**RULES ON ENROLMENT OF STUDENTS IN CASE OF FAILED EXAMS FROM**

**A PREVIOUS YEAR AT THE FACULTY OF ECONOMICS**

**AND BUSINESS ADMINISTRATION**

**The accompanying rules were adopted by virtue of resolution of the Faculty Council at the Faculty of Economics and Business Administration, Minutes No 7/25 May 2021**

In accordance with art. 164 of the Rules on the Organisation and Functioning of SU "Kliment Ohridski" the Faculty Council has set out the terms and conditions under which a student with failed exams from the previous year may be enrolled in the next course. These terms and conditions at the Faculty of Economics and Business Administration include:

* A student who has failed his/her exams in certain subjects during the first and second session may be enrolled in the next course if they have no more than three exams.
* In case of four and more exams which are not passed, the student files a request explaining the reasons to the Dean of the Faculty of Economics and Business Administration by enclosing documents certifying the impossibility to pass the exams. The Dean has the discretion to approve the student's request.
* The BA and MA responsible officers inform the student as to the Dean's decision and follow up whether the student has passed these exams by the end of the academic year in which the student was enrolled.
* When the student has not passed the exams of which he/she was granted permission by the Dean to be enrolled conditionally, the student does not have the right to submit a request to be enrolled in the next academic year with possibility to pass these exams by one more year. The BA and MA responsible officers check and reject such requests directly.
* No conditional enrolment is allowed for fourth year students who have failed exams from the first year.