

APPROVED

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Amendments

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## **Regulation**

### **on the procedure of interrupting and resuming studies**

### **at the University of Economics and Culture**

#### **1. General provisions**

- 1.1. This Regulation stipulates the procedure how a student may temporarily interrupt and resume his/ her studies in accordance with Section 50 of the Law On Institutions of Higher Education.
- 1.2. Interruption of studies – a temporary break from studies at the University of Economics and Culture (hereinafter – the UEC) upon student's own initiative and following a set procedure, meanwhile retaining the student status.
- 1.3. Total duration of the interruption of studies – a student is entitled to temporarily interrupt his/ her studies several times, but not more than 4 semesters in total. A student is entitled to interrupt his/ her studies any time.
- 1.4. Length of the interruption of studies – the minimum length of the interruption of studies is 1 semester. The end of the interruption of studies is the last working day before the beginning of the respective semester. If a student requests to grant an

interruption in the middle of a semester, then such interruption can be granted till the beginning of the same semester.

- 1.5. Reasons for interrupting studies:
  - 1.5.1. pregnancy and childbirth;
  - 1.5.2. parental leave;
  - 1.5.3. illness;
  - 1.5.4. lengthy business trip/s at work;
  - 1.5.5. studying abroad;
  - 1.5.6. personal reasons, etc.
- 1.6. Frequency of interrupting studies – the length of the study period between two interruptions of studies shall be at least two semesters. If the interruption of studies has been granted for one semester, it can be extended for another semester.
- 1.7. During the interruption of studies the student is not allowed to settle any academic debts.
- 1.8. No tuition fee has to be paid during the interruption of studies. The paid tuition fee for the following study periods is not refunded; it is credited for the semester or month when the student resumes studies after the interruption.
- 1.9. Interruptions of studies are not granted to external students and exchange programme students.

## **2. Procedure for granting the interruption of studies**

- 2.1. In order to temporarily interrupt studies, the student shall submit a written application at the Student Information Centre, indicating the following:
  - 2.1.1. the period of the interruption of studies;
  - 2.1.2. the reason for interrupting studies.
- 2.2. Interruption of studies is granted only if the student:
  - 2.2.1. has completed the study requirements of at least one semester and the study programme director has signed the application for interrupting studies;
  - 2.2.2. has settled the financial commitments with the UEC (tuition fee paid in full for the previous and current months of study when the student leaves) and the person in charge has signed the application for interrupting studies. In case the student has not settled the respective payments, the person in charge shall write a negative statement on the application. If the student has not settled financial commitments, they must be cleared within two working days from the date of the receipt of such statement on application;
  - 2.2.3. has returned library books and the person in charge has signed the application for interrupting studies.
  - 2.2.4. The decision on granting the interruption of studies is made by the study programme director, indicating the duration of the interruption of studies (number of semesters) and period (start date and end date).
- 2.3. If the student has any academic debts exceeding 12 CP at the moment of granting the interruption of studies, the study programme director and/or educational counsellor shall inform the student about further action on debt settlement when returning from the interruption of studies.
- 2.4. Having received the application for interrupting studies with the signatures of all persons in charge, the educational counsellor shall prepare an instruction on granting the interruption of studies and make a respective entry in the student database (indicating the start and end date, and in notes – the semester where the

- student studies at the moment of granting the interruption), as well as make the necessary entries in the personal file of the student.
- 2.5. The interruption of studies is granted from the date when the last signature on the application for interrupting studies has been received.
  - 2.6. The instruction on granting the interruption of studies is signed by the Rector.
  - 2.7. In case a state guaranteed study and/or student loan has been granted to the student, the educational counsellor shall notify the Study Foundation.

### **3. Procedure for resuming studies**

- 3.1. The student shall submit an application for resuming studies at the Study Information Centre not later than the last day of the interruption of studies.
- 3.2. Continuing studies after the interruption, the credit points previously obtained by the student are recognised according to the plan of the study programme effective at the moment of resumption.
- 3.3. In case changes have taken place in the study programme during the interruption of studies, the student continues to study according to the updated programme requirements, in addition acquiring the missing courses.
- 3.4. The study programme director within five working days from the date of receiving the application, shall take a decision on resuming studies and determine in which group and semester the student will continue his/ her studies, writing the respective statement on student's application.
- 3.5. The student may resume his/ her studies if s/he has no financial obligations for previous periods and the tuition fees have been paid for the following study semester (when studies are resumed) according to the study agreement provisions.
- 3.6. In case the student has any academic debts, the study programme director makes an individual plan for settling such debts and for further studies in accordance with the Regulation "Procedure for transferring students to the next academic year (course)".
- 3.7. The educational counsellor prepares an annex to the study agreement on the changes of the study duration and tuition fee in accordance with the approved tuition fees for the respective academic year.
- 3.8. The educational counsellor checks whether the payment of tuition fee and other commitments (if any) has been made. If the payment has been made, then the educational counsellor prepares the instruction for resuming studies.
- 3.9. The instruction for resuming studies is signed by the Rector.
- 3.10. The educational counsellor enters the instruction data in the student database (including the notes on the start and end dates of the interruption of studies), as well as makes the necessary entries in the personal file of the student.
- 3.11. Upon necessity, in case the study programme has changed, the study programme director within five working days prepares an individual plan for acquiring additional study courses and informs the student respectively.
- 3.12. In case the student has not resumed his/ her studies in time, then at the end of the interruption of studies:
  - 3.12.1. The educational counsellor sends the student an email notice to the email address indicated in the student database;
  - 3.12.2. If within five working days from the date of dispatch of such notice no response has been received, the educational counsellor prepares an instruction to expel this student;
  - 3.12.3. The instruction to expel the student is signed by the Rector;

- 3.12.4. The educational counsellor enters the instruction data in the student database, as well as makes the necessary entries in the personal file of the student.
- 3.12.5. The educational counsellor sends the student an email notice on expelling to the email address indicated in the student database.