Rulebook on the Criteria, Method, Conditions and Compensation Amount for Exercising Rights to Dormitory Room and Board, Student Loan, Scholarship and Transport Allowance

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*and 39/2015*

**I GENERAL PROVISION**

**Content**

**Article 1**

The present Rulebook shall regulate in more detail the criteria, method, conditions and compensation amount for exercising rights to room and board in high school student and university student dormitories (hereinafter: dormitory), student loan, scholarship for the highest ranking students, allowance related to suburban and intercity transport costs for students of private and public higher education institutions (hereinafter: higher education institutions).

**II DORMITORY ROOM AND BOARD**

**Right to Room and Board**

**Article 2**

 Students educated outside their place of residence, who have enrolled a semester of a relevant year of studies for the first time and have not changed their study programme, shall be entitled to dormitory room.

 Students of postgraduate master and doctoral studies who are unemployed and are educated outside their place of residence, and who have enrolled a semester of a relevant year of studies for the first time and have not changed their study programme, may also obtain the right to room at an economical cost, provided that upon the allotment of places to students referred to in paragraph 1 of the present Article there is still room available in dormitory.

 A student with special educational needs shall be entitled to room in compliance with law.

**Contest Announcement for Students’ Admission to Dormitory**

**Article 3**

 The procedure of admitting students to dormitory shall be carried out on the basis of a contest announced by the Ministry of Education (hereinafter: the Ministry), at least two months before the beginning of an academic year.

 The contest for students’ admission shall be announced in print media published in Montenegro and on the website of the Ministry, and shall include the following:

* name and location of a dormitory;
* number of available places proportionately to the number of students enrolled;
* terms and conditions for admission;
* list of documents required for admission, and
* other information.

**Documentation**

**Article 4**

 When applying for dormitory room and board, along with the application, a student shall submit the following documents:

* certificates on the completion of the third and fourth year of high school, in case of students of the first year;
* academic transcript from the preceding year of studies in case of students of the second, third, fourth, fifth and sixth year;
* “Luča” diploma awarded for excellent study performance;
* diploma on completed external matura exam, or vocational exam;
* confirmation on full-time enrolment to a study programme;
* confirmation of residency;
* identity card.

**Consideration of Subsequently Submitted Applications**

**Article 5**

 Applications submitted, due to valid reasons, after the expiry of the term defined by the contest announcement, together with the proof of impediment, shall also be considered if there is room available with regard to dormitory room.

 The commission in charge of dormitory allotment (hereinafter: the commission) shall decide whether the reasons referred to in paragraph 1 of the present Article are justified.

**Period of Moving in**

**Article 6**

The allotment of places and students’ moving into a dormitory shall be completed by October 15 of the ongoing year.

**Commission**

**Article 7**

The Commission referred to in article 5 hereof shall be appointed by the Governing Board of a dormitory.

The Commission shall have five members and shall be appointed for a period of one academic year.

The Commission shall be composed of representatives of student parliament, higher education institutions, dormitory employees and the Ministry.

In case a student is not satisfied with the Commission’s decision referred to the paragraph 1 of the present Article, he/she is entitled to lodge an objection to the Governing Board of the relevant dormitory, within three days from the day of publishing the dormitory allotment results on the website and notice board of the dormitory.

Decision of the Governing Board shall be final.

The report on the allotment of places shall be delivered to the Ministry.

**Criterion**

**Article 8**

In case the number of applicants is higher than the number of places available at a dormitory, the advantage shall be given to students with higher average grade in the preceding year of studies.

Within its accommodation capacities, a dormitory shall purposefully designate up to 5% of the capacity for accommodating students from the most vulnerable groups of society and social security beneficiaries in line with the social welfare regulations.

**Point System**

**Article 9**

With regard to students of the first year, the number of points shall be determined by dividing the sum of average grade in the third year of high school, average grade in the fourth year of high school and the grade in matura exam or vocational exam by 30 (correction factor). The quotient is multiplied by 100 and increased by 10 points in case of “Luča” diploma awarded for excellent results in all subjects (L1), or by 5 points in case of “Luča” diploma awarded for excellent results in all grades (L2).

|  |  |  |
| --- | --- | --- |
| BB= | *POIII + POIV + M* | x 100 + L1 + L2 |
| 30 |

(BB = number of points reduced to two decimal places, PO III = average grade in the third year of high school, RO IV = average grade in the fourth year of high school, M = grade in matura exam and L = points for “Luča” diploma)

With regard to students of the second and subsequent years, the number of points shall be determined by multiplying the performance index (IU) by correction factor 8 and increasing it by points related to the relevant year of studies:

BB=IU x 8 + GS

(BB = number of points reduced to two decimal places, IU = performance index based on the previous year of studies, 8 = correction factor, GS = year of study).

Number of points for the relevant year of study (GS):

* two points for the second year
* four points for the third year
* six points for the fourth year
* for students attending studies that last for more than four years, two points shall be added each year.

 A student is ranked according to the total number of points, and the ranking is conducted on the basis of documentation provided. When the same number of points is obtained by more students than it was planned to admit into a dormitory, the advantage for ranking up to the number planned to be admitted will be given to a student who:

* achieved a larger number of ECTS credits, and
* has a higher performance index.

 The rank list related to dormitory room for students of the first year of studies is prepared separately from the rank list for students of other years of studies.

**Point System Concerning Old-System Students**

**Article 10**

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**Informing**

**Article 11**

Students who acquired the right to dormitory room shall be informed over a notice board as well as the website of the dormitory.

Students’ moving in shall be carried out by the competent dormitory service.

**Documents Required for Dormitory Room**

**Article 12**

On the occasion of moving into a dormitory, students shall provide the following documents:

1. accommodation referral;
2. medical certificate issued by a competent health institution;
3. academic transcript (Index);
4. identity card and
5. mutual obligation agreement signed between students and dormitory management.

**Price of Dormitory Room and Board**

**Article 13**

The price of dormitory room and board shall include:

* costs of board;
* costs of accommodation and
* costs of ongoing dormitory maintenance.

**Establishing the Price**

**Article 14**

The price of dormitory room and board shall be established by the Governing Board with the approval of the Ministry.

**Right to Board**

**Article 15**

Higher education institutions’ students and postgraduate students of master and doctoral studies educated outside their place of residence, who have the status of a student, i.e. have enrolled into a semester of a relevant year of studies, may acquire the right to dormitory board if they are unemployed.

The request for acquiring rights referred to in paragraph 1 of the present Article shall be submitted to a dormitory.

Along with the request referred to in paragraph 1 of the present Article, a student shall submit a confirmation on enrolment in semester of the relevant year of studies and confirmation of residency.

**III STUDENT LOANS**

**Right to Student Loan**

**Article 16**

Students of higher education institutions who enrolled a semester of the relevant year for the first time and have not changed their study programme shall be entitled to student loan (hereinafter: the loan).

**Dormancy of Rights**

**Article 17**

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**Loan Contest Announcement**

**Article 18**

The Ministry shall announce the contest and determine the number of loan beneficiaries for the relevant academic year, at least one month before the beginning of an academic year.

The contest for granting student loans shall be announced in print media published in Montenegro and on the website of the Ministry, and shall include:

* conditions for acquiring the right to students loan;
* number of loan beneficiaries;
* deadline for submitting applications;
* list of documents required for granting loans, and
* other information.

**Documentation**

**Article 19**

Along with request, a student shall submit:

* verified transcript of certificate on the completed final year of high-school, in case of students of the first year;
* confirmation of faculty and academy enrolment in case of students of the first year;
* academic transcript;
* confirmation of studying;
* certificate of citizenship;
* bill of exchange including information of guarantors;
* confirmation in case a parent, or a guardian of student exercises the right to social security in line with the social welfare regulations.

**Criterion for Granting Loans**

**Article 20**

Performance accomplished in the previous year of studies shall be the criterion for granting loans. Students whose parents or guardians exercise the right to social security in line with the social welfare regulations shall be given advantage under equal conditions with regard to the performance.

**Rank List**

**Article 20a**

A proposed rank list of candidates shall be published on the website of the Ministry.

A candidate is entitled to lodge an objection with regard to the rank list within 8 days from the day of its publishing.

The Commission, appointed by the Minister, shall consider complaints and determine the final rank list which is to be published on the website of the Ministry.

**Loan Amount**

**Article 21**

The amount of loan shall depend on the performance index and the year of studies attended.

Loan shall be realised in monthly payments, not lower than the amount of a students’ dormitory room and board allowance increased by 25%.

Decision on the loan amount referred to in paragraph 2 of the present Article shall be rendered by the Minister for each study year.

**Period of Loan**

**Article 22**

 Loan shall be granted for the period of one academic year. The loan shall be disbursed in ten monthly instalments.

**Forfeiture of Right to Loan**

**Article 23**

 Students who acquire the right to loan on the basis of forged information in their academic transcript shall be denied the payments and shall permanently forfeit their right to loan.

**Loan Agreement**

**Article 24**

 A student who has been granted loan shall conclude a written agreement in the form defined by the Ministry. The agreement shall include:

* parties;
* subject;
* period of loan;
* commitments of the parties;
* penalties in case of default and
* jurisdiction in case of a dispute.

**Loan Repayment**

**Article 25**

 A loan beneficiary shall repay the loan provided, in compliance with conditions laid down by the agreement.

 A loan beneficiary shall start repaying the loan within one year from the date the completion of studies was due in line with the relevant higher education institution’s Statute.

 A loan beneficiary that discontinues the studies shall begin repaying the loan amount received within one year from the date of terminating the full-time studies.

**Loan Deferment**

**Article 26**

 Loan repayment may be deferred for maximum 18 months from the date of completion of studies, so that the final loan repayment deadline cannot exceed the time twice as long as the period of loan usage.

**Conditions for Loan Remission and Loan Write-off**

**Article 27**

A student who completes the studies within the timeframe defined by a higher education institution’s Statute as a period necessary for completion of full-time study programme, with the average grade ranging from 9.00 to 10, shall be granted full loan remission.

 A student who completes the studies within the timeframe defined by a higher education institution’s Statute as a period necessary for completion of full-time study programme, with average grade ranging from 8.00 to 9.00, shall be granted 80% remission.

 A student who completes the studies within the timeframe defined by a higher education institution’s Statute as a period necessary for completion of a full-time study programme, with the average grade ranging from 7.00 to 8.00, shall be granted 60% loan remission.

**Request for Loan Remission**

**Article 28**

 Loan remission shall be carried out upon a personal request submitted by a user within six months from the day the completion of studies was due in line with a higher education institution’s Statute. Along with the loan remission request, the student shall submit the evidence on:

* date of enrolment into the study programme,
* date of completion of studies,
* average grade attained during the studies.

**Loan Write-off**

**Article 29**

 In case of a loan beneficiary’s death or incapacity to continue education during the course of studies or the period of loan commitments, the loan shall be written-off.

**Request for Loan Write-off**

**Article 30**

 In case of loan beneficiary’s death, the loan shall be written-off on the basis of death certificate, provided by the interested party.

 In case of incapacity to continue education due to permanent disability, the loan shall be written-off upon personal request, i.e. upon the request of a parent or a guardian. Along with the request, medical certificate shall be submitted.

**Decision on Loan Remission**

**Article 31**

 Decision on loan remission and loan write-off shall be rendered by the Minister.

**IV STUDENT SCHOLARSHIPS**

**Right to Scholarship**

**Article 32**

 Students entitled to scholarship shall be those who:

* rank the highest among students on the second and the succeeding years of studies,
* enrolled a semester of an academic year for the first time,
* did not lose a single year during the studies,
* passed all exams from previous years of studies in line with curriculum of a higher education institution they attend, accomplishing the performance index of at least 9.00.

In addition to the conditions referred to in paragraph 1 of the present Article, students showing particular scientific or artistic inclinations and winning awards at international and national competitions shall be considered as the highest ranking students.

**Scholarship Character**

**Article 33**

 Scholarship for the highest ranking students shall be awarded without the repayment commitment.

 Scholarship shall be awarded on the basis of the contest announced by the Ministry at least one month before the beginning of an academic year.

 Scholarship shall not be awarded to student loan beneficiaries.

**Contest Announcement**

 **Article 34**

Scholarship contest announcement shall include:

* number of scholarships,
* scholarships awarding conditions,
* list of required documents,
* deadline for submitting documentation and
* other information.

**Evidence**

**Article 35**

Performance of a student shall be proved by a certificate issued by a higher education institution at which the student completed the relevant year of study.

Competition awards shall be proved by diplomas or honourable mentions issued by competition organisers.

**Criteria**

**Article 36**

The order of awarding scholarships shall be determined on the basis of the following criteria:

* performance achieved in the previous year of studies,
* awards won at national and international competitions.

**Criteria Valuation**

**Article 37**

Scholarship awarding criteria shall be valued in the following manner:

|  |  |
| --- | --- |
| * average grade of 10
 | 20 points |
| * average grade from 9.50 to 10
 | 18 points |
| * average grade from 9.00 to 9.50
 | 14 points |
| * first place won at an international competition
 | 10 points |
| * first place won at a national competition
 | 8 points |
| * second place won at an international competition
 | 8 points |
| * second place won at a national competition
 | 6 points |
| * third place won at an international competition
 | 6 points |
| * third place won at a national competition
 | 3 points |

**Decision on the Award and Termination of Scholarships**

**Article 38**

 A decision on the award and termination of scholarships shall be passed by a Commission appointed by the Minister. On the occasion of awarding scholarships the Commission shall consider the study programmes’ level of presence and shall determine the number of scholarships to be awarded to students of higher education institutions for natural or social sciences.

 In case a student is not satisfied with the commission’s decision referred to the paragraph 1 of the present Article, he/she is entitled to lodge an objection to the Minister, within eight days from publishing the proposed rank list of students on the website of the Ministry.

 The decision of the Minister shall be final.

**Forfeiture of Rights**

**Article 39**

 During the schooling, a student may forfeit right to scholarship due to:

* arbitrary change of study programme;
* failure to achieve the relevant results in the preceding year on the basis of which they acquired the right to scholarship.

**Scholarship Disbursement**

**Article 40**

 Scholarship shall be disbursed in ten equal monthly instalments, without repayment commitment.

 Scholarship shall not be disbursed for the months of July and August.

**V RIGHT TO TRANSPORT ALLOWANCE**

**Acquiring Rights**

**Article 41**

 The right to transport allowance concerning the costs of suburban and intercity transport may be acquired by a student who:

 - travels every day five or more kilometres en route from their place of residence to higher education institution,

 - enrolled a semester of a relevant year of studies for the first time and has not changed the study programme, and

 - is not entitled to dormitory room and board.

**Amount of Transport Allowance**

**Article 42**

 Students shall be entitled to transport allowance amounting to 20% of the ticket price.

 Students referred to in Article 41 hereof, whose parents or guardians exercise the right to social security in line with the social welfare regulations, shall be entitled to transport allowance amounting to 50% of ticket price.

**Transport Agreement**

**Article 43**

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**Instructions**

**Article 44**

 The procedure of exercising rights to transport allowance shall be defined by an act of the Ministry.

**VI TRANSITIONAL AND FINAL PROVISIONS**

**Repeal**

**Article 45**

 Rulebook on the Conditions of Using Funds Intended for Student Standard (Official Gazette of the Republic of Montenegro 25/90) and Rulebook on the Conditions of Awarding Scholarships to Talented High School and University Students in Socialist Republic of Montenegro (Official Gazette of the Republic of Montenegro 20/89) shall be repealed on the day of entry into force of the present Rulebook.

**Entry into Force**

**Article 46**

 The present Rulebook shall enter into force on the eighth day following that of its publication in the Official Gazette of Montenegro.