



INTERNATIONAL UNIVERSITY OF SARAJEVO

FACULTY:	
Department	

USE THIS FORM AS A **GUIDE** TO COMPLETE THE ELABORATE.

ONCE IT IS READY FOR SUBMISSION, DELETE THE TEXT IN RED.

ELABORATE

REQUEST FORM FOR ESTABLISHING A NEW STUDY PROGRAM:

TITLE

AT THE INTERNATIONAL UNIVERSITY SARAJEVO (IUS)

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REMEMBER TO UPDATE THE CONTENT

The Elaborate Form for the Establishment of Study Programs at IUS (hereinafter „Elaborate“) is divided into four areas. The Proposer is obliged to justify that the proposed study program meets the minimum criteria in accordance with the stated legal framework and internal acts of the IUS.¹

The Request covers aspects of the study program that are classified according to the following thematic units:

- I Justification for starting the study program
- II Objectives and intended learning outcomes of the study program
- III Study program design and realization
- IV Resources

The terms used in the Elaborate form:

- **Standard** – a clearly defined quality level of a quality aspect of the study program.
- **Level of compliance** – elements that are considered when assessing the compliance of the quality aspect of the proposed study program with the standard(s).
- **Instructions** - serve the Proposer to prepare the Elaborate for starting a new study program.
- **Evidence²** – data (facts) based on which a conclusion is made about the level of fulfillment of the aspect of the standard.

¹ Decision on the criteria for the accreditation of study programs of the first and second cycles adopted by the Agency for the Development of Higher Education and Quality Assurance of Bosnia and Herzegovina (HEA) (Official Gazette of Bosnia and Herzegovina No. 47/17). Decision on the adoption of the basis of the qualification framework in Bosnia and Herzegovina (" Official Gazette of Bosnia and Herzegovina", No. 31/11).

² The evidence listed in this document serves as examples, which the Proposer can attach to substantiate the justification for establishing a new study program. The Proposer, however, may propose other evidence. At the same time, the attached evidence enables the Expert Committee to assess the expediency and justification of establishing a new study program. As in the case of the Proposer, the Committee can use other evidence that the Proposer did not submit with his/her Request.

GENERAL INFORMATION

1	PROPOSER: MEMBERS OF THE COMMITTEE IN CHARGE FOR ESTABLISHING A NEW STUDY PROGRAM, No. of Decision of appointing the Committee	
2	ORGANISATIONAL UNIT RESPONSIBLE FOR STUDY PROGRAM IMPLEMENTATION (Faculty, Responsible Department)	
3	OFFICIAL TITLE OF THE STUDY PROGRAM (In B/C/S and English)	ENG BOS
4	QUALIFICATION - PROFESSIONAL AND/OR SCIENTIFIC DEGREE OBTAINED UPON SUCCESSFUL COMPLETION OF THE STUDY PROGRAM (In B/C/S and English)	ENG BOS
5	STUDY CYCLE	
6	STUDY LENGTH	
7	STUDY PROGRAM AIMS	<i>e.g. MAC aims to:</i> <i>1. equip students with competences to compare different media types</i> <i>2. enable students to critically analyse media ethical impact as a result of their action</i> <i>3. enhance students employability upon graduation</i> <i>4.....</i> <i>5.....</i>
8	EUROPEAN QUALIFICATION FRAMEWORK (EQF)	6
9	SCIENTIFIC/ARTISTIC AREA AND FIELD (Proposer to check with Jahja)	
10	LANGUAGE OF INSTRUCTION	English Language
11	ADMISSION REQUIREMENTS	
12	TOTAL ECTS UPON GRADUATION	
13	STUDY DELIVERY ³	<i>teaching premises of a higher education institution/ distance learning/hybrid/in the premises of other business entities in the case of conducting dual education</i>
14	MODE OF STUDY	<i>regular/part-time</i>

extend as appropriate

³ Select as appropriate

I JUSTIFICATION FOR ESTABLISHING A NEW STUDY PROGRAM

I.1. The justification for starting a new study program must be clearly explained in relation to the needs of the DOMESTIC/INTERNATIONAL market, as well as society as a whole. It is recommended to have listed some official reference [BH reports from the Employment Bureau, International analysis...]

<p>Instructions for Proposer</p> <p>The Proposer is obliged to:</p> <ul style="list-style-type: none"> • Provide the justification for starting a new study program based on conducted needs analysis, which must include the opinion of internal and external stakeholders and the needs of the professional sector in accordance with the latest scientific/artistic knowledge. • Explain the compliance of the Proposal for starting a new study program in relation to the input from strategic development of Sarajevo Canton. • Provide analysis of labour market and needs for opening a new study program within the current higher education • Explain contribution of new study program to sustainable development goals and general quality of life in the Canton Sarajevo, BiH and region. • <i>Provide short analysis of the employability of students after graduation from the proposed study program, which includes the opinion of three organizations from the labour market, which are relevant to the proposed study program and the conducted survey on employment opportunities.</i> • Explain the comparability with existing study programs in the EU or the world, as well as the added value/innovativeness of the proposed program. <p><u>Evidence:</u></p> <ul style="list-style-type: none"> • <i>Attach or provide the links of relevant evidence for the statements above.</i> • <i>Provide assessment of the number of students who could enroll, considering the resources provided, the number of academic staff, equipment, space</i> • <i>Provide information or quotation relevant to the compliance of the proposed study program with the development and/or educational strategies of KS, FBiH and/or BiH</i> 	<p>To be graded by the Committee</p> <p>3 - Fully justified 2 - Needs improvement (minor corrections) 1 - Needs improvement (greater corrections) 0 -Unjustified</p> <p>Committee Observations:</p>
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II STUDY PROGRAM AIMS AND LEARNING OUTCOMES

II.1 The study program aims and learning outcomes are clearly defined and consistent with the content of the study program, as well as the level of the study cycle.

II.2 The study program aims, and learning outcomes are in accordance with the valid strategy of the higher education institution.

II.3 The study program is aligned with the scientific and educational standards and achievements of a specific scientific/artistic field, the requirements of related scientific fields in order to acquire multidisciplinary knowledge, the requirements of the labor market and international reform processes.

II.4 Learning outcomes are determined and outlined at each level of the study program and linked to qualification standards, the Qualification Framework in BiH and the Qualification Framework of the European Higher Education Area (FQ-EHEA).

Instructions for Proposer	To be graded by the Committee
<p><u>The Proposer is obliged to:</u></p> <ul style="list-style-type: none"> - Clearly define the aims of the new study program as well as the expected learning outcomes, whereby the learning outcomes must be measurable and must include the generic (transferable) and professional-specific competencies. - Explain the alignment of learning goals and outcomes with the mission, vision and valid <u>IUS Strategic Plan</u> of the higher education institution. - Explain how the proposed study program is aligned with the scientific and educational standards and achievements of a certain scientific/artistic field, as well as the requirements of related scientific fields in order to acquire multidisciplinary knowledge, as well as the requirements of the labor market. - Provide evidence that the intended learning outcomes are aligned with the qualification standard, the qualification framework in BiH and the Qualification Framework of the European Higher Education Area (FQ-EHEA). - Explain the adequacy of the learning outcomes and qualifications acquired after completing the studies from the aspect of social and economic needs 	<p>3 - Fully justified 2 - Needs improvement (minor corrections) 1 - Needs improvement (greater corrections) 0 -Unjustified</p>
<p><u>Examples of evidence:</u></p> <ul style="list-style-type: none"> - list of learning outcomes of the study program - Matrix 1.: Correlation matrix of learning outcomes from the qualification standard with learning outcomes of the proposed study program. (Table template attached: Matrix 1) - Reference to the relevant parts of the IUS Strategic Plan 2022-2026 	<p>Committee Observations:</p>

III STUDY PROGRAM DESIGN

III.1. The curriculum and syllabi must contain at least: an overview of required and elective courses, i.e. outline content of the teaching material for each course (divided according to the number of weeks/teaching units within one semester), the student's workload per subject, the point value of each subject expressed in accordance with ECTS, methods of checking and evaluating the continuous acquisition of student knowledge, ECTS points the value of the final paper on the first and second cycle of studies, quality assurance methods, a list of mandatory and supplementary literature for each individual subject, mandatory and specific equipment for carrying out the program/subject according to the requirements of the scientific/artistic field.

III.2. Internationalization and interdisciplinarity/multidisciplinarity of studies, interaction with professional practice, implementation of practical teaching is ensured through the proposed curriculum and syllabi.

<p>Instructions for Proposer</p> <p>The Proposer is obliged to attach:</p> <ul style="list-style-type: none"> - curriculum and courses' syllabi in accordance with the already established good practice at IUS. (curriculum sample, syllabus sample). - Matrix 2.: Learning outcomes at the study program level, course-learning outcomes correlation. (Table template attached: Matrix 2) 	<p>To be graded by the Committee</p> <p>3 - Fully justified 2 - Needs improvement (minor corrections) 1 - Needs improvement (greater corrections) 0 -Unjustified</p> <p>Committee Observations:</p>
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IV STUDY PROGRAM REALISATION AND RESOURCES

IV 1 Provide estimation of necessary financial resources for the organization of work and quality implementation of the proposed study program.

IV 2 In line with the proposed curriculum it is necessary to ensure the legally required number of faculty and explain in what way their qualifications and experience meet the study program aims and the curriculum.

IV 3 The premises, equipment and entire infrastructure (classrooms, laboratories, library) are appropriate for the implementation of the study program and ensure the achievement of the intended learning outcomes.

IV 4 The library is sufficiently equipped with a range of books or electronic resources to cover the mandatory literature listed in the course syllabi.

<p>Instructions for Proposer</p> <p><u>The Proposer is obliged to provide explanation of the entire study program realisation in terms of:</u></p> <ul style="list-style-type: none"> - the number of existing and to-be-hired teaching staff and their professional background which qualifies them for teaching of each course (short biography for each existing staff, (max 160 characters, including scientific fields of their appointment, a plan of the workload coverage for upcoming years, estimation on optimum number of professors that the program will rely on, including current professors from the related programs/fields), how the first year will be covered by professors&assistants, reference to whole program and numbers of projected number of staff, needed fields of expertise). - The list of resources which are already in place and which need to be additionally procured, or upgraded (buildings – does it fit to standardized surface/per student, equipment/computers/labs/tables..., specification of classrooms, devices, tools, required literature, etc.). - ATTENTION TO STANDARDS AND NORMS IN KS! ALL PROJECTIONS MUST BE COMPARED WITH THE OFFICIAL STANDARDS OF SARAJEVO CANTON. SEE THE DOCUMENT HERE: - https://www.unsa.ba/sites/default/files/dodatak/2019-06/STANDARDI%20I%20NORMATIVI-SLUZBENE%20NOVINE.pdf - Provision of information on the available institutions as program stakeholders where student internship and practical part of teaching or research is envisaged. - Explain accessibility of literature which underpins study program realization. <p>Evidence</p> <ul style="list-style-type: none"> - attach CVs of the existing faculty available to teach, and statements of availability and CVs for the planned new hires. 	<p>To be graded by the Committee</p> <p>3 - Fully justified 2 - Needs improvement (minor corrections) 1 - Needs improvement (greater corrections) 0 -Unjustified</p> <p>Committee Observations:</p>
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- attach: Initial approval for the establishment of a new study program, signed by the Rector or Board of Trustees, which states that financial resources have been secured for the quality implementation of the study program.
- attach the exact list of the equipment and other infrastructure (classrooms, program specific rooms or laboratories) which are necessary for the study program realization and which will ensure the achievement of the intended learning outcomes.
- attach Expressions of interest or contracts by external stakeholders
- attach a list of literature that exists in the library and/or is intended to be provided during the implementation of the study program

SIGNATURES OF ALL MEMBERS OF THE COMMITTEE FOR THE PREPARATION OF THE ELABORATE (members can be internal and/or external)*

Name and Surname	Position/ Title	Organisation*	SIGNATURE	Date