clinical Teaching are like the regular courses.
- c. The Rulebook on Clinical Teaching determines the course evaluation criteria for the clinical teaching.
- d. The Rulebook on Clinical Teaching prescribes further criteria for clinical teaching.

#### **Article 28. Practical Teaching**

- a. Academic Writing will be organized as a Practical Teaching Activity for each faculty member.  
Academic writing aims to improve students' writing capabilities and help them accomplish their obligations related to other courses, such as essays, seminar works, projects, and presentation preparation. Students also learn to write requests, job applications, letters of interest, CVs, etc.
- i. Faculties may organize up to 4 (four) different Practical Teaching activities, each lasting 10-12 hours/semester, in the 2<sup>nd</sup> year (3<sup>rd</sup> and 4<sup>th</sup> semester) and 3<sup>rd</sup> year (5<sup>th</sup> and 6<sup>th</sup> semester).
- j. A student must attend at least two practical teaching activities the faculty offers.

- k. The academic council at each Faculty will define the required number of Practical Teaching Activities for their students.
- l. Practical Teaching activities must be done before registration for the Diploma Project.

#### **Article 29. Attendance Obligation**

- a. Students must attend at least 70% of lectures, exercises, and other activities.
- b. Students must attend at least 80% of lectures, clinical teaching, clinical exercises, and other activities in Vocational Medical School, the Faculty of Dental Medicine, the Faculty of Pharmacy, and the Faculty of Health Sciences.
- c. At least 50% attendance is compulsory for repeated and overlapping courses, exercises, and other activities.
- d. Students are not obliged to attend a course if it is double repeated. This student is considered an Attendance-Free Student (AFS).
- e. The Double Major Program students must attend at least 70% of the non-overlapping courses.
- f. Students enrolled in the Double Major Program are required to attend at least 40% of overlapping courses.
- g. Students must attend at least 50% of the courses, exercises, and all the course activities, even if they have a health report from an authorized health institution covering the days of the classes, exercises, and all the course activities. The health report can be processed after it is accepted as valid by the relevant faculty council.

#### **Article 30. Attending Second Study Program (Double-Major)**

- a. The first program for which students are already enrolled is the First Program, and the additional program for which they enroll is the Second Program.
- b. Students can apply for a double-major program in the second year of programs with 180 ECTS, the second and third years with 240 ECTS, and the second, third, and fourth years with 300 ECTS.
- c. Students have the right to apply for a double-major program in any program within the special conditions and quotas defined by the programs.
- d. Application for a double-major program is made only in the fall semester.
- e. All departments/programs should define a quota for the incoming double-major students.
- f. All departments/programs should define special conditions for the incoming double-major students.
- g. The rectorate should announce the special conditions, quotas, and application terms for doing a double major in August.
- h. To attend a second study program, the student must have a GPA of at least 70 according to the 100-point system and no failed courses.
- i. Any student can apply for three programs to make a double major.
- j. The application of the students will be evaluated based on GPAs.
- k. Students who double major are allowed to register a maximum of 45 ECTS per semester from both study programs by the semester registration rules.
- l. Students following the second study program can register for advanced courses from the upper semesters. Still, they may only register for up to 45 ECTS per semester for courses from both study programs.
- m. Students are allowed to select courses freely with the assistance of the advisor.
- n. Course registration for the double-major programs is during the regular course registration period.

- o.** Students who do double major will have four additional semesters to complete the Second Program.

### **Article 31. Distinguished Students**

- a.** According to MGS, a student who, at the end of four years of education within eight semesters, has a grade between 9.1 and 9.59 shall be named an “Honorable” student and given a “Certificate of Honor.”
- b.** According to MGS, after four years of education and eight semesters, students between 9.6 and 10.0 will be named “Highly Honorable” students and given a “Certificate of High Honor.”

## **Exams and Grading**

### **Article 32. Syllabus**

- a.** The syllabus is prepared and announced by the lecturer before the start of the academic year.
- b.** The syllabus determines:
  - (1) A detailed description of the course, objectives, and learning outcomes;
  - (2) teacher and collaborator of the course, who will conduct teaching according to the syllabus;
  - (3) place, start, and end of classes (planning for 15 teaching weeks);
  - (4) the form of teaching (lectures, seminars, exercises, consultations, etc.);
  - (5) the methods of knowledge assessment (grading) and the manner of passing the exams;
  - (6) deadline for the final exam;
  - (7) description of literature for study;
  - (8) language in which the teaching will take place;
  - (9) other important aspects of the learning process.
- c.** The syllabus is published electronically in the university's learning management system at the beginning of the semester.

### **Article 33. Exams**

- a.** The examinations in IBU are performed by mid-term exams, final exams, make-up exams, excuse exams (for mid-term exams), upgrade exams, and penalty exams.
- b.** The midterm exam covers the content of the courses before the exam.
- c.** The final exam covers the course content covered during the whole semester.
- d.** The makeup exam is equivalent to the Final exam, and the results from the makeup exam will replace the results from the Final exam.
- e.** Students who cannot take the midterm exam due to a valid and documented excuse have the right to take an excuse exam. The justified reasons need to be officially documented and be from one of the following natures: the state of sickness (Report from the State Hospital or Medical Council Report), a death case in the family first-degree, a traffic accident, a legal event, and others. Students can have an excuse exam after the faculty council accepts the submitted documents.
- f.** The terms for the excuse exams will be defined in the academic calendar.
- g.** No excuse exam will be allowed for final and make-up exams.
- h.** No excuse substitution will be made for the applications, practices, or clinical applications within the courses.

- i. A student must fulfill the attendance criteria to take the Final / Makeup exam.
- j. Any student who has the right to enter the Final Exam but did not enter, despite the reasons, may enter the makeup exam. (In such a case, the Final exam will be calculated as 0 points).
- k. The student who didn't pass the Final/make-up exam will repeat the course and must register again. Students have the right to take penalty exams for these courses.
- l. When a student in a graduation position has up to two failed courses and has a chance to defend a Diploma Project within the proposed defense period, the student shall be directed to apply for summer school in that course(s).
- m. The upgrade exam is taken by a student whose final grade (credit points) is between 30.00 and 49.99. A student can take the upgrade exam in a maximum of two courses per semester.
- n. Penalty exams are extra exams taken by a student who takes a course and fails this course.
- o. The terms of the exams are defined in the academic calendar announced on the university website.
- p. The exam dates and times announced in the exam program can only be changed by people with approval from the Rectorate.
- q. Exam papers are saved for three years after the completion of the exam. After this period ends, exam papers shall be destroyed.
- r. The Rulebook on Exams defines the examination practices of students with disabilities or health problems who cannot take the exam alone.

#### **Article 34. Evaluation and Grading**

- a. The course syllabus in the Hello system at the beginning of each semester specifies the student's responsibilities within a course and the course evaluation. It is announced to the students on the first day of classes.
- b. Course assessment is based on the sum of semester activities, midterm(s), and final exam.
- c. For each course, at least one midterm exam is compulsory during the semester.
- d. Grading for each course shall be carried out according to the following ratio:
  - (1) Midterm exams and in-term activities can be up to 60% effective in course evaluation.
    - In-term activities (class attendance, quizzes, homework, seminar work, assignments, applications, etc.) will effectively achieve a 25% to 35% course evaluation.
    - Midterm exams will be effective between 25% to 35% in the course evaluation.
  - (2) The final exam will be effective for 40% of the course evaluation.
- e. It is compulsory to create a make-up exam for each course. The make-up exam will be effective as the final exam in course evaluation.
- f. Students with less than 50 points will enter the make-up exam.
- g. To pass the course, students must have:
  - (1) Minimum 30 points cumulatively from the midterm exams and activities.
  - (2) Minimum 40 points from the Final exam
  - (3) Minimum 50 points in total from the Mid-term exam, Activity, and Final exam or makeup exam.
- h. Students with between 30.00-49.99 points have a right to enter the upgrade exam. The upgrade exam covers the course material from the semester, accounting for 80% of the total grade. Results obtained from the upgrade exam, even if they fail, are definite.

- i. To pass a course at the Faculty of Dental Medicine, students must have:
- 1) Minimum 30 points cumulatively from the midterm exams and activities.
  - 2) Minimum 50 points from the practical component.
  - 3) Minimum 50 points from the final exam.
  - 4) A minimum of 50 points in total from the midterm exam, practical exam, and the final exam or the make-up exam.

j. The Equivalency Grades Table below shall be applied during examinations: A symbol NE (not entered) shall be used for students who didn't join the exam. The credit points that the student takes are zero (0), and the student fails the exam.

Numerical System from 5 to 10	10	9	8	7	6	5
100 Point System	90.00-100	80.00-89.99	70.00-79.99	60.00-69.9	50.00-59.9	0.00-49.99
ECTS System	A	B	C	D	E	F

### **Article 35. Announcement of Grades and Grade Reports**

- a. The teaching staff will enter the grades into the HELLO system for every exam.
- b. Teaching staff submit hard copies of every exam document to the Student Affairs Office in July and keep their records.
- c. Upon the student's written request, the Student Affairs Office issues a transcript of records for course success.

### **Article 36. Objection to Exam Results**

- a. Students who are unsatisfied with the grading have the right to file an objection over the Hello System (Course Objection Module) within 48 hours of announcing the results. The lecturer/professor must show the paper to the student and explain the grading in a face-to-face meeting if the student attends. The lecturer/professor must write a response to the student over the Hello System Course Objection Module within three working days.
- b. If the student is still dissatisfied with the grading, they have a second objection right to the dean of the faculty with the proofs over the Hello System Course Objection Module within 48 hours after the professor's response. The dean will assign another professor to look at the student's paper by comparing it with the other papers and must write a response to the student over the Hello System Course Objection Module in 5 working days.

## **Payment and Scholarship**

### **Article 37. Education Fees**

- a. The Uskup Foundation Board of Management shall determine the education fees for each academic year.
- b. Uskup Foundation Board of Management retains the right to change the education fees.
- c. Students who fail to pay the education fee within defined periods are considered frozen. If this practice continues for a second year, they will be considered unregistered.
- d. Students who fail to pay the education fee within defined periods cannot take Mid-term, Final, or Makeup exams. The Hello system will automatically block their accounts and notify them that they are not eligible to take the exams.

### **Article 38. Scholarship**

- a. The types and procedures of scholarships are regulated in the Scholarship Rulebook.
- b. The scholarship for admission fee discounts is valid for the regular period defined for the study programs, including English Language School.

### **Other Aspects**

### **Article 39. Rights and Responsibilities of the Students**

- a. The rectorate published the “Document on Rights and Responsibilities of the Students,” which outlines students' rights and responsibilities.

### **Article 40. Losing a Diploma and Issuing a New One**

- a. In the case of a loss of diploma, the student shall give an announcement in a Macedonian newspaper. In this case, the diploma reissued indicates being “re-issued due to loss.”
- b. The student bears the administrative fees for newspaper publication and issuing the new diploma.

### **Article 41. Leaving University and Discontinuance of the Student Records**

- a. Students may request a leave from the University at any time by submitting a written request to the Student Affairs Office.
- b. The Terms and Conditions for Student Enrollment and Tuition Payment Obligations define the payment obligations of a student who wishes to withdraw from the University. Each student signs this document when they enroll at the University and fulfills their payment obligations.
- c. Information regarding the leave date and the reasons is written on the back of the student's high school diploma, and a copy is retained. The original copy is returned to the student, while the retained copy is kept in the student's dossier.
- d. If the student who has left IBU wishes to return and maintain his student status, they must comply with the criteria for applying again.

### **Article 42. Disciplinary Measures**

- a. Students' disciplinary measures are written in the “Student Disciplinary Rulebook”.
- b. The maximum timeframe for completing the first cycle of studies includes the expulsion period, during which the students were evicted from school for disciplinary reasons.
- c. The student evicted from school for disciplinary reasons shall pay his/her semester fee, not considering the duration or starting date of the exclusion period.

### **Article 43. Article 40: Final Provisions**

- a. This rulebook shall enter into force upon publication in the university bulletin and IBU website.
- b. The changed rulebook on the conditions, criteria, and rules for enrolment and study in the first cycle will be implemented starting from the academic year 2024/2025.

Skopje, March 12<sup>th</sup>, 2026

Senate of the  
International Balkan University  
Prof. Dr. Kire Sharlamanov  
President of Senate