

Based on Article 27, paragraph 1, item 6 of the Statute of South East European University, the University Board, at its meeting held on 09.09.2019 approved the following:

RULE ON DEFINING UNIVERSITY POLICIES FOR THE WORK AND STUDY PROGRAMME

I. Subject of regulation

Article 1

This Rule determines benefits that students gain from the Work-Study programme in line with the financial policies of the University.

II. Student selection

Article 2

- (1) The University allocates a budget for this programme each academic year which may vary according to budgetary constraints.
- (2) As part of a financial aid package, the University offers students employment in the form of work-study with the following conditions:
 - No student may earn more than the cost of tuition for one year;
 - A student engaged in this programme is allowed to work up to 12 hours per week, during the lecture period;
 - Selection of the students is made on financial need and relevant skills for the position;
 - Any conflict of interest must be declared in advance and may affect the placement.

Article 3

All SEEU full-time students are eligible to apply for the Work-Study programme.

Article 4

A student has the right to work continuously for two years in the Work-Study programme in cases when the Head of department notices that the student engaged in the previous year has demonstrated high performance and may retain for the following year, in line with Article 2 of this Rule.

Article 5

A student who receives a scholarship or other financial support covering the cost of the tuition fee for the current academic year is not allowed to apply for the Work-Study programme in the same academic year.

Article 6

- (1) A student wishing to take advantage of this opportunity must fulfil the application available at the Financial Aid Office. The Office, in turn, is responsible for posting job vacancies as well as processing and screening the applications.
- (2) Once the applications are processed and screened, students undergo an interview/testing process carried out by representatives of the departments where they have applied.
- (3) The selection of students who will be engaged in the Work-Study programme is done by taking into account the student's financial situation and points from the interview/testing.
- (4) The division, department, or office seeking to fill a position makes the final decision.
- (5) A student who is not accepted may appeal in writing to the Director of Student Services who can request a review of the decision.

Article 7

- (1) Departments' representatives are obliged to keep evidence of the hours of work of the work-study students and provide a monthly report concerning hours worked to the Financial Aid Office. When a student's engagement ends, they also provide a report on the student's performance.
- (2) Upon request, a letter of reference is issued to the student from the supervisor of the academic or administrative unit, while the Financial Aid Office on the basis of evidence, issues a letter of confirmation for the duration of the engagement in the Work-Study programme as evidence of work experience.

Article 8

After completion of the engagement in the Work-Study programme, the Financial Aid Office provides the engaged students with detailed information about the amount earned as a result of the completed work.

III. Final provision

Article 9

This Rule enters in force on 01.10.2019.