

Based on Article 14, paragraph 1, item 8.3 of the Statute of South East European University, the University Board, at its meeting held on 07.06.2011 approved the following:

## **RULE ON WORK AND STUDY**

### *Article 1*

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

The University allocates a budget for this programme each academic year which may vary according to budgetary constraints.

### *Article 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;
- Students engaged in this programme are allowed to work up to 15 hours per week;
- 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 full-time students are eligible for the Work-study programme.

### *Article 4*

Students may not work continuously for two years in the Work-study programme. However, a student may be retained for the following year only if they have demonstrated high performance and a concourse has not produced any suitable replacement. The conditions in Article 2 still apply.

### *Article 5*

Students who receive a scholarship or financial support from another fund are not allowed to apply for the Work-study programme in the same academic year.

#### *Article 6*

Students wishing to take advantage of this opportunity must apply to the Financial Aid Office. The Office, in turn, is responsible for posting job vacancies as well as processing and screening the applications.

Once the applications are processed and screened, students undergo an interview and testing process carried out by representatives of the departments where they have applied.

The division, department, or office seeking to fill a position makes the final decision.

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*

Departments' representatives 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. They also provide a report on the students' performance after six months and a final report/reference at the end.

#### *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.

#### *Article 9*

This Rule comes into force from 01.09.2011.