



INTERNATIONAL
BALKAN
UNIVERSITY
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Information Booklet

for the Rules and Regulations in the First Cycle Studies



Welcome to IBU

International Balkan University (IBU) is a distinguished institution of higher education in Skopje, North Macedonia, renowned for its commitment to academic excellence and multiculturalism. Established to bridge cultural and educational gaps between the Balkans and the broader global community, IBU offers a diverse range of programs designed to foster innovation, leadership, and social responsibility. With a vibrant campus life and a strong focus on student-centered learning, IBU provides a dynamic environment that nurtures intellectual growth and prepares students for global careers.

This booklet provides essential information about the First Cycle Studies, designed to help you navigate your academic journey successfully.

Please contact your academic adviser in the department or the Student Affairs Office for further information or assistance.

Student Affairs Office

 <https://ibu.edu.mk/pages/administration/student-affairs>

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This booklet is based on the Rulebook on the Conditions, Criteria, and Rules for Enrollment and Studying in the First Cycle Studies adopted by the University Senate at its session held on July 17, 2024. Please refer to this rulebook for any further details.

https://ibumedia.center/rulebook_firstcycle



Basic Provision



Teaching Language

- ▶ The primary teaching language is English.
- ▶ Teaching can also be conducted in Macedonian and other world languages.

Types of First Cycle Studies

- ▶ Academic Studies: Last 4 or 5 years, leading to 180, 240 and 300 ECTS credits and a bachelor's degree.
- ▶ Professional Studies: Last 3 years, leading to 180 ECTS credits and a Specialist or bachelor's degree.

Timeframe for Completion

- ▶ A first cycle study must be completed within double the prescribed time (6-10 years depending on the program).
- ▶ Students can participate in student mobility programs (e.g., Erasmus+) for up to two semesters.

Academic Year

- ▶ Starts on October 1st and ends on September 30th of the following year.
- ▶ Divided into two semesters: Fall and Spring.

Admission Procedures

Quota and Student Admission

- ▶ Quotas are determined by the Faculty Council based on the decision for accreditation.
- ▶ Students from North Macedonia and abroad can apply, with recognition of high school diplomas.
- ▶ IBU may conduct a Placement Exam for admission.

Admission

- ▶ New students, including transfer and exchange students, must enroll by submitting the required documents to the Student Affairs Office (SAO).

Transfers

- ▶ . Students can transfer from other institutions, with a maximum of 50% ECTS credits transferable.
- ▶ Internal transfers within IBU are allowed after the first year.

Student Mobility

- ▶ Students can participate in mobility programs for up to two semesters.
- ▶ Coordinated by the International Relations Office.

English Language Proficiency

- ▶ All students must pass an English Language Proficiency Exam unless exempted by valid TOEFL/IELTS scores or equivalent.
- ▶ Students whose native language is English and who have studied English in high school are exempt from the English Language Proficiency Exam.



Semester and Course Registration

Semester Registration

- ▶ Students must register each semester via the HELLO System, assisted by an advisor.
- ▶ Registration includes course selection, approval by an advisor, and fee payment.

Student Advisers

- ▶ Assigned by the Dean, advisors guide students through registration, course selection, and academic performance.

Course Registration

- ▶ Typically, 30 ECTS per semester; successful students can take up to 36 ECTS.
- ▶ Graduation-position students can take up to 45 ECTS with approval.

Course Add/Drop Week

- ▶ Students can make changes to courses within the Add/Drop week, defined in the Academic Calendar.

Graduation Position

- ▶ Achieved after accumulating 80% of the required ECTS for the program.
- ▶ Additional courses can be registered in the graduation position.

Extra Course

- ▶ Can be activated as a repeating course based on student demand and Faculty Council decisions.

Education

Study Programs

▶ Compatible with the European higher education system and include compulsory and elective courses.

Course Types

▶ Organized as lectures, practical, clinical exercises.

Internship and Diploma Project

▶ Internships and diploma projects are compulsory and registered as regular courses.

Attendance Obligation

- ▶ Minimum 70% attendance required for lectures and practicals.
- ▶ 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.

Double-Major Program

▶ Students can apply for a second study program in their 2nd or 3rd year, with a GPA requirement of 70.

Distinguished Students

- ▶ Students with a GPA between 9.1-9.59 receive a “Certificate of Honor.”
- ▶ GPA between 9.6-10.0 receives a “Certificate of High Honor.”



Exams and Grading

The Syllabus

▶ The syllabus at IBU is prepared before the academic year, outlining course details, objectives, and assessment methods. It is published online at the semester's start.

Exams

▶ Includes mid-term, final, makeup, excuse, upgrade, and penalty exams.

Mid-term Exam: Covers course content taught before the exam.

Final Exam: Covers all course content from the entire semester.

Make-up Exam: Equivalent to the final exam, replaces final exam results.

Excuse Exam: For students who missed mid-terms due to documented reasons.

Upgrade Exam: For students with final grades between 30.00 and 49.99, applicable to two courses per semester.

Penalty Exam: Extra exam for students who fail a course and need to retake it.

▶ Special provisions are available for graduating students, those with disabilities, and students needing to retake failed courses.

Grading

▶ Based on semester activities, midterm, and final exams.

▶ Minimum 40 points from final exam required to pass a course.

▶ Minimum 50 points from all required to pass a course.

Grade Announcements

▶ Grades are entered into the HELLO system and can be appealed within 48 hours.

▶ Students can object the grades via online tool in 48 hours after the grades are announced.

Payment and Scholarships

Education Fees

- ▶ Determined by the Uskup Foundation Board of Management.
- ▶ 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.
- ▶ 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 they are not eligible to take these exams.

Scholarships

- ▶ The types and procedures of scholarships are regulated in the Scholarship Rulebook.
- ▶ The scholarship is valid for the regular duration of the relevant program plus the English Language School period.





Other Aspects



Diploma

- ▶ Graduates receive a degree of “Bachelor of Science” (B.Sc.) or “Bachelor of Arts” (B.A.).
- ▶ Diplomas and diploma supplements are issued after the application.
- ▶ Lost diplomas can be reissued upon announcement in a North Macedonian newspaper.

Withdrawal and Freezing

- ▶ Students can apply for leave from Hello System. They must pay all the fees before leaving.
- ▶ Students can apply for freezing their study in the period defined in the academic calendar. They must pay all the debts before applying.

Disciplinary Measures

- ▶ Disciplinary measures are governed by the “Student Disciplinary Rulebook.”

Student Rights and Responsibilities

- ▶ Student Rights and Responsibilities is defined in the Rulebook beside the student contract signed during the admission.



**We educate
the leaders
of tomorrow!**



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