



Bijeljina, July 21, 2011
No. 398-1/2011

Pursuant to the Article 64 of the Law on Higher Education ("Official Gazette of the Republic of Srpska", No. 73/19 and 104/11), the Senate of Slobomir P University based on the provisions of the Statute, at the session held on July 21, 2011, adopted

THE RULES ON FOREIGN STUDENTS' ENROLLMENT

GENERAL PROVISIONS

Article 1

The Rules specify the requirements and manner of enrollment and admission of foreign students in accredited study programs, ie. studies of the first and second cycle at Slobomir P University (hereinafter: the University).

Article 2

Candidates may enroll in accredited University study programs under the conditions and in the manner regulated by the Law on Higher Education, the Statute, Regulations on Requirements and Procedure of Student Enrollment at University Study Programs and these Rules.

ENROLLMENT REQUIREMENTS FOR FOREIGN CITIZENS

Article 3

A foreign citizen may enroll in the study programs referred to in Article 1 of these Rules under the same conditions as nationals.

A foreign citizen shall pay tuition fees during the entire studies, unless otherwise provided by an interstate or university agreement.

Article 4

A person may enroll in the study programs referred to in Article 1 of these Rules if he / she has knowledge of the language in which the lectures are being held, ie. Serbian or English.

The proficiency exam of Serbian or English shall be conducted by a three-member committee formed by the decision of the Rector, no later than 24 hours before taking the entrance exam.

Article 5

A person enrolled in the study programs referred to in Article 1 of these Rules has acquired the status of a student.

APPLICATION FOR ENROLLMENT OF FOREIGN CITIZENS

Article 6

The application for enrollment of candidates may be done: by email; in person; by authorized third parties; institutionally, via embassy or consular post, or via university online enrollment application.

ENROLLMENT PROCEDURE OF FOREIGN CITIZENS

Article 7

After the submission of the enrollment application, candidates shall be sent a list of documents required for enrollment.

Documents required to initiate the pre-registration procedure:

1. For the first cycle studies - original documents (or photocopies) from secondary education institution certified in accordance with international bilateral agreements, translated by a court interpreter and certified by the Ministry of Education.

"Apostille" authentication is valid for the signatory states of the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents. As for other countries, positive regulations shall apply in authentication of public documents available at the website of the Ministry of Foreign Affairs.

2. For the second cycle studies - original documents (or photocopies) from the appropriate higher education institution certified in accordance with international bilateral agreements, translated by a court interpreter and nostrified by an accredited higher education institution.

3. Passport photocopy.

For candidates who have not submitted a Decision on Nostrification, the nostrification procedure, with all documents enclosed, shall be carried out by the University.

Article 8

Foreign citizens may be conditionally enrolled in the study program in the case when the nostrification procedure is not completed before the enrollment application deadline, and based on original documents of previous education institution certified by the competent authority in the country where the document was issued, all in accordance with international bilateral agreements.

If the request for nostrification has been rejected, or if the nostrification procedure has not risen the right to enroll in the study program, the conditional enrollment shall be considered void.

Article 9

When the documents and passport photocopy have been received by the University, the candidate shall be sent a letter of consent confirming the candidate has met the required conditions, submitted the necessary documentation and gained the right to enroll.

Article 10

The candidate shall confirm his / her final decision on enrollment in one of the following manners: by email, written notice or postal letter.

Article 11

Upon receipt of the enrollment statement, payment instructions shall be sent to the candidate.

A foreign citizen may issue payment from his country to the foreign currency account of the University, according to the payment instructions submitted together with the invoice. Upon enrollment, the candidate shall submit a copy of the payment order.

A foreign citizen may issue payment in the dinar equivalent of the required foreign currency amount to the University account in the name of tuition fees.

In case the embassy of the domicile country has payed the tuition fee for the candidate, the embassy shall submit the proof of payment.

Article 12

After confirming the payment has been made in full, ie. the payment of the first installment of the tuition fee, the University shall initiate the nostrification procedure of documents.

Article 13

For candidates outside the Republic of Srpska (BiH), after the confirmation of payment, an invitation letter shall be sent to the Embassy of Bosnia and Herzegovina in the candidate's country of residence.

REGISTRATION AND STUDENT RECORDS OF FOREIGN CITIZENS

Article 14

Upon arrival to the country, the foreign candidate shall submit the following documents for enrollment, which are an integral part of his/her student record, as follows:

- Application form;
- For the first cycle studies: original documents issued by a secondary education institution and certified photocopies in accordance with international bilateral agreements translated by a court interpreter and certified by the Ministry of Education;
- For the second cycle studies: original documents issued by a previous higher education institution and certified photocopies in accordance with international bilateral agreements translated by a court interpreter and nostrified by the University, or for which nostrification procedure has been initiated. If the original documents from the previous higher education institution has been issued (in a non-English speaking country) in English and the language of the country, the English version shall be recognized as the original document.
- Decision on Nostrification in accordance with the Law of the Republic of Srpska;

- Study Contract signed by a student or an authorized third party;
- Birth Certificate translated by a court interpreter;
- Passport photocopy - page with picture, personal data and residence permit;
- Proficiency Certificate of Serbian or English;
- Health Insurance Certificate in accordance with the Law of Republic of Srpska;
- Medical Certificate;
- Other documents in accordance with the enrollment procedure of foreign students adopted by the Head of the Student Service and the Coordinator for Foreign Students, all in line with the Law.

If the nostrification procedure has been done by the University, the student record shall contain documents prescribed by the Rules on Nostrification of Foreign Higher Education Institution Documents and the procedure established by the Head of the Student Service and the Head of the Department for Foreign Students.

Article 15

After submission of documents to the professional services of the University, the enrollment procedure of foreign students shall be carried out according to the conditions stated in the Regulations on Requirements and Procedure of Student Enrollment at University Study Programs.

TRANSITIONAL AND FINAL PROVISIONS

Article 16

For everything not regulated by these Rules, the provisions of the Law, the Statute, the Regulations on Requirements and Procedure of Student Enrollment at University Study Programs, and the procedures determined by the responsible persons of the Student Service shall be applied.

Article 17

The provisions of these Rules shall apply to the records of active foreign students.

Article 18

These Rules shall enter into force on the eighth day from the day of their publication on the University website.