

INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZIET U SARAJEVU
ULUSLARARASI SARAYBOSNA ÜNİVERSİTESİ



STUDY RULES

FOR THE SECOND CYCLE STUDIES

DATE: JUNE 2023

NUMBER: IUS-SENAT-11-1838/23

According to Article 61, Paragraph (1), Clause k) of the Law on Higher Education (“Official Gazette of Sarajevo Canton”, issue 36/22), Article 121 of the Statute of the International University of Sarajevo, number: IUS-SENAT-11-1720/2023, Senate of the International University of Sarajevo (hereinafter: the Senate) on its 164th session held on June 27th, 2023, adopted the following

**STUDY RULES
FOR THE SECOND CYCLE STUDIES**

**Article 1
(Definitions)**

Academic Advisor	A professor who acts as an advisor until the Faculty Council appoints the official mentor for the student.
Mentor	A person appointed as such by the procedure defined in these Study Rules.
Co-mentor	A person appointed as such by the procedure defined in these Study Rules.
Academic Master Program	A research-oriented master's program that prepares students to plan, organize, and conduct research.
Professional Master Program	A profession-oriented master's program that prepares students for a professional career.
Defense Committee	The committee in front of which the Master thesis/project defense will take place.
Master thesis/project defense	The public session of the Master thesis/project defense committee in which the students defend their Master thesis/project to be awarded a master's degree.
Graduate Council	A permanent body of IUS related to the second and third cycle studies at IUS.
Graduate Office	An administrative unit responsible for daily business concerning graduate students and support for the Graduate Council.
Program Council	An academic unit composed of the academic staff of the study program.
Program Coordinator	A professor authorized to decide on behalf of the Program Council when a majority vote on a related subject matter is reached.

Article 2
(Organization of the Graduate Council)

- 1) Graduate Council is a permanent body of IUS related to the second and third cycle studies at IUS.
- 2) Graduate Council is responsible to:
 - a. Continuously review and make recommendations regarding the quality and nature of graduate studies, policies and standards.
 - b. Evaluate and make decisions on different appeals.
- 3) Graduate Council members are the Graduate Council Director, representatives from Faculties, and the Vice-Rector for Academic Activities and Students' Affairs as a representative of the Rectorate. All members have voting right.
- 4) Graduate Council shall meet at least two times per semester. In cases when there is a need, GC meetings can be on a more frequent basis.
- 5) Graduate Council shall meet with the students once a year, preferably in Spring Semester.
- 6) Decisions of the Graduate Council are adopted by a simple majority of its voting members.
- 7) The Senate appoints and dismisses Graduate Council Director for four years with the possibility for reappointment based on the Rector's proposal.
- 8) Graduate Council Director organizes and presides over Graduate Council meetings.
- 9) Graduate Council Director can be given the right to decide on behalf of the Graduate Council in certain subject matters upon previous written authorization by the Graduate Council.
- 10) The Graduate Council Director, with the approval of the Graduate Council, provides a written report regarding the activities to the Rectorate at the end of each semester.
- 11) Representatives from faculties are appointed by the Faculty Council on the Dean's proposal for four years with the possibility for reappointment.
- 12) Representatives from faculties can be dismissed by the relevant Faculty Council on the proposal of the Graduate Council Director.
- 13) Graduate Office supports the work of the Graduate Council and does day-to-day business concerning graduate students.

Article 3
(Scope of Second Cycle Studies)

- 1) The second cycle of study (hereinafter: Master) is organized in one year (60 ECTS credits) or two years (120 ECTS credits) so that, combined with the first study cycle (hereinafter: Bachelor), it values a minimum of 300 ECTS credits.
- 2) The second cycle of study can include academic and professional master program tracks (hereinafter: academic/professional master program) or at least one of them.
- 3) To be eligible to attend Master studies, students should have an excellent command of the English language, both written and spoken.
- 4) Students prove their English language proficiency in accordance with IUS Regulations and

announcements for enrollment for the particular year.

- 5) Exchange students are exempted from the obligation stipulated in the previous paragraph.
- 6) After completing the Master studies, an academic degree of master (in a related field) is obtained, which is regulated by the Book of Rules on Using Academic Titles and Obtaining Scientific and Professional Titles at Higher Education Institutions in Sarajevo Canton.

Article 4 (Special Preparation Package)

- 1) A Special Preparation Package (SPP) is a program applied in case the student does not have a sufficient number of ECTS credits, which is necessary for the student to gain the right to enroll in the Master studies and applies only to students who completed the bachelor studies in Bosnia and Herzegovina in the same or a similar field.
- 2) SPP is implemented through a concept consisting of three groups of courses from which the students and their academic advisor select the best model to achieve the ultimate goal of 240 ECTS. The concept is presented in Figure 2.

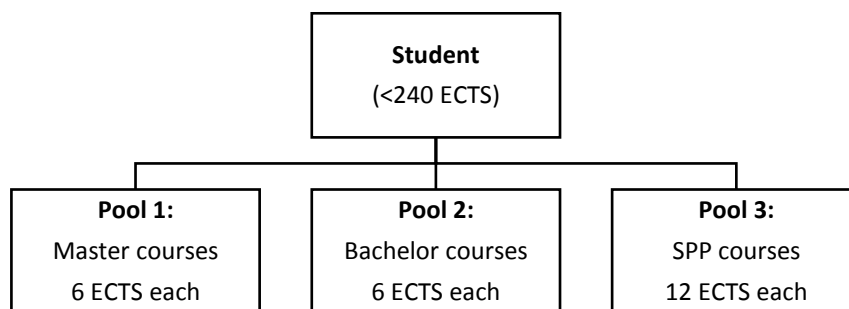


Figure 2: Special Preparation Package

Article 5 (Groups of courses for Special Preparation Package)

- 1) **Group 1:** Master courses according to the curriculum in force and in an application for the relevant study program in that academic year. The minimum number that students must take from this group is 60 ECTS, including compulsory courses and a Master thesis.
- 2) **Group 2:** Bachelor courses, preferably from the third and fourth year. In exceptional cases, students may take courses from the lower years. Students cannot attend a course they have already passed.
- 3) **Group 3:** SPP courses have been created for this group at the level of university, faculties, or programs. The group includes three courses, each of which carries 12 ECTS credits:
 - a. *SP5xx Professional development (12 ECTS)* – The course is designed to familiarize the student with the selected field of study and to help them define the specific area of interest and find mutual agreements with mentors at an early stage. It consists of seminars designed by the relevant program that cover the main contemporary research topics.

- b. *SP5xx Internship (12 ECTS)* – This internship is designed to introduce graduate students to various work environments and to improve their skills to meet job requirements needs. The main objective is to have the student out in situations similar to what they could face in regular work ambient and ask them to find different ways of handling these situations. The activities within the internship are field specific. The students with active employment cannot take this option.
- c. *SP5xx Research activity (12 ECTS)* – The research/scientific activity is designed to ensure that students can perform a large amount of scientific work on their own in the future. The main objective of this activity is to familiarize the students with tools and approaches to implement a research activity for addressing a certain problem within their own field. The research problems are field specific and can be part of the final research project. The course should end with either a project proposal defense or an academic publication. Each student has to have a mentor before registering for the course.

Article 6

(Procedure for enrollment in a Special Preparation Package)

- 1) After submitting the application for enrollment to the Master's studies with the necessary documentation, the number of ECTS credits acquired by the student in the bachelor studies is determined.
- 2) The transcript is analyzed, and shortcomings are noticed. The program should assess the education acquired and compliance with the requirements of the program in the Master studies.
- 3) A model is created for the student from the previous article; The model includes courses from one group or a combination of courses from different groups (groups of items are explained individually in the paragraph below). The purpose of the above is to find courses that best suit the student's educational background.

Article 7

(Academic Master Programs)

- 1) Academic Master Program is a research-oriented program in which students are required to plan, organize, and conduct research in order to graduate. The programs require a Master thesis to be presented and successfully defended.
- 2) Academic Master Program requires completion of 60 ECTS in total consisting of six courses (36 ECTS) and a Master thesis which carries 24 ECTS.
- 3) The Master thesis must satisfy the following criteria:
 - a. Demonstrate a scientific approach in the research area;
 - b. Use a scientific/artistic methodology/approach in Master thesis work;
 - c. Obtain new results and/or outputs by applying the scientific methodology.
- 4) The student can take up to 50% of the courses from the same Professor during Master studies.
- 5) Master students must attend the courses following the IUS rules applied to bachelor studies.
- 6) Master students can take at most three undergraduate courses with the condition that they have not taken the courses before while registered in undergraduate programs. The exact number of courses and which courses are determined by the program curriculum.
- 7) The student who successfully completes the required coursework must prepare and submit a

thesis in order to receive a master's degree. The Master thesis must be duly prepared in line with the Manual adopted by the Graduate Council.

**Article 8
(Professional Master Program)**

- 1) The aim of the Professional Master Program is to prepare a student for a successful professional carrier in the dynamic and often interdisciplinary environment of the modern labor market.
- 2) A professional Master Program requires the completion of 60 ECTS in total consisting of eight courses (48 ECTS) and a professional project which carries 12 ECTS.
- 3) Professional project must satisfy the following criteria:
 - a. Demonstration of a systematic understanding and mastering of knowledge in the field of study/discipline;
 - b. Application of knowledge, understanding, and problem-solving abilities in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their field of study.
- 4) Master students must attend courses following IUS rules applied to undergraduate studies.
- 5) Master students can take at most three undergraduate courses with the condition that they have not taken the courses before while registered in undergraduate programs. The exact number of courses and which courses are determined by the program curriculum.
- 6) A student who successfully completes required coursework must prepare and submit a Master project in order to receive a master's degree. The project must be duly prepared in line with the Manual adopted by the relevant Program.

**Article 9
(Mentor)**

- 1) The master student chooses a mentor from the body of IUS professors (assistant professors, associate professors, full professors, and professor emeritus).
- 2) The mentor should be from the field or related field of the intended topic.
- 3) In scientific areas, the mentor must be a Ph.D. holder, while in artistic areas, the mentor can be a Master holder.
- 4) The student may directly contact the IUS professor that s/he would be interested in working on a specific research topic. A second mentor can be appointed to act as a co-mentor by the same procedure and terms applied to the appointment of the mentor.
- 5) Exceptionally, the mentor or co-mentor can be a Ph.D. holder from outside of IUS for scientific areas or an Master holder for artistic areas with or without academic affiliation, provided that the student submits a letter of consent by the proposed mentor/co-mentor and his/her eligibility for mentorship.
- 6) In the case of an external mentor, one of the IUS professors from the field/related field of the intended topic, with the consent of the program council, must be appointed as a co-mentor.
- 7) Close family members with affinity up to and including the fourth degree or other parties with a close relationship to the master student will be considered as not eligible to act as mentor or co-mentor.

Article 10
(Appointment of a mentor)

- 1) If an agreement between the professor and the student is reached, the Mentor Proposal Form is signed by both and submitted to the Graduate Office, which forwards it to the Program Council.
- 2) After the approval of the Program Council, the request is then submitted to the Faculty Council for final approval and appointment.
- 3) Request for mentor/co-mentor appointment must be submitted to Graduate Office within the first semester of Master studies.
- 4) Students are required to submit their thesis/project proposal, accompanied by the mentor's consent, to the Graduate Office by the end of the first semester. IUS Ethical Council approval is required if experimental work is related to humans or animals.
- 5) If the above procedure is not followed, the Program Council proposes a mentor in line with the procedure from the previous item.

Article 11
(Mentor role and responsibilities)

- 1) The mentor supervises a master student throughout the entire study. There will be regular consultations between the student and his/her mentor. The supervision aims to ensure that:
 - a. Master study is conducted in accordance with IUS rules and regulations;
 - b. The Master thesis/project is submitted and approved within a reasonable time period after the beginning of the graduate study;
 - c. No plagiarism is present in any of the work of a master student;
 - d. Master student follows and successfully completes all the requirements of the Study Program;
 - e. All relevant reports and agreements made are submitted to the Graduate Office.
- 2) If a co-mentor has been appointed, the duties and authority described in these Regulations will be exercised jointly by the mentor and co-mentor. In that case, the use of the term mentor in these Regulations will also include the co-mentor where applicable.

Article 12
(Mentor change)

- 1) A master student can request a mentor or co-mentor change by writing an appeal and explaining the reasons for the change. The current and a new proposed mentor must sign the request. The form is submitted to the Graduate Office, which forwards it to the Graduate Council for final decision.
- 2) In case of dispute and possible refusal of the mentor to sign the appeal, the student submits the form to the Graduate Office without the signature of a particular mentor accompanied by an explanation. The Graduate Office shall request a written explanation from the mentor and forward it to the Graduate Council within seven days, together with the student's request.
- 3) The student can change a mentor/co-mentor only once during studies. Graduate Council can approve the exception to this rule if an obligatory situation occurs (such as death, retirement, or leave of mentor/co-mentor, etc.).

Article 13
(Defense Committee)

- 1) The Defense Committee is appointed by the Faculty Council upon the proposal of the mentor at least three months after the mentor appointment or one month after the mentor change and at least:
 - a. One month before the Master thesis defense, or
 - b. Two weeks before the Master project defense.
- 2) For scientific areas, the committee members must be Ph.D. holders, while for artistic areas, the committee members can be Master holders.
- 3) To start the procedure, the mentor submits to the Graduate Office the following:
 - a. Master thesis/project,
 - b. Similarity index report, and
 - c. Master thesis/project Committee Appointment Request form.
- 4) The Graduate Office shall check whether all criteria (ECTS obtained, required courses passed) have been met and then forward the request to the Faculty Council.
 - a. In exceptional cases, the defense committee can be appointed before completing above mentioned criteria.
- 5) The Defense Committee consists of 3 or 5 members, one of whom is the student's mentor/co-mentor.
 - a. If the Committee consists of three members, then only a mentor or co-mentor can be a member of the Committee.
 - b. In the case Committee consists of five members, then the mentor and co-mentor jointly can be members of the Committee.
 - c. In both cases, the IUS professor must be added to the committee as a substitute member. The substitute member must be available on-call until ten minutes before the time of the defense and will only be part of the Committee if one member is unable to take part in the defense.

Article 14
(Defense Flow)

- 1) Master thesis/project defense must include a final presentation, which is open to the public.
- 2) Organizing online and live presentations via different platforms and programs is possible in exceptional cases.
 - a. The request for online defense, in which reasons for it are explained, is made and submitted by the mentor to the Graduate Office.
 - b. The Graduate Office forwards the request to the Graduate Council, where the final decision is made.
- 3) Time and venue are announced on the IUS website at least seven days prior to the defense.
 - a. When organizing a defense via online and live platforms or programs, the audience who wishes to attend the defense will be provided with the link in order to ensure their access.
 - i. In case of online defense, the Graduate Office creates a link.
 - ii. The mentor submits the final defense recording to the Graduate Office.

- 4) The thesis/project defense starts with the presentation (30 minutes max.) and is followed by a discussion.
- 5) At the end of the thesis/project defense, the Defense Committee decides in closed session by a majority of votes if the defense was:
 - a. **“Successful”**.
 - b. **“Successful with minor corrections”** if the student successfully wrote and defended the thesis/project, but the Committee concludes that the student needs to make some small technical corrections in the text of the paper, such as small formatting corrections, correcting minor typographical errors, or other corrections that do not extend to the content of the thesis/project.
 - i. For this type of decision, the Committee will give the student up to one month to make necessary corrections, after which the Committee will verify whether the thesis/project is corrected in compliance with Committee’s remarks.
 - ii. If the final version of the thesis/project is still not in compliance with the Committee’s remark, then the Committee will decide on a time extension for the student to make all required corrections until the thesis is corrected to Committee’s satisfaction. In this case, if the new semester has started, the student has to register for a thesis/project.
 - iii. If the corrected thesis/project is in compliance with the Committee’s remarks, then the Committee will replace the decision “Successful with minor corrections” with the decision “Successful” and process it in accordance with IUS procedures.
 - iv. The student will not be required to defend the thesis/project again, and the grade will be entered in the semester in which the defense took place.
 - c. **“Successful with major corrections”** if the student successfully wrote and defended work, but the Committee concludes that the student needs to make corrections to the thesis/project, including the content of the thesis/project. These corrections include change of one or more chapters, modifying parts of the thesis/project, performing additional work to correct deficiencies, further analysis, etc.
 - i. For this type of decision, the Committee will give the student up to three months to make necessary corrections, after which the student will have another defense. If a student is not ready to defend the thesis/project in the given time period, Committee can extend the set deadline for another three months.
 - ii. The student has to register thesis/project course in the semester(s) in which he/she is making required corrections and having repeated thesis/project defense.
 - iii. In the second thesis/project defense, the Committee can evaluate the work only as “Successful”, “Successful with minor corrections”, or “Unsuccessful”. In the case of “Unsuccessful”, the student will be dismissed from the University.
 - d. **“Unsuccessful”**.
- 6) At the latest, the mentor submits the defense report to the Graduate Office within five working days from the defense.

Article 15
(After the Defense)

- 1) The student who successfully defended his/her thesis/project must submit three hard copies of the thesis/project to:
 - a. Graduate Office,
 - b. Library, and
 - c. Mentor.
 - i. If a member of the Defense Committee requires a copy of the thesis/project, the graduate student must deliver additional one/s.

Article 16
(Plagiarism Issues and Suspension of Student)

- 1) IUS is committed to “Zero Tolerance” for plagiarism. This means that no work of others can be used as own without proper sourcing. The mentor and defense committee are supposed to check and ensure that this policy has been followed. Plagiarism definition and common forms are provided as an addendum to these Rules.
- 2) If plagiarism is detected, a mentor or defense committee should report the case directly to the Graduate Office. The report will be forwarded to the Graduate Council.
- 3) If Graduate Council confirms the plagiarism, then the master student will be suspended for one year.
- 4) Besides, 20% of similarity will be applied, excluding cover pages, materials and methods, quotations, and reference list.
- 5) If the software detects more than 20% of similarity, the Graduate Office will reject the thesis/project submission.

Article 17
(Transfer between Master’s Degree Programs Tracks)

- 1) Transfer applications between Professional Master Programs and Academic Master Program tracks are accepted with the approval of the Mentor.
- 2) In Study Programs where both tracks are applied, the students are enrolled in the Professional Master Program by default.
- 3) To transfer to the Academic Master Program track, the student must complete at least one semester in the Professional Master Program track and meet the respective program's requirements.
- 4) In this case, the passed courses are transferred to the new master program track.

Article 18
(Termination of Student Status)

- 1) 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 general act.
- d. When the student fails to complete the studies in the timeframe stipulated by the Law, Statute, these Rules, or IUS general acts.
- e. In any other circumstances stipulated by the Law, Statute, these Rules, or IUS general acts.

Article 19
(Transitional and Final Provisions)

- 1) In other matters related to the organization of studies, methods of teaching, students' rights and obligations during the studies, etc., which are not defined by these Study Rules, then First Cycle Study Rules or IUS by-laws shall apply.
- 2) These Rules enter into force and becomes effective as of 2023-2024 Academic year.
- 3) These study rules extend their validation to any of the previously missing or wrongly implemented study procedure/s if it appears that these Rules are more favorable or flexible to the student [than those which were in effect when enrolled]. In such case, it will be considered an automatic legal validation of the related procedural step, upon the condition that it complies at least with these Rules.
- 4) Forms which are used to facilitate proper implementation of procedures set in this Rules are given in the addendum to this Rules and they constitute its integral part. All the relevant forms can be found on the IUS Graduate Office web page.
- 5) On the day these Rules became effective, the Study Rules for Second Cycle Studies number: IUS-SENAT-11-979-1/2020 dated June 12th 2020 and other relevant acts, are no longer in force.

CHAIRMAN OF THE SENATE

Prof. Dr. Ahmet Yıldırım

ADDENDUM TO STUDY RULES FOR SECOND AND THIRD STUDY CYCLE

The following definitions are taken from the University of Oxford (2023):

<https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism#:~:text=Plagiarism%20is%20presenting%20someone%20else's,is%20covered%20under%20this%20definition.>

PLAGIARISM DEFINITION

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.

Verbatim (word for word) quotation without clear acknowledgement

Quotations must always be identified as such by the use of either quotation marks or indentation, and with full referencing of the sources cited. It must always be apparent to the reader which parts are your own independent works and where you have drawn on someone else's ideas and language.

Cutting and pasting from the Internet without clear acknowledgement

Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.

Paraphrasing

Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism if you do not give due acknowledgement to the author whose work you are using.

A passing reference to the original author in your own text may not be enough; you must ensure that you do not create the misleading impression that the paraphrased wording or the sequence of ideas are entirely your own. It is better to write a brief summary of the author's overall argument in your own words, indicating that you are doing so, than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarizing. You must also properly attribute all material you derive from lectures.

Collusion

This can involve unauthorized collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.

Inaccurate citation

It is important to cite correctly, according to the conventions of your discipline. As well as listing your sources (i.e. in a bibliography), you must indicate, using a footnote or an in-text reference, where a quoted passage comes from. Additionally, you should not include anything in your references or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (for example, Bradshaw, D. Title of Book, discussed in Wilson, E., Title of Book (London, 2004), p. 189).

Failure to acknowledge assistance

You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources.

This need not apply to the assistance provided by your tutor or supervisor, or to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.

Use of material written by professional agencies or other persons

You should neither make use of professional agencies in the production of your work nor submit material which has been written for you even with the consent of the person who has written it. It is vital to your intellectual training and development that you should undertake the research process unaided. Under Statute XI on University Discipline, all members of the University are prohibited from providing material that could be submitted in an examination by students at this University or elsewhere.

Auto-plagiarism

You must not submit work for assessment that you have already submitted (partially or in full), either for your current course or for another qualification of this, or any other, university, unless this is specifically provided for in the special regulations for your course. Where earlier work by you is citable, i.e. it has already been published, you must reference it clearly. **Identical pieces of work submitted concurrently will also be considered to be auto-plagiarism.**