



INTERNATIONAL UNIVERSITY OF SARAJEVO

SELF-EVALUATION REPORT



Sarajevo, July 2011.



INTERNATIONAL UNIVERSITY OF SARAJEVO

SELF-EVALUATION REPORT



No: IUS-SENAT-11-1067/2011

Rector: Prof. Dr. Hilmi Ünlü

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A list of signs, abbreviations and symbols

IUS – International University of Sarajevo

FBA – Faculty of Business and Administration

FASS – Faculty of Arts and Social Sciences

FENS – Faculty of Engineering and Natural Sciences

SE – Self-evaluation

SER – Self-evaluation Report

SP – Study Programme

ECTS – European Credit Transfer System

HE – Higher Education

HEI – Higher Education Institution

HEA – Agency for Development of Higher Education and Quality Assurance

MLS – Management/Leadership Studies

ECO – Economics

AC – Committee for Preparation and Writing of Self-evaluation Report

ATT – Accreditation Task Team

IR – International Relations

VACD – Visual Arts and Communication Design

SPS – Social and Political Sciences

EQF – European Qualifications Framework

ESG – Standards and Guidelines for Quality Assurance in the European Higher Education Area

ME – Micro Electronics

IE – Industrial Engineering

QA – Quality Assurance

IT – Information Technology

CS – Computer Sciences and Engineering

BIO – Biological Sciences and Bioengineering

YOK – The Council of Higher Education (in Turkey)

ELS – English Language School

LLL – Lifelong learning

ERP – Enterprise Resource Planning

MIS – Management Information Systems

SEDEF – Foundation for Education Development Sarajevo

ENIC – European Network of Information Centers

SCHC – Social, Cultural and Health Center

PhD – Doctor of Philosophy

EQF – European Qualifications Framework

Table 1 (basic information)

Name of the institution of higher education	International University of Sarajevo (IUS)
Address	Hrasnička cesta 15, 71210 Ilidža Sarajevo
Contact telephone and facsimile numbers	Tel.: 033 957 100, 957 101, 957 102 Fax: 033 957 105
e-mail	info@ius.edu.ba
Web-address	http://www.ius.edu.ba
The person in charge of self-evaluation reports	Prof. Dr. Hilmi Ünlü, Rector of IUS
Contact details of the person in charge	rector@ius.edu.ba +387 (0)33 957 100

1. INTRODUCTION

1.1. History and organisation of the higher education institution

IUS is an institution founded by the Foundation for Development of Education Sarajevo (hereinafter: Founder) and situated in Sarajevo, in Hrasnička cesta 15.

In accordance with the decision by the Ministry of Education and Science of the Sarajevo Canton (hereinafter: Ministry), number 11-38-3509 dated 16. 03. 2003, it has been established that conditions stipulated by law for establishment of International University of Sarajevo as an institution have been met, and that the founder of International University of Sarajevo is the Foundation for Development of Education Sarajevo.

Pursuant to the decision by the Sarajevo Canton Government, number 02-05-10404-10/03 dated 18.06.2003, published in the "Official Gazette of the Sarajevo Canton" issue 14/03 from 19.06.2003, the approval has been given to the Foundation for Development of Education Sarajevo for establishment of International University of Sarajevo as the institution.

Ministry's decision number 11-01-38 dated 23.6.2004, on the conditions for commencement of operations of International University of Sarajevo as the institution established that all stipulated conditions for commencement of operations had been met in the 2004/2005 academic year.

Its founders are affirmed scholars, entrepreneurs and enthusiasts. It is the first registered private university in Canton Sarajevo. Since its inception, the IUS apply the standards of the Bologna process following the Law on Higher Education of Canton Sarajevo (Official Gazette of the Sarajevo Canton issue 43/08 and 22/10) and Law on Higher Education in Bosnia and Herzegovina (Official Gazette of BiH, issue 59/07).

It has been recognized by many Universities around the world through agreements of cooperation¹ and by the ENIC Network² (European Network of National Information Centers on academic recognition and mobility) established by the Council of Europe and UNESCO.

¹ International University of Sarajevo signed cooperation agreements with 20 Universities. For update please visit <http://www.ius.edu.ba/academiccooperation>

During last five years, IUS has passed through very intensive period reshaping its mission and vision, enlarging student and human (academic and administrative) resources working on constant improvements for better quality education at IUS.

During 2004- 2006 IUS had approximately 120 students where majority of student were financially supported by the Founders. There are three faculties namely: Faculty of Arts and Social Sciences, Faculty of Business and Administration and Faculty of Engineering and Natural Sciences. From its very beginning University enabled students who are not native English speakers to learn English language through English Language School.

Following its vision and mission University started to provide scholarship to International gifted and talented students and to enrich its environment by international academics and students population from different countries. In addition, IUS followed social inclusion and provided needy but gifted students such as students from Indonesia (those students who lost their parents and relatives in Tsunami and earthquakes in Indonesia) covering all fees (from tuition, accommodation, monthly allowance, books). Currently there are students from 22 countries and international academics from 17 countries that truly represent International University of Sarajevo.

In 2011 International University of Sarajevo started to build Sarajevo Research Center (an area of 1300 meters square), a modern university research center where researchers, professors and students will transform theoretical knowledge into practical work fulfilling international standards for modern university and fully integrate education, knowledge, academics and students. Sarajevo Research Centre will consist of laboratories equipped with the latest technologies for: bioengineering, genetics, chemistry, physics, mechatronics and electronics, and computer sciences. The equipment has been ordered, procurement contracts signed and delivery is expected by September 2011.

Until the end of 2006 IUS did not have departments within administration. It was very small in number and IUS operated within legal adviser, finance manager, deputy HR manager, and deputy IT manager etc. During 2007 IUS transformed and started to enrich its human resources and establish departments such as: legal, finance, library, HR, IT department. In academic year 2009/2010

² <http://www.enic-naric.net/index.aspx?c=Bosnia%20and%20Herzegovina> and http://cip.gov.ba/index.php?option=com_content&view=article&id=66&Itemid=76&lang=en

Student affairs split into two departments: Student affairs and SCHC department only engaged with new foreign students.

1.2. Joining in of the higher education institution to the Bologna Process and achieving the goals of the Bologna Process

From the very beginning of its operation, IUS has applied the bologna principles of studies. It is rather young institution and had the opportunity to start with everything in a proper way.

IUS has been using, since the establishment of the University, European Credit Transfer and Accumulation System (ECTS) in all study programmes, as one of the earliest adopters of ECTS system in BiH. Students are awarded ECTS Credits and Grades upon successful completion of study subjects and program in general.

IUS implements three cycles of studies. The first cycle lasts for four years and IUS graduates are, upon completion, awarded 240 ECTS credits. There are several types of courses: university, faculty, required, area electives, IUS electives and final thesis/project. All lectures are held in English and all official communication is in English as well. This fact enables better student and staff mobility at IUS for foreign students and thus becomes one of few in BiH that can offer instant access without language barriers to incoming, English-speaking students.

The second cycle lasts for one year, two semesters, and successful students are awarded 60 ECTS which altogether with the first cycle represents total of 300 ECTS and graduates can be awarded Masters Title (in corresponding scientific or artistic field).

The third cycle lasts three years and 180 ECTS credits and PhD title is awarded upon successful completion.

IUS is issuing Diploma Supplement to all of its graduates. It contains information on courses attended, learning outcomes and grades achieved, numbers of ECTS credits and other information as defined in ECTS Users' Guide.

Lifelong learning is present at IUS in various forms of specialisation of IUS staff. They are recognised and are precondition for professional advancement of IUS academic staff. Apart from this perspective, IUS is not recognising LLL due to the lack of legal regulation of this area. IUS is

providing LLL services in the limits of current law, and they provide for organisation of doctoral studies as it was organised prior to Bologna process.

IUS Statute enables and motivates mobility of students and teachers (e.g. IUS Decision nr. IUS-SENAT 11-546/2011, dated 25.05.2011.). IUS students have the opportunity to accomplish part of their programmes abroad, as well as students from other universities are allowed to spend a period of study at IUS. Teachers are allowed to spend a period abroad, their mobility is supported on a case to case basis. IUS will in its budget provide resources for these activities both for students and teachers.

IUS defines learning outcomes on a programme and course level and such practice is in line with EQF descriptors.

Students are equal members in IUS decision making bodies (Senate, Faculty Councils, Boards, Committees, etc.)

1.3. Research and scientific-research and/or artistic activities

Scientific-research and artistic activities at IUS are regulated by IUS Statute in many aspects. Research is an essential part of IUS existence and as such is present in all its organizational units. There is also the Rulebook on Scientific-Research/Artistic-Research Activities and Academic Titles. It defines these activities as a core university activities. Researchers are supported in different ways, and details about IUS practice and policies in this area are mentioned later in this Report.

Artistic Research Activities of Visual Arts and Communication Design Program focus on both creative as well as technical aspects of design and digital media. The research interests include graphic design, digital media, multimedia, digital video, film, motion television effects, animation and other areas of visual communication.

The foundation of the VACD program artistic research is to promote international cooperation and steady progress and development. That is why our research activities focus on the interdisciplinary approach and our staff is dedicated to long-term quality research with great impact on local, regional and global art, design and media community.

The Visual Arts and Communication Design Program supports the range of areas with the focus on cross-cultural studies of visual communication. We try to investigate and contribute to the current developments in visual communication through both theoretical research and visual practice.

The artistic activities within the program include:

1. Hands- on practical creative projects in the form of exhibitions, installations, and films
2. Contributions to the debate around practical activities in art, media and design
3. Exploration of the connections between moving image and new media technologies
4. Critical studies of contemporary visual culture with an international comparative dimension
5. International conference presentations and journal papers

As the international as well as multicultural community, we inspire our members and try to promote continuous explorations and learning. We get a feedback from the society, trying to contribute to the areas that are related to the technological advancements as well as cutting-edge art and design explorations.

1.4. Links with the environment, economy and social partners

IUS has established a sound relationship with local community, social partners and industry representatives. This cooperation yields mutual benefits for both IUS and external partners. It is developed from day to day so more and more partners from the environment communicate and cooperate with IUS and join its activities and programmes. IUS influence on Sarajevo Canton and mainly on Ilidza Municipality is evident from several facts:

- IUS is currently employing over 50 administrative and over 90 academic staff.
- IUS invested over 30 million KM in its development projects and plans to invest additional 10 to 15 million KM in the following 5 years.
- IUS attracted almost a thousand students from abroad and all parts of BiH.

Apart from these measurable indicators, there are even more influential cultural, social, intellectual, research, humanitarian and other civic contributions by IUS. IUS contribution to local community is through the expertise, projects, scientific and cultural activities, but the greatest contribution of all is provision of quality education provided to its students.

IUS graduates have specific profiles enabling them to work in/and for international companies both in BiH and abroad. This makes BiH more interesting and more convenient for potential investors since they can be assured to find staff profiles they need. IUS lectures are organized in English so it represents a potential for attracting more international students and expanding cooperation with their countries of origin. So far, the greatest cooperation and the largest numbers of foreign students come from Turkey.

IUS has respectable links with social partners, other HEIs and government administration. This is evident from common activities and projects realized (e.g. sport complex built inside IUS Campus and by IUS and available for citizens).

1.5. Financing of the higher education institution

IUS finances and income sources are defined by IUS Statute and it is obvious that IUS acquires income from: the Founder; tuition fees; scientific research and artistic activities; providing intellectual i.e. scientific, professional and artistic services; non-cyclic study programmes; publishing; providing verification and equivalence of public documents; copyrights and patents; donations from legal entities and individuals; legate, donations and bequeaths; payments collected from students in all study cycles for any academic, administrative or other services in compliance with law, the Statute and other acts of IUS; laboratory activities, centres, institutes, sub-organisational units and other organisational structures of IUS; diagnostic and other professional services; and from other sources in compliance with law and within the registered activities of IUS. In practice, IUS acquires financial resources for its activities mainly from the Founder (70%) and in limited amount through tuition fees (30%).

All the expenditure and financial flow are recorded and monitored in accordance with law and through IUS Financial Department. More details can be found later in this Report under heading 3.6.2. The major IUS spending is on staff salaries, but other elements are appropriately addressed too. Part of annual budget is investment in faculties, library and equipment, among other expenditures.

The Board of Trustees submits to the Founder a proposal for necessary funds and an annual financial plan, in accordance with deadlines determined by law and Standards. Proposal of the

annual financial plan represents a request to the Founder to ensure the funds necessary for the operations and activities of IUS and its organisational units in the following academic year. The Founder has always approved requested funds, and invested substantial amount of funds into buildings and other major investments.

1.6. Statistics

Table 2. Statistics

Number of faculties:	3		Number of study programmes:			12³
	I cycle			II cycle		III cycle
Number of study programmes:	12 + 4 (in process of registration)			12		12
STUDENTS AND GRADUATES						
Number of students	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011
Number of full time students in the First cycle	125	299	504	695	950 ⁴	1057
Number of part time students in the First cycle						
Number of „distant education“ students in the First cycle						
Total number of students in the First cycle	125	299	504	695	950	1057
Number of students in the		2	17	36	31	24

³ 12 Study Programs are registered and approved by competent authority, but only nine are active in all the cycles.

⁴ Certain number of students are attending ELS

Second cycle						
Number of students in the Third cycle			12	28	32	23
THE TOTAL NUMBER OF STUDENTS:	125	301	533	759	1013	1104
Number of First cycle graduates			2	34	130	92
Master study graduates			2	42	33	3
Doctoral study graduates						
ACADEMIC STAFF						
Number of appointments into scientific and artistic teaching titles:	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011
Full Professor	2	2	2	2	2	2
Associate Professor	1	1	2	2	2	8
Assistant Professor	3	3	3	4	15	31
Senior Assistant			4	3	6	38
Assistant	1	2	0	6	10	13
Emeritus Professor	-	-	-	-	-	2
External Associates	12	35	34	53	34	14
Lecturer at ELS ⁵	5	5	17	22	25	29
Total number of appointments:	7	8	11	17	35	94

⁵ Language Instructors not necessarily with the rank of University teachers. ELS is a supportive service organized for new students without appropriate level of language skills for attending lectures.

RESOURCES AND INFRASTRUCTURE		
Total area of utilised space [m ²]		19.994
Area of classroom space [m ²]		UG: 966.74, GR: 68.68 (AT:245), L1: 385.48, Computer Labs: 243.54 (AT: 154.11), L2: 452.33 (AT: 154.11), L3: 325.34, TOTAL: Classrooms 2198.57, AT: 562.22, Comp Labs 243.54, Eng Labs 163.43
Area of library space [m ²]		Lib: 49.12, Lib & Reading area: 132.25 TOTAL: 181.37
Area of laboratory space [m ²]		Research Cent: 1300, El. Lab 94.34, Bioeng. Lab 69.09, TOTAL: 1463.43
Area of space for students' life standard (accommodation, food, recreation) [m ²]		Restaurant: 767.23, Sports Field: 1400, Male and Female Dormitory: 7.698 TOTAL: 9995.49
Number of amphitheatres and/or large auditoriums		3
Number of classrooms		UG: 12class., GR: 1class. & Anfi, L1: 5 class, 3 Comp. Labs, 1 El Lab, 1 Bioeng Lab, Anfi, L2: 5class. & Anfi, L3: 3class. TOTAL: 26class., 3Anfi, 3 Comp Lab, 1 El and 1 Bioeng Labs
Number of seats for students attending lectures		UG: 437 GR: 40 (AT: 287), L1: 170, Comp. Labs 70, El. Lab 20 (AT: 160), L2: 230 (AT:160), L3: 168 TOTAL: 1045, AT 607, Comp Labs 70, El Lab 20
Number of computer classrooms		3
Number of computers in computer classrooms		Lab 1: 25, Lab 2: 25, Lab 3: 20
Total number of computers		70
Number of laboratories		6

Total number of library items		7050
Total number of books in libraries		7000
Number of employees in libraries		1
Total number of administrative staff		56
Total number of staff in students' services		4

2. CARRYING OUT THE SELF EVALUATION

2.1. Self-evaluation Team

Based on the different regulations in force in BiH and positive practice and IUS experiences in quality assurance, IUS has formed a Committee for Preparation and Writing of Self-evaluation Report and nine Accreditation Task Teams in order to perform self-evaluation according to accreditation process requirements. Accreditation Task Teams were responsible for doing self-evaluations and compiling of self-evaluation reports.

The Decision on the appointment of the Committee was adopted on IUS Senate session on February 28 2011 (nr. IUS-SENAT 11-002/2011). The members of the Accreditation Committee are:

1. Prof. Dr. Hilmi Ünlü, Chairman
2. Assoc. Prof. Dr. Zeki Parlak, a member
3. Assoc. Prof. Dr. Raşit Köker, a member
4. Assoc. Prof. Dr. Metin Boşnak, a member
5. Assist. Prof. Dr. Muhamed Hadžiabdić, a member
6. Prof. Dr. Fehim Findik, a member
7. Assist. Prof. Dr. Kutluk Ozguven, a member
8. Assist. Prof. Dr. Senad Bušatlić, a member
9. Prof. Dr. Mugdim Pašić, a member
10. Enes Dedić, prof. a member

2.2. Self-evaluation procedure

IUS conducted self-evaluation in period from February till July 2011. IUS Senate adopted Decision on establishing a Committee for Preparation and Writing of Self-evaluation Report and this Committee was made of Accreditation Teams' Leaders, Rector and external consultant. At the time of the start of SE process, IUS did not have formally adopted SE procedure but started and conducted SE in line with the model procedure and basic principles devised in ESG and suggested Guidelines to the Criteria for Accreditation of HEIs in BiH.

This SER has been prepared in various steps during the past six months. The teams were formed, tasks were given and detailed timetable, roles, expected results and responsibilities were defined at each particular session and noted in official minutes. The first meeting of AC was held on March 4 and ATTs were established as follows:

Team 1 – Development and strategy of higher education institution

Head: Prof. Dr. Rector, Hilmi Ünlü,

Members: Assoc. Prof. Dr. Zeki Parlak, Assoc.Prof. Dr. Rasit Koker

Assoc.Prof. Dr. Metin Bosnak and Prof. Dr. Mugdim Pasic

Team 2 – Management, internal quality assurance and quality culture

Head: Assoc. Prof. Dr. Zeki Parlak

Members: Assist.Prof.Dr. Senad Busatlic and Assist. Prof. Dr.Muhamed Hadziabdic

Team 3 - Procedures for quality assurance of study programs

Head: Assoc. Prof. Dr.Rasid Koker

Members: Assist. Prof. Dr.Muhamed Hadziabdic and Assit.Prof.Dr. Muhidin Mulalic

Team 4 – Student assessment procedures

Head: Assoc. Prof. Dr. Metin Bosnak,

Members: Assist. Prof. Dr.Muhamed Hadziabdic, Assist. Prof. Dr. Muhidin Mulalic

Team 5 – Human resources

Head: Assist. Prof. Dr. Muhamed Hadziabdic Assist.

Members: Assist.Prof. Dr. Senad Busatlic

Team 6 – Quality of physical resources

Head: Prof. Dr. Fehim Findik

Members: Assoc. Prof. Dr. Rasit Koker and Assist. Prof. Dr. Muhamed Hadziabdic

Team 7 - The Information systems

Head: Assist.Prof. Dr. Kutluk Ozguven

Members: Assist.Prof. Dr. Haris Memic and Mr. Enes Pivic

Team 8 - Public information

Head: Assist. Prof. Dr. Senad Busatlic

Members: Miss. Aida Sunje and Mr. Jahja Imamovic

Team 9 - International relations

Head: Assist. Prof. Dr. Senad Busatlic,

Member: Assist.Prof.Dr. Hasan Korkut

There were a dozen of subsequent meetings of AC and ATTs in which ATTs conducted self-evaluations and prepared SER. It was common practice to have AC meetings every Friday and progress reports were submitted and key elements discussed. Rule on Work Procedure of the Committee for Preparation and Writing of Self-evaluation Report was adopted (Nr. IUS-SENAT 11-024/2011, date 08.03.2011.) This process was an extraordinary experience for IUS since it led to discovery of certain flaws, so IUS used this opportunity to amend them. This led to official adoption of numerous rulebooks, procedures and new policies.

Students were actively involved in all phases of self-evaluation activities and significantly contributed to the overall process.

Apart from this Report, SE at IUS has achieved general aims of QA system in various spheres of university activities. The overarching goal of this SE was to document and become aware of IUS state in order to improve. Another important goal was to fulfil legal requirements and submit a request for external evaluation. Both these goals are achieved. Recent advancements in IUS organisational structure, formalisation of its procedures and observable trends at IUS significantly reinforced IUS vision, mission and its place and role in HE system both locally and internationally.