STUDY RULES
FOR THE THIRD STUDY CYCLE

June, 2011
Pursuant to Article 56, paragraph 1 of the Higher Education Law („Official Gazette of Sarajevo Canton“, issue No. 22/10– Revised Version, hereinafter: The Law), and Article 69 of the Statute of the International University of Sarajevo (hereinafter: the Statute), number IUS SENATE 013/11 from March 8th 2011, the Senate of the International University of Sarajevo (hereinafter: the Senate) on its regular session held in Sarajevo on June 21st, 2011 adopted, and the Board of Trustees of the International University of Sarajevo (hereinafter: the Board of Trustees), on its regular session held in Sarajevo on June 22nd, 2011 approved the following

STUDY RULES
FOR THE THIRD STUDY CYCLE

I GENERAL PROVISIONS

Article 1

The Book of Rules for the Third Study Cycle at the International University of Sarajevo (hereinafter: the Rules) specify the organization and delivery of the third study cycle, enrollment in the third study cycle, procedures for carrying out examinations and research, the procedure of registration, examination and defense of the doctoral dissertation, the procedure of graduation ceremony and conferment into the degree of Doctor of Science, as well as any other matters significant for the realization of studies for acquiring the scientific title of Doctor of Science / Doctor of Arts at the International University of Sarajevo.

An integral part of these Study Rules for the third study cycle represents the General Regulation for the Third Study Cycle (harmonized version).

Article 2

Any study program which entitles a graduate to acquire the diploma, academic title and scientific title of Doctor of Science, or the title of Doctor of Arts in a particular field is considered to be the third study cycle, in accordance with the Law, these Rules, and the Book of Rules on Using Academic Titles and Acquiring Scientific and Professional Titles at Higher Institutions in Sarajevo Canton.

Article 3

The third study cycle courses are delivered in accordance with study rules based on the European Credit Transfer System (ECTS) and the Law, through scientific-research activities and study courses.

II ENROLLMENT IN THE THIRD STUDY CYCLE

Article 4
1) Enrollment in the third study cycle is conducted on the basis of a public competition announced by University, and the Senate makes a decision thereof.
2) The number of students to be enrolled in the third study cycle is determined by the Senate, upon proposal made by the Faculty Council.

Article 5

1) Candidates who have completed the Second Study Cycle, or Master's Study prior to introduction of the Bologna three-cycle-study system, are eligible to enroll.
2) Further conditions and criteria for enrollment of candidates are determined by the IUS Senate, upon a proposal of the Faculty Council.

Article 6

1) To be eligible to enroll in the third study cycle, candidates must have a certain number of points accrued in the international English language proficiency examinations (TOEFL, IELTS, KPDS), with the minimum score determined by the public competition.
2) Candidates may also opt to sit for the “Proficiency Exam” organized by ELS at IUS prior to the commencement of each academic year.

Article 7

1) Students, whose previous studies were conducted in English, and students-guests, are exempt from compulsory sitting for the proficiency in the English language examinations.
2) Students who have not passed any of the above mentioned English language assessments, and who have not been exempt according to provisions set in the previous Clause, may attend the preparatory English language classes at ELS, and sit for the English language examination after completion of the ELS course.

Article 8

1) Rector appoints a special Committee to rank candidates for enrollment.
2) The Committee referred to in the previous Clause submits the final report on the enrollment of students to the Senate for adoption.

Article 9

1) Candidates with the same number of points have the same right to enroll.
2) Results of the competition are publically announced on the notice board of the IUS, or of the Faculty.
3) Candidates who believe that the ranking procedure has not been conducted properly can lodge an appeal to the Committee from the previous Clause.
4) Decision on the appeal is delivered to the claimant and is also published on the notice board of both the IUS and Faculty.

Article 10

Candidates who had been eligible to enroll, but failed to complete the enrollment procedure by the due date, lose the eligibility to enroll, and the next eligible candidate from the ranking list takes their enrollment place.

Article 11

Students sign the Study Contract with IUS which specifies their mutual rights and obligations, in accordance with the Book of Rules on establishment of the necessary elements of the Study Contract at IUS.

Article 12

Foreign citizens are eligible to enroll in the Third Study Cycle under the same conditions as citizens of Bosnia and Herzegovina, in accordance with the Law.

Enrollment by transfer

Article 13

1) Students in the Third Study Cycle at IUS who want to transfer from one study program to another, or students in the third study cycle at another higher education institutions, are eligible to transfer to an appropriate level of a study program in the third study cycle at IUS, having lodged all the necessary documentation prior to the beginning of the semester.

2) Students who transfer to IUS from another university must have passed either the English language assessment referred to in Article 7 of these Rules, or sit for the English Language Proficiency Exam at ELS.

Article 14

Students who have passed examinations at another study course will have their passed exams recognized under condition prescribed by the general act, fortified by the Senate.

III ORGANIZATION OF THE THIRD STUDY CYCLE

Article 15

IUS, or IUS Faculties, organizes and realizes studies in the third study cycle in the area for which they have been accredited.

Article 16

The Faculty Council manages the third study cycle.
Article 17

Except for the matters which are, according to the Law, within the scope of responsibility of other bodies, the Faculty Council decides on all the matters related to the organization of studies, in particular the following:

- Proposes to the Senate the conditions and criteria for the students’ enrollment in the programs in other areas which differ from the area of the first and second study cycles which the students have completed;
- Sets conditions and criteria, and other issues related to the switching of the registered subjects;
- Nominates mentors, co-mentors, and makes decisions on change of the mentor;
- Gives initiatives to the Senate to consider matters from the domain of the organization of studies of the third study cycle;
- Performs other tasks and duties stipulated by the Rules, or by other IUS by-laws.

The Faculty Council is responsible and accountable for its work to the IUS Senate.

Joint/multidisciplinary study programs

Article 18

1) IUS can organize and conduct third study cycle programs in one or more scientific areas, at two or more faculties, or jointly with another higher education institution in the country or abroad, with the consent provided by the main faculty (hereinafter: the joint study program), in accordance with the Law.

2) The joint study program can be organized by faculties in scientific areas for which they are the main faculties.

3) Decision to organize a joint study program is made by the Senate.

4) All significant matters relevant to the joint study program, and in particular the study program, the manner of organization of studies, academic titles and professional titles to be obtained after the completion of the studies, are regulated by the Decision on organizing the joint study programs.

5) Proposers of the joint study program set the program, which must be adopted by the authorized bodies of all program participants.

Article 19

The organizers of the joint study program conclude a contract which regulates: the manner and conditions of conducting the courses; the procedure of approval and defense of the final paper; utilization of the spatial resources and equipment; conditions for acquiring and distribution of the resources; management of the studies; which institution will be in charge of keeping student records (enrollment, issue of certificates, diplomas, etc.); and any other rights and obligations of the organizers of the joint study program.
IV ASSESSMENT OF STUDENTS' WORK

Article 20

1) During the semester students sit for examinations and complete all other assignments (projects, seminar papers), and at the end of the semester they are required to sit for the final examination and/or complete the final project to obtain a mark in the relevant subject.

2) The subject teacher gives the final mark to the students.

3) The final mark is based on the mid-term examination, final examination, and/or assessment of the final project, and on the attendance.

4) The students are entitled to have the makeup examination should they not sit for the final examination, or should they fail to achieve the total pass mark (overall grade) in the final examination.

Article 21

1) For each examination, the subject teachers assign one of the below listed letter or numerical marks as a final, total mark, at the end of the semester. The IUS grading system is as follows:

<table>
<thead>
<tr>
<th>ECTS grades</th>
<th>Points assigned to grades</th>
<th>Numerical grades by Law on Higher Education of BiH</th>
<th>Harmonization Points scale</th>
<th>Letter grade in use at IUS</th>
<th>Points in use at IUS</th>
<th>Weight coefficient in use at IUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>10</td>
<td>95-100</td>
<td>A</td>
<td>96-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>85-94</td>
<td>9</td>
<td>91-94</td>
<td>A-</td>
<td>92-95</td>
<td>3.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>88-90</td>
<td>B+</td>
<td>88-91</td>
<td>3.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>85-87</td>
<td>B</td>
<td>84-87</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>75-84</td>
<td>8</td>
<td>81-84</td>
<td>B-</td>
<td>80-83</td>
<td>2.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>78-80</td>
<td>C+</td>
<td>76-79</td>
<td>2.3</td>
</tr>
<tr>
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<td></td>
<td>75-77</td>
<td>C</td>
<td>72-75</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>65-74</td>
<td>7</td>
<td>70-74</td>
<td>C-</td>
<td>68-71</td>
<td>1.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>65-69</td>
<td>D+</td>
<td>64-67</td>
<td>1.3</td>
</tr>
<tr>
<td>E</td>
<td>55-64</td>
<td>6</td>
<td>55-64</td>
<td>D</td>
<td>60-63</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Less than 55</td>
<td>5</td>
<td>Less than 55</td>
<td>F</td>
<td>Less than 59</td>
<td>0.0</td>
</tr>
</tbody>
</table>

2) Letter marks in use at the IUS:

I – Incomplete - is assigned to students who, due to justifiable reasons, failed to complete a required component which is assessed within the subject. The student who gets this letter mark must complete the pending components in the prescribed timeframe and by the commencement of the next semester, at latest; otherwise, the letter mark “I” shall be
automatically changed to the negative mark, or “F” (Failed) for credit courses and “U” for non-credit courses.

S – Satisfactory - is assigned to students who passed the examinations which do not accrue credit points, or whose written assignment/report has been accepted.

U – Unsatisfactory- is assigned to students who failed to pass the subjects which do not accrue credit points, or his written assignment/report have been rejected.

NA – Non-attendance - signifies that the student has not met the criteria of attendance to the course in the relevant subject.

W – Withdrawal - signifies that the student has withdrawn from the relevant subject.

V TERMINATION OF STUDENT'S STATUS

Article 22

The student’s status is terminated in the following circumstances:
   a) Completion of studies;
   b) Withdrawal from IUS;
   c) Expulsion from IUS in the procedure and under conditions stipulated by law, or another appropriate IUS by-law;
   d) When the student fails to complete the studies in the timeframe stipulated by law, the Statute, these Rules, or IUS by-laws;
   e) In any other circumstances stipulated by law, the Statute, these Rules, or other IUS by-laws.

VI THE THIRD STUDY CYCLE PROGRAM

Scope and content

Article 23

1) The scope and subject of the doctoral program is to enable students to carry out an independent research, express their own views in respect of scientific achievement, and take all necessary steps to synthesize new scientific findings.

2) Doctoral dissertation must fulfill at least one of the following conditions:
   - Demonstrate a new approach in the research area;
   - Use a new scientific methodology/approach;
   - Apply an existing method onto a new research area.

Duration of the third study cycle

Article 24

1) The third study cycle lasts for three academic years (six semesters), and the workload of the study is valued at 180 ECTS study points.
2) The third study cycle consists of the subjects who carry maximum of 60 ECTS, a qualifying examination, the doctoral dissertation proposal, three follow-up assessments of the dissertation, and the defense of the dissertation.

3) The doctoral dissertation cannot accrue less than 120 ECTS.

4) In justifiable circumstances, the timeframes determined by this Article will be extended, and the Faculty Council makes a decision thereof.

5) Should that candidate fail to complete all the requirements in the timeframe determined in previous Article, the procedure to obtain the scientific title of Doctor of Science may be terminated by the Senate’s decision upon Faculty Council’s proposal, in which case the student forfeits the student status.

Article 25

1) Study programs in the third study cycle are divided into academic years and semesters.

2) In accordance with the European Credit Transfer System, ECTS study workload carries 30 ECTS credit points per semester or 60 ECTS credit points per academic year.

3) The number of study credit points for a particular subject is determined according to the total student workload (theoretical and/or practical classes, exercises, seminars, etc.), the length of time the student is required to spend on independent assignments (homework, projects, seminar papers, etc), and the time required for studying while preparing for assessments and tests which are marked (tests, final examinations, etc.).

Article 26

1) The student is entitled to spend a certain period of time during the studies (a semester, or a study year) at a relevant higher education institution in the country or abroad, through international student exchange programs, based on bilateral agreements concluded between IUS, or upon the student’s proposal, which has to be approved by the authorized body at IUS.

2) Manners of implementation of the students' mobility are stipulated by a separate general act of the IUS.

Selection and appointment of the mentor

Article 27

1) By the end of the second semester, at latest, the student is assigned a mentor to assist him/her in preparing the doctoral dissertation.

2) Decision on appointment of the mentor, co-mentor, as well as decision on change of the mentor, is brought by the Faculty Council upon proposal by the Program Coordinator.
3) Should the subject of the dissertation requires more than one mentor, then a co-mentor can be appointed, and the decision thereof is made by the Faculty Council upon proposal by the Program Coordinator.

**A qualifying doctoral examination**

**Article 28**

1) Having passed all the required courses, the student must pass a qualifying doctoral examination (hereinafter: the qualifying examination).

2) The qualifying examination is done before the committee nominated by the Senate upon proposal by the Faculty Council.

3) The Committee referred in the preceding Clause consists of 3 or 5 members, where one of the members is the student's mentor.

4) The qualifying examination may be postponed for a maximum of one month, and the Faculty Council approval must be obtained thereof.

5) The qualifying examination can be organized as a written or oral examination, depending on the nature of the studies.

6) The mentor notifies the student about the result of the qualifying examination within three days from the examination date.

7) Should the student fail to pass the qualifying examination, then he/she may re-sit the examination after expiry of a six-month period.

**Article 29**

**Committee for supervision of preparation of the dissertation**

1) The Committee for Supervision of Preparation of the Dissertation (hereinafter: the Committee for Supervision) is nominated by the Senate upon proposal by the Faculty Council within 30 days after the student has filed a request.

2) The Committee for Supervision consists of three members – teachers from IUS, one of whom is the student's mentor.

**Article 30**

1) Within three months from the date of establishment of the Committee for Supervision, the student is required to defend the dissertation proposal, methodology which has been applied in preparing the dissertation, as well as the research plan, before the Committee for Supervision. The student is required to submit a written report on the dissertation proposal 15 days before its defense.
2) The Committee can accept, or reject the report, or may ask for further clarification from the student. The decision by the Committee is then forwarded to the Faculty Council.

3) The student, whose report the Committee has accepted, is required to report to the Committee twice a year about the progress of his/her research.

4) The student whose report has been rejected has the right to request appointment of a new mentor and the new subject of the dissertation. In such a case, a new Committee for Supervision can be nominated. The student who wishes to continue co-operation with the same mentor is required to defend his/her dissertation proposal within a month after the new proposal has been made, whilst the student who has changed his/her mentor has a three-month deadline to defend the proposal again.

5) The student whose dissertation proposal is rejected for the second time forfeits his/her student status.

Assessment of the progress in preparing the dissertation

Article 31

1) The Committee for Supervision meets twice a year, once in the period January-June, and once in the period July-December for the purpose of assessing the dissertations.

2) The student submits the written report to the Committee for Supervision members at least 10 days prior to the date schedule for assessment of the dissertation.

3) The report must contain the summary of work completed by then and the plan of work for the next semester. The Committee for Supervision gives a mark for the work: S (satisfactory), or U (unsatisfactory).

4) The student must have his/her dissertation assessed at least three times, and obtain mark S – satisfactory. Should on two consecutive occasions the student obtain mark „unsatisfactory“, the student forfeits his/her student status.

Committee for defense of the dissertation and the procedure of the defense of the dissertation

Article 32

1) Students who successfully pass the examinations in subjects included in the syllabus and curriculum in the timeframe stipulated by Article 24 of these Rules must write the doctoral thesis/dissertation in the English language, using the data from their research, and following the procedure to prepare the final paper stipulated by a separate IUS by-law.

2) The student whose thesis obtained mark S by the Committee for Supervision three times is required to apply for the defense of the dissertation with the Program Coordinator. The Program Coordinator forwards a copy of the dissertation together with references of the Committee for Supervision to the Faculty Council.
3) The defense of the dissertation must be carried out prior to the deadline for the defense which is outlined in the academic calendar.

4) The Committee for defense of the dissertation (hereinafter: the Committee for Defense) is nominated by the Senate upon proposal by the Faculty Council. The Committee consists of the mentor of the student defending the thesis, and 4 members, where at least one of them can be a member from another university.

5) Members of the Committee for Defense set the date for defense of the dissertation within one month from the date of submission of the dissertation.

6) The form of the defense of the doctoral dissertation is set by the Senate. Should the doctoral dissertation consist of two parts (practical demonstration and the oral examination), then the student shall do the practical component first, and then commence the oral defense of the written part of the dissertation. The defense of the doctoral dissertation which consists of practical and oral components must be realized in the period no longer than seven days.

7) At the end of the examination, the committee shall make the decision in private whether the dissertation is „acceptable“, „to be rejected“, or „additional amendments required“. The Program Coordinator is required to inform the Faculty Council in writing about the decision made by the Committee for Defense. The candidate whose dissertation has been rejected is entitled to re-apply with a new thesis within one year from the date when the first thesis has been rejected, whilst candidates whose thesis has been assessed as „additional amendments required“ can re-apply to defend the same dissertation within three months from the date of the decision made by the Committee for Defense.

8) Students are required to register for each semester.

9) Students whose dissertation/thesis has been rejected on two occasion forfeits the student status.

10) The doctoral dissertation is submitted in ten copies (at least five as hard copies, and five in electronic format), of which three copies (two as hard copies, and one in electronic format) are for the National and University Library of Bosnia and Herzegovina, and three copies (two as hard copies, and one in electronic format) are for the IUS Library.

11) Should the doctoral dissertation be in the arts in form of music note, sound, video, or digital recording, then it is submitted in the format it has been made, in the number of copies stipulated in the preceding Clause.

VII DOCUMENTS AND STUDY RECORDS

Article 33

1) The student who has passed all the examinations stipulated for the enrolled study program of the third study cycle, defended the dissertation, and fulfilled all other obligations
stipulated by the Statute of IUS and these Rules, is entitled to be awarded the appropriate
degree and diploma of the completed third study cycle of the study program.

2) The Diploma is obligatorily accompanied by the Diploma Supplement which provides
more information about the level, nature, content, system and study rules, as well as
results achieved during the course of studies.

Article 34

1) Until the Diploma is officially awarded, a Certificate on completion of the third study
cycle is issued.

2) The Senate sets the date of the graduation ceremony officially announcing the completion
of the third study cycle.

VIII TRANSITIONAL AND FINAL PROVISIONS

Article 35

In any other matters related to the organization of studies, methods of teaching,
students' rights and obligations during the studies, which are not regulated by these Rules, the
rules of the Statute of IUS and the First Study Cycle Study Rules shall apply.

Article 36

The Book of Rules enters into force on the date they are approved by the Board of
Trustees, and shall apply from the 2011/2012 academic year.

Article 37

These Study Rules are done in Bosnian and English language. In case of any discrepancies
between the two official versions of Study Rules, Bosnian version will prevail.

PRESIDENT OF THE SENATE                                      PRESIDENT OF THE
IUS BOARD OF TRUSTEES

Prof. dr Hilmi Ünlü                                           Prof. dr Hasan Zuhuri SARIKAYA

CONFIRMATION ON ANNOUNCEMENT OF THE RULES

A copy of these Rules was posted on the notice board at the International University
of Sarajevo on _____ 2011 at _______ o’clock;

A copy of these Rules was published by posting it on the International University of
Sarajevo website on _____ 2011 at _______ o’clock.

PRESIDENT OF THE SENATE

Prof. Dr. Hilmi Ünlü