



INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU

- - **RECTOR** - -

No: IUS-REC-01-2043/2021

Date: September 23, 2021

Pursuant to Article 131 of the Law on Higher Education ("Official Gazette of the Sarajevo Canton", No. 33/17), in relation to Article 180 of the Statute of International University of Sarajevo, No: IUS-SENAT-11-1980/2018, and by applying Article 13 of the Book of Rules on Labor Relations at the International University of Sarajevo No: IUS-UO 08-16-1/19, Rector of International University of Sarajevo brings following

GUIDELINES

on professional development during the COVID-19 pandemic

I

In order to ensure the smooth realization of "on-line" classes and to maintain communication with students during the implementation of the measures against the spread of COVID-19 pandemic, these Guidelines establish that IUS provides a continuous form of training for academic staff who need practical trainings serviced by the University Information Technology Center, based on a previous program or individual request, and for the purpose of acquiring the necessary technical and software knowledge for effective teaching. The training consists of mastering the use of Microsoft365 solutions (MS Teams, Outlook, OneDrive, etc.) and Cisco Webex solutions (Cisco Webex video conferencing systems, Cisco Webex smart boards, Cisco Webex Meeting-Teams).

II

In addition to what is stated in Article I, IUS gives opportunity to its teaching and non-teaching staff for professional development and improvement through a signed cooperation with the QEDEx platform (www.qedex.org), a company based in UK with subsidiaries in the USA, MENA and India. Professional development for employees is one of the already established prerequisites for institutional and program accreditation carried out by the Agency for the Development of Higher Education and Quality Assurance of Bosnia and Herzegovina, which was also stated as a feature in the Agency's Recommendation in the last institutional accreditation of the IUS. The QEDEx platform will offer courses with a focus on professional development of teaching/non-teaching staff at higher education institutions.

III

In relation to Article II, IUS provides individual licenses for all teaching/non-teaching staff members who are required to register and attend courses in consultation with their Dean/Manager/Supervisor. The assigned business email of the IUS staff will be shared with



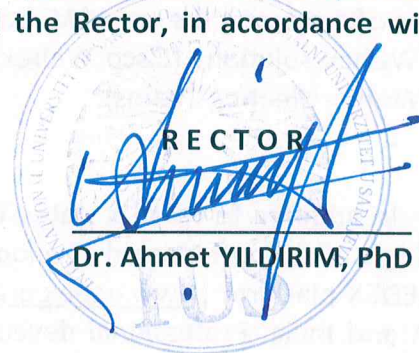
QEDEX who will create a special IUS group on its global platform, which will contain all instructions on using the platform. Upon completion of the selected courses, each staff member and his/her supervisor will receive a progress report and, finally, a certificate of successful completion of the agreed courses. Course completion certificates will also be sent to the HR and the QA office.

All IUS employees will be allowed to register and attend an unlimited number of "on-line" courses, as well as to develop "on-line" courses on the platform. The following are suggested as compulsory courses:

- *Essentials of effective teaching,*
- *Designing and delivering online courses,*
- *Online learning assessment.*

IV

Considering all the circumstances that accompany the pandemic and the organization of work in extraordinary circumstances for a long period of time, *de facto* absence from the usual place of work as well as urgent and non-standard actions of the employer in various forms of training and development during the pandemic period, these Guidelines establish the right that above mentioned forms of training can be considered as professional training, on the basis of which the term of academic/scientific/artistic-teaching appointment of a member of the academic staff can be extended up to one year maximum. The justification of each request for extension will be evaluated by the Board of Trustees and the Rector, in accordance with submitted request.


RECTOR
Dr. Ahmet YILDIRIM, PhD

Delivered:

- Organizational units
- Human Resource Office
- Quality Assurance Office
- a/a



INTERNATIONAL UNIVERSITY OF SARAJEVO
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- REKTOR -

Broj: IUS-REC-01-2043/2021

Datum: 23.09.2021. godine

Na osnovu člana 131. Zakona o visokom obrazovanju („Službene novine KS“, broj: 33/17), a u vezi sa članom 180. Statuta, broj: IUS-SENAT-11-1980/2018, i primjenom člana 13. Pravilnika o radu IUS-a, broj: IUS-UO 08-16-1/19, Rektor Internacionalnog univerziteta u Sarajevu donosi

SMJERNICE

o profesionalnom usavršavanju tokom trajanje pandemije COVID-19

I

U cilju osiguranja nesmetanog odvijanja „on-line“ nastave i održavanja komunikacije sa studentima tokom trajanja mjera uspostavljenih usljed pojave i širenja pandemije virusa COVID-19, ovim se Smjernicama utvrđuje da IUS zainteresiranom akademskom osoblju koje ima potrebe za istim, obezbjeđuje kontinuirani vid obuke kroz praktične treninge koje servisira Univerzitetski računarski centar, temeljem prethodnog programai ili pojedinačnog zahtjeva), a radi usvajanja neophodnih tehničkih i softverskih znanja za efikasno održavanje nastave. Obuka sastoji se u savladavanju korištenja *Microsoft365* rješenja (MS Teams, Outlook, OneDrive, ...) i *Cisco Webex* rješenja (Cisco Webex video conferencing sistema, Cisco Webex pametnih ploča, Cisco Webex Meeting-Teams).

II

Pored navedenog u tački I, IUS omogućava svom nastavnom i nenastavnom osoblju profesionalni razvoj i usavršavanje i putem potpisane saradnje sa QEDEX platform (www.qedex.org), kompanijom sa sjedištem u Velikoj Britaniji i podružnicama u SAD-u, MENA-i i Indiji. Profesionalno usavršavanje za uposlenike jedan je već određenih preduslova za institucionalnu i programsku akreditaciju koju provodi Agencija za razvoj visokog obrazovanja i osiguranje kvalitete Bosne i Hercegovine, što je navedeno i kao značajka u Preporuci Agencije u posljednjoj institucionalnoj akreditaciji IUS-a. Platforma QEDEX ponudit će kurseve sa fokusom na profesionalno usavršavanje nastavnog/nenastavnog osoblja na visokoškolskim ustanovama.

III

U vezi sa tačkom II, IUS obezbjeđuje pojedinačne licence za sve članove nastavnog/nenastavnog osoblja koji su obavezni registrirati i pohađati kurseve u dogovoru sa svojim dekanom/menadžerom/supervizorom. Dodijeljena poslovna e-pošta osoblja IUS-a bit će podijeljena s QEDEX-om koji će stvoriti posebnu IUS grupu na svojoj globalnoj platformi, a koja



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će sadržavati sve upute o korištenju platforme. Po završetku odabranih kurseva svaki član osoblja i njegov nadređeni dobiće izvještaj o napretku i na kraju potvrdu o uspješnom završetku dogovorenih kurseva. Potvrde o završetku kurseva također će biti poslani HR i QA uredu.

Svim zaposlenicima IUS-a dozvoljeno će biti registrirati i pohađati neodređen broj „on-line“ kurseva, kao i da razvijaju „on-line“ kurseve na platformi. Kao obavezni kursevi predlažu se:

- *Essentials of effective teaching,*
- *Designing and delivering online courses,*
- *Online learning assessment.*

IV

Imajući u vidu sve okolnosti koje prate pandemiju i organizaciju posla u izvanrednim okolnostima u dužem vremenskom periodu, de facto odustvo sa radnog mjesta kao i hitna i nestandardizirana postupanja poslodavca kod različitih oblika obuke i usavršavanja u periodu pandemije, ovim Smjernicama se utvrđuje pravo da se gore navedeni oblici obuka mogu smatrati profesionalnim usavršavanjem, temeljem kojeg se članu akademskog osoblja može produžiti rok izbora u akademsko/naučnonstavno/umjetničnonstavno zvanje. Rok za produženje izbora u zvanje iznosi najviše jednu godinu dana. Opravdanost svakog zahtjeva za produženje cijenit će Upravni odbor i rektor, u skladu sa dostavljenim zahtjevom.



Dostaviti:

- Organizacione jedinice
- Služba za personal i ljudske resurse
- Ured za osiguranje kvaliteta
- a/a