

Pursuant to the Article 27 of the Statute of the Euro-Mediterranean University, the President of the Euro-Mediterranean University adopted the following:

## **RULES OF THE SCHOLARSHIP FUND OF THE EURO-MEDITERRANEAN UNIVERSITY EMUNI**

### **Introductory provisions**

#### **Article 1 (Content of the rules)**

These Rules define the operating rules of the Scholarship Fund of the Euro-mediterranean University EMUNI (hereinafter: the fund), the modalities (methods and procedures), conditions and criteria for inclusion in the scholarship programme of the fund and the fund management bodies.

#### **Article 2 (Purpose and legal nature of the fund)**

The fund manages dedicated assets contributed to by the donors.

The fund aims to help EMUNI students pursue their educational goals and to provide opportunities for their employment upon completion of their studies.

The fund acquires funding to fulfil its purpose from legal entities, individuals and other sources. The fund is not a legal entity, but the sum of the funds collected on a dedicated bank account of the Euro-Mediterranean University EMUNI (hereinafter: EMUNI). The dedicated bank account will be opened by EMUNI and will be used exclusively for the receipt of donations and the payment of scholarships from the Fund. The fund's owner is the EMUNI as it is the holder of this fund. For liabilities arising in connection with the realization of the purpose of the fund, the EMUNI shall be held liable for the fund's dedicated assets.

The rules of responsibility for liabilities concerning commitments entered into by the fund partners, students as scholarship holders and the EMUNI as the fund's holder are judged according to the contracts signed between these entities or in accordance with the binding legal rules.

#### **Article 3 (Definition of terms)**

The terms used in these Rules have the following meanings:

- a) the Donors are legal entities, individuals or foundations that have committed to contribute dedicated funds into the fund,
- b) the Fund holder is the EMUNI,
- c) the Fund partners are legal entities that have signed an agreement with the EMUNI to contribute funds for five consecutive academic year in the amount of at least 1 full scholarship per year,
- d) a Scholarship holder is an EMUNI student who has signed a scholarship contract under these Rules,
- e) the Donors' record is a list of donors who contribute dedicated funds for scholarships, managed accordingly to the Article 23,
- f) the Record of scholarship holders is a list of candidates who were included in the fund according to the criteria defined by these Rules and with whom the scholarship contract was signed,



g) the Administrative Board of the Scholarship Fund of the EMUNI (hereinafter: the Administrative Board) is the body of the fund that determines its policy and exercises control over the management and usage of funds,

h) the Trustee of the Fund is the EMUNI secretariat, which performs operational tasks under these Rules,

i) a Scholarship from the scholarship fund of the EMUNI is a scholarship which is implemented under these Rules,

j) a Student is each student enrolled in an accredited EMUNI study programme,

k) a Candidate for scholarship (hereinafter candidate) is a candidate who, in the academic year when the public call for inclusion into the Fund was published, applied for enrolment or enrolled in the EMUNI study programmes.

### **Rights and obligations of fund holder, donors and scholarship holders**

#### **Article 4 (Basic responsibilities of the EMUNI)**

The EMUNI as holder of the fund is obliged to take all necessary actions and to carry out all necessary procedures related to granting scholarships.

The basic responsibilities of the EMUNI under these Rules are:

- a) to obtain funds from donors,
- b) to manage the fund's assets together with the representatives of donors and fund's partners,
- c) to be responsible for the performance of the bodies set out in these Rules and the provision of needed professional and administrative support,
- d) to be responsible for the implementation of these Rules and supervision of its implementation,
- e) to monitor the implementation of scholarship contracts and be responsible for the necessary procedures for granting scholarships under these Rules,
- f) to propose the adoption of the necessary legal acts for the functioning of the Fund,
- g) to receive and make payments in connection with the fund, through a special sub-account,
- h) to cover all administrative and other costs related to the operation of the fund.



Article 5  
(Fundamental rights and responsibilities of the donors)

Fundamental rights of the donors under these Rules are:

- cooperation through representative in the Administrative Board,
- to request information on the operations of the Fund,
- to address to the authorities defined under these Rules complaints, initiatives and other applications,
- to propose amendments to these Rules,
- be promoted at EMUNI events and in EMUNI publications as agreed in the donation agreement.

Fundamental responsibilities of the donors under these Rules are:

- contribution of funds in accordance with Slovene and international law through the dedicated application on the EMUNI web site,
- accurately provide needed data in case the donation agreement is signed.

Article 6  
(Fundamental rights and responsibilities of the fund's partners)

Fundamental rights of the fund partners under these Rules are:

- to sign scholarship contracts under these Rules, in proportion to the amount of funds contributed to the fund,
- the right to access information in the records of the candidates involved and to select the students with whom the scholarship contract will be signed,
- in the process of selecting scholarship holders, to invite candidates included in the record for interviews.
- cooperation through representative in the Administrative Board,
- to request information on the operations of the Fund,
- to address to the authorities under these Rules complaints, initiatives and other applications,
- to propose amendments to these Rules,
- regular reporting of any changes of data required in the process of inclusion in the fund programme,

Fundamental responsibilities of the fund partners under these Rules are:

- to contribute funds for five consecutive academic year in the amount of at least 1 full scholarship per year,
- ensure the fulfilment of the contribution contract with the Fund and the scholarship contract under these Rules.

Article 7  
(Fundamental rights and responsibilities of scholarship holders)

The fundamental rights of the scholarship holders under these Rules are:

- receiving and using a scholarship in the amount and in the manner determined in the scholarship contract,
- termination of participation in the Fund for justified reasons in cases where a scholarship agreement has not yet been signed,
- termination of the scholarship contract for reasons determined by scholarship contract,
- addressing to the authorities defined under these Rules complaints, initiatives and other

applications.

The basic responsibilities of the scholarship holders under these Rules are:

- careful, regular and correct fulfilment of the obligations assumed by applying to the public call or by the scholarship contract under these Rules,
- accurate and truthful communication of all data required by these Rules and changes to such data,
- Adhering to all obligations stipulated in these Rules. In case of any breach of these obligations, sanctions will be applied in accordance with the terms of the contract..

### **Conditions for inclusion in the fund**

#### **Article 8 (Involvement of the fund's partners )**

Included in the fund programme are those partners who:

- are not in insolvency or compulsory liquidation proceedings as provided for in the Financial Operation Act,
- can ensure the payment of scholarships in accordance with accepted commitments to the fund.

#### **Article 9 (Inclusion of candidates for scholarship in the fund)**

Candidates must express their interest in joining the Fund by applying to the public call.

The fund programme includes:

- candidates who have applied for enrolment in the 1<sup>st</sup> year of any EMUNI study programme, when their overall average study grade at the previous level is at least 8,00 on the grade scale from 1 to 10;
- students enrolled in the EMUNI study programmes, but not students who extended their status, whose average grade is at least 8,00 on the grade scale from 1 to 10.

The Table for the conversion of grades is published on the website of EMUNI.

Not eligible for inclusion in the programme of the Fund are candidates who:

- are employed or self-employed,
- have the status of manager of a company or are directors of a private institution,
- are recipients of other fellowships,

#### **Article 9.a (conditional inclusion of candidates for scholarship in the fund)**

Candidates can be also conditionally included into the Fund. The interest for the conditional inclusion into the fund can be expressed by applying to the public call.

Conditional inclusion of candidates for scholarship into the Fund means, that candidates are included in the fund under a suspensive condition, which is fulfilled when candidates complete the application with proof of successfully completed prior studies, by the date specified in the public call for inclusion scholarship candidates in the Fund but not later than 10<sup>th</sup> of September

The fund programme conditionally includes:

- candidates who have applied for enrolment in the 1st year of an EMUNI study programme and did not complete all the obligations at the previous level of study, but their current average grade is higher than 8,50.



## Type of scholarships and evaluation criteria

### Article 10 (type of scholarships)

The following types of scholarships will be available through EMUNI fund:

- Merit-based scholarships: Scholarships are awarded primarily on the basis of academic merit.
- Need-based scholarships: Scholarships are awarded on the basis of academic merit and the social status of the applicant.
- Scholarships for talented athletes: Scholarships are awarded on the basis of academic merit and attainment of top sport results.
- EKIC scholarships: Scholarships are awarded to the candidates who have completed their previous studies at the university where the Euro-Mediterranean University Knowledge and Innovation Centre (EKIC) is established.
- Scholarships for candidates with recognised refugee status: Scholarships are awarded to the candidates with recognised refugee status in Slovenia.

The scholarships are divided into full and partial scholarship. The full scholarship covers the full tuition fee up to 5.000 Euros and includes a living allowance, which is set each year by the Administrative Board. A living allowance is paid monthly. Partial scholarship covers half of the tuition fee up to 2.500 Euros.

The Administrative Board determines annually the number of full and partial scholarships to be awarded under each type of scholarship in accordance with the amount of funds available.

### Article 11 (Evaluation criteria for scholarship candidates)

The Administrative Board decides on inclusion in the fund on the basis of the total number of points achieved in the following categories: academic results (average grade) and the category of additional competences in the field of language skills, arts, extra-curricular activities and international experience. The scholarships for talented athletes, in addition to the above two categories, include a category of top sporting achievement. The need-based scholarships, in addition to the above two categories, include the candidate's social situation category.

These categories are assessed as shown in the table below.

Category	Number of points	Methodology or evaluator
Average grade	60	$y = 60 \times \left(\frac{x}{10}\right)^2$ $y = 40 \times \left(\frac{x}{10}\right)^2$ Where : x ... average grade of the candidate.
In case of Need-based scholarships and Scholarships for talented athletes:	40	



Additional competences: language skills, arts, extra-curricular activities and international experience.  In case of PhD students, it includes also: additional academic qualifications, Contribution-interest-originality of the research	40  In case of Need-based scholarships and Scholarships for talented athletes: 20	The Commission evaluates individual certificates according to the content, duration and importance of the evidence.
In case of Need-based scholarships: - Social status of the applicant	40	The Commission evaluates individual social status based on the family income for the last 3 years.
In case of Scholarships for talented athletes: - top sport results attained	40	The Commission evaluates individual results based on international, regional or national relevance of the results.
Total points	100	

The Commission for evaluation of additional competences, social status and top sport results (hereinafter commission) is appointed by the EMUNI president. Commission consists of five members, namely:

- academic representative of the EMUNI elected in the habilitation title in the field of languages,
- representative of the EMUNI, who is active in the international field,
- representative of the EMUNI, whose is active in quality assurance and extra-curricular activities,
- representative of the students, who is proposed by Student Council of the EMUNI,
- representative of the Trustee of the Fund.

When candidates apply, they must submit adequate written evidence that is evaluated by the commission.

When evaluating additional competences, the Commission takes into consideration the candidate's portfolio (collection of all evidence) holistically.

When evaluating foreign language skills, only certificates of foreign language skills issued by an accredited institution are taken into consideration. In evaluating foreign language skills, the methodology of the level according to the Common European Framework for language learning is taken into consideration (levels from A2 onward are graded). In the event that the Commission decides that proof of language proficiency is not comparable with the established scales (points, grades), the Commission can check the candidate's knowledge and grade it.

Artistic work is judged on the basis of the prizes and awards received.



For extra-curricular activities and international experiences, the evidence from the past three years is taken into consideration.

For active cooperation in the field of international experiences, participation in international summer schools and workshops, studying abroad and participation in the organization of international events is taken into consideration.

The contribution, interest and originality of the PhD research will be evaluated on the basis of the written opinion of the proposed supervisor.

Applicants' social status is assessed on the basis of an official statement of family income for the last three years.

Sporting results are assessed on the basis of appropriate proof of athlete status (valid proof of prospect or elite athlete status registered with a national or foreign sports federation) and a list of major sporting achievements, classified into international, regional and national results. The Commission will draw up a list of all the candidates, the number of points obtained in each category, a description of the score and a proposal for the type of scholarship.

#### **Procedure for inclusion in the Fund**

##### Article 12

(Public call to include the fund's partners)

The trustee of the fund makes a public call to EMUNI network members and employers' organisations for inclusion in the fund.

The public call is expected to be published in February of the current year for the upcoming academic year, either on the EMUNI website or through another accessible methods such as student email newsletters, official social media channels, that ensures easy accessibility and visibility for students. .

##### Article 13

(Application for partner involvement in the Fund)

Partners of the fund express their interest in incorporating into the Fund by means of an application stating:

- the number of scholarships they intend to contribute to the Fund over the next five academic years,
- are not in insolvency or compulsory liquidation proceedings as provided for in the Financial Operation Act,

Partners can express their interest in being included in the Fund by applying to the public call or by submitting the application for inclusion in the fund (hereinafter: the application) through the EMUNI web site.

The trustee of the fund keeps the record of the partners of the fund.

##### Article 14

(Contribution contract)

With the contribution contract signed by the fund partner and EMUNI by the end of September at the latest, mutual rights and obligations are established.

By means of the contribution contract, the partner undertakes to contribute to the fund a certain amount of funding, on the basis of which the partner acquires the right to sign a scholarship contract and the right to cooperate through representative in the Administrative Board.

Article 15  
(Public call to include candidates for scholarship in the Fund)

The trustee of the fund issues a public call to include candidates for scholarship.

The public call is published no later than in February of the current year for the upcoming academic year in the English language.

The public call is published on the web pages of the EMUNI or in another suitable way.

Article 16  
(Application for the inclusion of candidates for the scholarship in the Fund)

Candidates express their interest in joining the Fund with an application.

The application **must** be accompanied by the following supporting documents:

- the candidate's consent to the publication of data under these Rules in the record of selected students,
- a statement by the candidate that he/she is not employed or self-employed,
- a statement by the candidate that he/she does not have the status of a company manager or that he is not the director of a private institution,
- a statement by the candidate that he/she is not the recipient of any other fellowships,
- a diploma with a diploma supplement or other official document certifying the level of education completed and the grades obtained,
- CV and motivational letter,
- In the case of sports achievements, adequate evidence of the status of the athlete (valid proof of status as a prospective or top athlete, registered in the national or foreign sports federation)
- The official statement of the family income over the last three-year period,
- Certificate of recognised refugee status, if the applicant has obtained such status.

If the candidate wishes to be assessed on the additional points from the field of foreign languages skills, arts, extra-curricular activities, international experience or research relevance in case of the PhD programme, he must enclose relevant evidence.

Article 17  
(Opening of applications)

Applications for inclusion in the Fund are opened by the Trustee of the Fund.

The opening of applications can be done by opening the received applications in real time or by opening all applications after the expiry of each application deadline. The opening of all applications must be completed no later than 15 days after each submission deadline.

The exact procedure for the opening of applications in accordance with the previous paragraph shall be defined in the public call.





The Trustee of the Fund keeps minutes of the opening of applications. The minutes include:

- address, place and time of opening of each application received,
- subject of the public call,
- names and signatures of those present at the opening,
- names of the employers' organisations or candidates who submitted the application,
- the order of opening of applications, and determination of the completeness of the applications with the indication of those partners of the fund and candidates whose applications are not complete.

The trustee of the fund prepares a brief report on its work, together with the minutes of the opening and the complete applications and sends it for information to the president of the Administrative Board.

### **Selection of the best candidates for scholarship**

#### Article 18

(Selection of the candidates for scholarship)

On the basis of the candidate applications received and using the conditions and the criteria for inclusion in the fund, the trustee of the fund draws EMUNI the record of the included candidates and conditionally included, which is submitted for adoption by the Administrative Board. At the same time, the trustee of the fund prepares proposals for rejection of those candidates who do not meet these conditions or criteria.

A candidate cannot have the right of inclusion in the fund if he previously acquired the right to join the fund but did not fulfil the obligations and was therefore excluded from the fund, or if his scholarship contract was terminated.

#### Article 19

(Notice of inclusion in the fund)

The trustee of the fund prepares decision proposals for those employers and candidates who were included in the fund and informs them about the decision.

### **Records of donors, partners of the fund, included candidates and scholarship holders**

#### Article 20

(Record of donors)

The record of donors contains the following information:

- name and address,
- transaction account number,
- tax identification number,
- date and amount of the donation.

#### Article 21

(Record of the partners of the fund)

The record of the partners of the fund contains the following information:

- name, registered office and address,
- transaction account number,
- tax identification number,
- data on the signed contribution contract,



- data on the signed scholarship contracts.

#### Article 22

(Record of included candidates and scholarship holders in the Fund)

The record of included candidates and scholarship holders contains the following information:

- name and surname and address of permanent or temporary residence,
- tax identification number (applies to scholarship holder) and personal identification number,
- date of inclusion in the record and the reference number of the decision of the Administrative Board of the Fund on inclusion,
- number of points achieved on the basis of the criteria referred to in Article 10 of these Rules,
- transaction account number (applies to scholarship holder),
- study programme and the faculty member institution where the student is enrolled,
- year of education,
- amount of the scholarship (applies to scholarship holder),
- partner with whom the scholarship contract is signed (applies to scholarship holder),
- possible early termination of the scholarship relationship (applies to scholarship holder).

#### Article 23

(Data protection)

The data is processed and protected in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation; GDPR), and the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, no. 163/22; ZVOP-2)

Personal data related to the scholarship fund will be retained for a period of 5 years after the end of the scholarship award period, in accordance with our retention policy and applicable legal requirements.

#### Article 24

(Fund report)

The Trustee of the fund prepares a report in the last trimester of the calendar year on the operation of the fund, which must include:

- the record of scholarship holders,
- the record of donors,
- the record of the partners of the fund,
- the amount of the annual scholarship per student,
- the average academic achievements of the scholarship holders in the previous academic year
- possible suggestions for improvement of the fund's operations.



Article 25  
(Duties of the trustee of the fund)

The trustee of the fund arranges meetings between candidates and partners of the fund, mediates in concluding a contract, assists candidates in this process and other tasks.

Article 26  
(Scholarship contract)

The mutual rights and obligations are determined under the scholarship contract, which is signed by EMUNI and the scholarship holder in the case of a bi-lateral agreement, and by EMUNI, the partner of the fund and the scholarship holder in the case of a tri-partite agreement.

At the initiative of the partner or the holder of the fund, and with the student's consent, an annex to the scholarship contract can be signed for a new academic year with the same student. In this case, the student must have an average grade at least 8.50.

After the completion of the studies, the Fund's partner may offer the scholarship holder a suitable employment within the time limit set in the scholarship agreement.

By signing the scholarship agreement, the scholarship holder is obliged that if the partner of the fund offers him/her a job, he/she will be employed by the partner of the fund after the completion of his/her studies for at least the duration of the scholarship.

The scholarship contract is prepared in English.

**Fund management bodies**

Article 27  
(Administrative board)

The fund is managed by the Administrative Board. The Administrative Board:

- determines the number of full and partial scholarships to be offered in the academic year separately for each type of scholarship,
- determines the living allowance for full scholarship,
- considers and adopts an annual report on the operation of the Fund,
- appoints a supervisory commission if needed,
- proposes the adoption of changes and amendments to the Rules of the fund,
- provides guidelines for the operation of the fund,
- perform other tasks under Rules of the fund.

The Administrative board is composed of EMUNI president, representative of the EMUNI management board, representative of donors, representative of partners of the fund, and representative of the EMUNI staff. The EMUNI president presides over the Administrative Board.

Every two years, the EMUNI president appoints representatives of the donors and partners of the fund to the Administrative Board, taking into consideration their amount of contribution to the Fund.

Article 28  
(Supervisory Commission)

The Supervisory Commission is the commission of the Administrative Board, appointed by the

Administrative Board if necessary or on the basis of a reasonable suspicion of irregularities in the operations and management of the funding.

The responsibilities of the Supervisory Commission are:

- supervision of operations and management of the fund assets.

The Supervisory Commission consists of 3 members, namely:

- one member proposed by donors and partners of the fund,
- one member proposed by EMUNI management board,
- one member proposed by EMUNI.

Membership in the commission is incompatible with membership in the Administrative Board or EMUNI Management Board. Membership in the commission is an honorary function.

The Supervisory Commission's work is chaired by the commission's president, who is selected by the members of the commission.

#### Article 29 (Trustee of the Fund)

The trustee of the fund performs operational tasks related to the functioning of the fund and is required to provide effective and high-quality information to investors, candidates and students about the possibilities of joining the fund.

The trustee's tasks are also:

- opening a public call for inclusion in the fund and preparing all necessary forms,
- collecting applications,
- preparing proposals and materials for decision making at the bodies of the fund,
- preparing the proposal of the Fund's annual report,
- keeping records,
- transmitting data,
- mediating in the organization of interviews between partners and candidates for a scholarship,
- monitoring the implementation of scholarship contracts and informing the Administrative Board,
- proposing to take a decision in cases where the scholarship holder or investor of the fund does not fulfil the obligations.

The operational tasks of the trustee of the fund are carried out by the secretariat of EMUNI.

#### Article 30 (Appeal Process for Non-Selected Candidates)

Candidates who are not selected for the EMUNI Scholarship Fund have the right to appeal against the decision if they consider it unfair.

Appeals may be made on the basis of procedural error, perceived bias, or if new information or evidence relevant to the application becomes available.

The appeal must be filed within 30 days of the date of notification of the selection decision.

The appeal must be submitted in writing, either electronically or in hard copy, to the designated Appeals Officer.



The appeal must include the candidate's name, contact information, the reasons for the appeal, and supporting documentation or evidence.

Upon receipt of the appeal, an acknowledgement of receipt will be sent to the candidate within 7 days.

An independent review commission, made up of members who were not involved in the original selection process, will be convened to assess the complaint.

The review commission will assess the grounds for the complaint, review all documentation submitted and may request additional information or clarification from the applicant.

The review commission will strive to reach a decision within 30 days of receipt of the complaint.

The candidate will be informed in writing of the committee's decision and the reasons for the decision. The decision of the review commission is final and binding.

If the appeal is upheld, the candidate's application will be reconsidered in light of the committee's findings. If the appeal is rejected, the candidate may receive feedback to help them improve their future applications.

### **Transitional and final provision**

#### Article 31 (Changes to rules)

Modifications and amendments to these Rules shall be made in accordance with the same procedure as these Rules are adopted.

#### Article 32 (Enforcement of these Rules)

These Rules shall enter into force on the day following adoption by the president of EMUNI.

Prof. Dr. Rado Bohinc,  
president of the Euro-mediterranean  
University EMUNI



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