

International University of Sarajevo
Internacionalni univerzitet u Sarajevu

No. IUS-SENAT-356-1/2021

**Rulebook on Organization of the Distance
Learning at IUS**

January, 2021

Pursuant to the Article 53, Clause 4 and in the line with the Article 56, Clause 1 of the Law on Higher Education (*“Official Gazette of Sarajevo Canton”, issue 33/17, 35/20 and 40/20*), the Senate of the International University of Sarajevo (hereinafter: the Senate) on its 134th session held on February 12th 2021, adopted the following

Rulebook on Organization of the Distance Learning at IUS

Document Title:	Rulebook on Organization of the Distance Learning at IUS
Document Author:	Coordinator of the Distance Learning Center of IUS
Responsible Person:	TBD
Date of Approval:	TBD
Date Effective From:	TBD
Review Date:	TBD
Summary:	<p>This document defines the requirements for delivering and organizing the distance learning education at the International University of Sarajevo, which include the preparation of the online course material, evaluation of the quality of the distance learning study, description of the required technology support for its implementation and other related organizational matters.</p> <p>The purpose of this document is to ensure quality of the distance learning study, offered at the International University of Sarajevo.</p> <p>This document ensures that the planning, development and implementation of the distance learning activities is in accordance with the mission and vision of the International University of Sarajevo.</p>
Summary of changes:	TBD

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1 Introduction

Distance learning is a method of education that delivers teaching to students that are not physically present in the traditional educational settings, with the aim to satisfy the requirements of a program and to achieve the outcomes of the course or module through the implementation of the University's communication methods and various technologies.

1.1 Mission

The mission of distance learning includes the accessibility to learning distribution and flexibility to acquire knowledge. It increases the access to learning and provides the students the opportunity to participate on an individual basis, regardless of time and distance.¹ The mission of distance learning at the International University of Sarajevo is to offer students innovative and flexible, yet quality and internationally recognised education and to prepare them to multiple future local and global challenges so they gain ability to transform knowledge into values of importance for themselves and the community.

1.2 Vision

Due to the increased globalization characteristics and demographic changes, education needs to become available to everybody and it needs to encourage people to adhere to this process. The vision of distance learning seeks to address the challenges of education development, which will include the creation of new methods of teaching and learning in education, that involves the implementation of various communication technologies, not confined by space and time.² The vision of distance learning at the International University of Sarajevo is to support the IUS main vision to become the most advanced university in the Western Balkans in providing quality distance teaching and learning to students from a wide geography.

2 Organizational Structure

2.1 Principles of Practice

The development of the distance learning education at the International University of Sarajevo includes an effective pedagogy, that depends on the instructor's preparedness and the student's approach. Students need to perceive technology as a useful source of information and the instructor's need to adapt a positive attitude and the necessary skills, to achieve the delivery of quality distance learning.

¹ Bušelić, 2012:26

² Bušelić, 2012:24

All distance learning courses, online undergraduate and graduate degree programs and doctoral studies, are conducted in accordance with the University established policies and procedures, outlined in the *Study Rules for the First Study Cycle at International University of Sarajevo*, (<http://www.ius.edu.ba/common/iusregulations/studyrulescyclefinished.pdf>), in the *Study Rules for the Second Study Cycle at International University of Sarajevo*, (https://www.ius.edu.ba/sites/default/files/docs/study_rules_for_second_study_cycle_at_ius.pdf), in the *II Study Cycle (master studies), General regulations*, (<http://www.ius.edu.ba/common/iusregulations/GeneralAcademicRulesforIIStudyCycle.pdf>), and in the *Study Rules for Doctoral Studies at International University of Sarajevo*, (https://www.ius.edu.ba/sites/default/files/docs/study_rules_for_the_third_study_cycle_at_ius.pdf).

The distance learning study will follow all standards set by the specific accreditation institutions that accredit our degree programs as it is established in accordance with the Annex 4, Book of Rules on the Establishment and Development of the Internal System of Quality Assurance and Quality Management at the International University of Sarajevo (IUS), BoT, v.0, 2019 (QA Rule Book).

The distance learning strategy must form part of the overall university strategy and policy for quality assurance. Quality assurance policies for distance learning cover quality, educational objectives, teaching and learning, pedagogical models, innovation, course development and course structure, institutional and student support, electronic security measures and data protection as well as fraudulent conducts measures and consequences for students and staff.

Detailed organization of part-time and distance learning studies is further stipulated in the Book of Rules for Part-time and Distance Learning Studies adopted by the Senate, outlined in the *Statute of International University of Sarajevo, Article 96, item 10*, (<https://www.ius.edu.ba/important-documents/statute>).

2.1.1 Online Teaching Delivery

Distance education is conducted online, by using the latest technology in electronic delivering courses, providing greater opportunities in teaching, learning and active interaction in higher education. The course content is delivered through an e-learning environment that will be used for the administration of the course content and the delivery of the course assessments and enable the communication and interaction between the instructors and the students.

The electronic communication tools provided within the online courses will be used for course-related purpose only.

Online teaching in the distance learning study programs at the International University of Sarajevo is delivered exclusively in English language.

2.2 Principles of Learning Methods

Methods of course delivery that are used in distance education at the International University of Sarajevo include two modes of distance education instruction: Online and Hybrid Instruction.

2.2.1 Online Instruction

Online instruction in distance education implies that the courses are taught online with the use of the combined synchronous and asynchronous learning method. The synchronous method of learning refers to the mode when all participants are present at the same time, despite being located remotely. The asynchronous learning method refers to the mode, when participants can access the course materials on their own and are not required to be at the same time.³ The application of both, the synchronous and the asynchronous learning method can be combined to deliver one course. This mode allows the students to accomplish the same learning outcomes as in the traditional courses.

2.2.2 Hybrid Instruction

Hybrid instruction in distance education combines the traditional classroom instruction and the online instruction. This mode allows the students face to face interaction in class, with online course work and instructions and requires in-class exams. Hybrid online classes give the opportunity to take the advantage of both online education and face to face interaction, by attending the smartboard classrooms and following their e-learning environment.

2.2.3 Technology Resources

Distance learning programmes require extensive access to online resources. International University of Sarajevo provides accessibility to smartboard classrooms, available to all faculty programs. The smartboard classrooms include interactive video, which allows two-way video and audio exchange between the students and instructors, located remotely. Online courses will be scheduled separately in consideration with the schedule of the traditional classes that may be scheduled in these classrooms.

³ Bušelić, 2012:27

Students will primarily access the course content and instructions from a e-learning environment, by using a variety of tools and multimedia technologies. The e-learning environment allows the students to view the information about when and how they can contact their instructors, explanation of the expectations of their study program, a clear schedule and delivery of their course material and the assessment of their work.

The required technology resources are reviewed annually by the University's Information Technology Center.

2.2.4 Online Library Resources

All students are encouraged to access and use the online library resources. IUS Library services provide access to several commercial and non-commercial electronic resources (e-resources) to support its students and academicians in their studies, during their research and teaching processes. Students can access all available e-resources, including numerous research databases and the library online catalogue, which can be found on the IUS Library website, (<https://library.ius.edu.ba/>).

3 Online Course Management

3.1 Online Course Compliance

Distance learning courses are comparable with the traditional courses, taught in classroom setting, in terms of the course content, description and course objectives to achieve the same outcomes of the traditional course and quality distance education.

3.2 Academic Calendar for Online Courses

Distance learning courses follow the same academic calendar as the traditional courses, which will be announced and accessible on the University website, (<https://www.ius.edu.ba/academic-calendar>).

3.3 Online Course Capacity

The course capacity in distance learning education is defined by the University, according to the decision on determining quotas for the student enrolment.

3.4 Online Course Schedule

The schedule of the online courses is officially published at the beginning of the academic year and accessible on the University website. The schedule lists the semester course offerings, date, and time.

3.5 Online Course Offerings and Course Information

Online courses offered at the International University of Sarajevo are listed with the necessary information for registration along with other important information and accessible on the University website, (<https://news.ius.edu.ba/news/distance-learning-offered-international-university-sarajevo-year>).

Online courses offered on the International University of Sarajevo and listed on the University's website have to provide the required information as orientation for students, which includes basic course information, as listed in Table 1., and the online course syllabus.

All online course information is officially published at the beginning of the academic year and accessible on the University's website.

Table 1 Online Basic Course Information

Semester / Year	Course Title / Section	Course Dates	Begins / Ends
Type of Online Course	<i>Fully online or Hybrid instruction</i> <i>*For Hybrid instruction please indicate date of first meeting</i>		
Course Description	<i>Copy from course outline</i>		
Course Instructor	<i>Instructors name and information</i>		
Phone number / Email	<i>Course instructor contact information / Only faculty members</i> <i>Outlook email account should be referenced</i>		
Special Course Requirements	<i>Login information and instruction / link to e-learning environment / course syllabus location</i>		
Course Textbook Information	<i>Required textbooks</i>		
Course Assessment	<i>Assignments and tests</i>		
Additional Comments	<i>Additional requirements for the students and course communication – course deadlines, additional technology requirements and online participation</i>		

3.5.1 Online Course Syllabus

The online course syllabus in distance learning is comparable with the course syllabus of the traditional courses, taught in classroom setting and published on the University's website, (<https://ecampus.ius.edu.ba/syllabi>). It follows the same template and course information, but it includes an additional template with more detailed information about the course assignments

and texts, guidelines for the class participation and the grading criteria and detailed explanation of the weekly lessons, readings, discussions, projects and assessments. The extension of the standard format of the course syllabus is given in Appendix 1, within the Rulebook on Organization of the Distance Learning at IUS.

3.5.2 Online Course Examination

Online course examination will be conducted in accordance with the University Study Rules regarding the organization of examinations, outlined in the respective book of study rules for the first study cycle: *Study Rules for The First Study Cycle, International University of Sarajevo, Article 23*; in the general regulations of the second study cycle (master studies): *II Study Cycle (master studies), General regulations, Article 4*; in the respective book of study rules for the third study cycle: *Study Rules for Doctoral Studies at International University of Sarajevo, Article 1*; and with the corresponding study program curriculum. Thus, it will be updated in accordance with the future regulations set in the Framework Law on Higher Education in Bosnia and Herzegovina.

The schedule of the online course examination is officially published before the beginning of the exams and accessible on the University website, as well as the exam schedule of the regular in-class courses. The exam schedule lists the exam dates and time of the examination.

3.5.3 Adding/Dropping and Withdrawing Online Courses

The add/drop and withdrawing process of online courses will be treated according to the same University regulations as for the traditional in-class courses. The deadlines will be published in the Academic Calendar, announced on the University's website.

3.5.4 Online Course Cancellation

The International University of Sarajevo remains the right to cancel a class in case of insufficient student enrolment or lack of appropriate faculty instructor availability. In this case, the student will be notified by email in a timely manner.

3.5.5 Online Course Award of Credit

The amount of credit in distance learning courses is equivalent to the amount of credit in traditional courses, according to the corresponding study program curriculum.

3.5.6 Additional Requests for distance learning courses

For any additional request for distance learning courses, the faculty instructor needs to contact the department chair and the coordinator of the distance learning center.

4 Online Teaching Faculty Management

4.1 Faculty Load

Online courses are part of the regular teaching load. The decision regarding the number of online courses that will be taught by a faculty member is to be taken by the responsible department chair and the Dean, based on the total number of courses offered in the semester and the total number of students attending.

Full-time faculty members teaching online courses in a traditional program will receive no additional compensation for those courses. If teaching an online course results in the faculty member teaching more than the estimated teaching hours for the semester, the decision to provide compensation for the teaching overload is to be taken into consideration. The same applies for the adjunct faculty members.

4.2 Faculty References

Full-time faculty members who teach distance learning courses are expected to possess the comparable academic references as the one required in teaching the traditional courses. These standards will apply the same to the adjunct faculty members who teach distance learning courses.

Faculty members who teach distance learning courses are required to enhance their teaching proficiency by gaining the skills of contemporary technologies and pedagogical techniques in the instruction and content delivery of the distance learning courses.

The University offers participation in professional development activities to train the faculty members in the use of technology.

4.3 Faculty Responsibilities

The Faculty member teaching online courses is responsible for the course content and syllabus, the content delivery, assessment of the course outcomes and the student evaluation. The Faculty responsibility is to ensure that the quality of the courses on the communication platforms remains consistent.

4.4 Evaluation of the courses delivered

Faculty will evaluate online courses at the end of each academic year in accordance with the Book of Rules on the Establishment and Development of the Internal System of Quality Assurance and Quality Management at the International University of Sarajevo (IUS), BoT, v.0, 2019 (QA Rule Book). The online courses will be reviewed by observation of the

department chair and the dean, to ensure that all criteria defined in this Rulebook are followed and to discuss the results of those reviews, for improvement or changes of the course delivery, according to the Course Evaluation Form, given in Appendix 2, within the Rulebook on Organization of the Distance Learning at IUS.

4.5 Faculty Evaluation

The Faculty member teaching online courses will be evaluated in the same manner as those who teach traditional courses according to the competent law. Students evaluation will be completed online in all distance learning courses. The results of those evaluations are used for the course revision and discussed with the faculty member, the department chair, and the dean.

4.6 Faculty Office Hours

The office hours of the faculty members teaching online courses will be clearly defined and announced on the University E-Campus website and in the course syllabus. Full-time faculty members who are engaged in teaching courses online and/or traditional courses in classroom settings are expected to have at least five (5) hours dedicated for consultations. Within the specific office hours required, faculty member may dedicate a minimum of 1,5 hours for each distance learning course in form of online consultations.

4.7 Faculty Online Interaction Requirements

4.7.1 Upload of the course syllabus

Faculty members create the course syllabus that consists of two templates for each online course they teach. It is the responsibility of the instructor to upload the two templates of the course syllabus into their e-learning environment, prior to the first day of classes.

4.7.2 Instructor Presence in Online Classes

Online faculty instructors have an active online presence in the online classes. This includes regular teaching activity, regular announcements, feedback on student work, scheduled chats, and meetings to discuss the student work and additional discussions on course material. Full time and adjunct online faculty instructor will conduct all electronic communication with students by using only their official University email account and through the e-learning environment. Online faculty instructors will keep records of their active online presence in the online classes, which will be archived at the end of the semester, as for the traditional in-class courses.

4.7.3 Online Course Attendance, Assessment, and Grading

Beside the University's Student Information System (SIS), online faculty instructors may use the e-learning environment as well, for students to follow their course progress, results, and the attendance in a more efficient way.

Online faculty instructors will be provided with a class list and accompanying students email lists for each class, after the official course registration is over.

Logging into the University's e-learning environment will not be accepted as proof of attendance. Student must attend the weekly class, complete the required course assessment defined in the course syllabus and assigned by the online faculty instructor, to be counted as attending. Completion of this task will be used to verify the student's attendance and participation for that corresponding week. At the end of the semester, the online faculty instructor will report the attendance of all students enrolled in the online course.

Online faculty instructors should use various forms of assessments, such as research projects or essays, which will enable the instructors to give a more detailed feedback to the student work, than in online quizzes and tests, depending on the specific circumstances of the course.

Online faculty instructors in the distance learning education will grade the student online work according to the same grading scale, followed in the traditional face to face education, outlined in the respective book of study rules for the first study cycle: *Study Rules for The First Study Cycle, International University of Sarajevo, Article 25*; in the general regulations of the second study cycle (master studies): *II Study Cycle (master studies), General regulations, Article 4*; and in the respective book of study rules for the third study cycle: *Study Rules for Doctoral Studies at International University of Sarajevo, Article 14, item 6*.

Only the SIS and the e-learning environment will be used for posting the student grades, online faculty instructors should not communicate the student grade via email or phone.

Online faculty instructors should grade and return all assignment within five (5) working days.

Online faculty instructors should respond to student requests and questions on a timely basis no more than within a timely manner.

The instructor must notify the students through announcements if expected to be out of contact for any reason. Clear instructions must be provided in the announcement regarding how the students may direct their questions during the duration of such absence.

4.7.4 Administration of Online Course Examination

Online course examination is administered as scheduled and clearly outlined in the course syllabus. Online faculty instructors should monitor the progress of the exam and ensure the verification of the student identification prior to the beginning of the exam, according to appropriate mechanism of safety protocol.

In case the student missed the course examination for any valid reason, the student will be given the opportunity to repeat the exam in an online recorded video session.

4.8 Student Verification of Identity

The University shall ensure that the identity of the students enrolled in the distance learning study programs are verified in a clear manner and that the online faculty instructors receive the necessary guidance and tools to assist in the identification of plagiarism and other related forms of academic misconduct.

Online faculty instructors must verify that the student participating in online courses is the same student who officially registered and enrolled in the course. The verification process can be conducted by ensuring a secure student login and pass code, a proctored examination and other effective technologies used in verifying the student identification.

Distance learning courses may require proctored exams, by arranging a qualified proctor to monitor a student during the exam. Acceptable proctors must be approved by the course instructor. All proctored exams should be clearly indicated in the course syllabus at the beginning of the semester, with the defined requirements for conducting the exam.

Online course instructors may require students to use a webcam during testing, which should be indicated as required in the course syllabus, before the beginning of the semester.

Online course instructors may also require students to use specific security programs, which can prohibit the use of any computer or web browser activity during an online exam, which should be indicated in the course syllabus, before the beginning of the semester.

5 Requirements for Distance Learning Education

5.1 Student Admission and Registration

All students need to be allowed to enrol for distance learning education, based on the same criteria which apply to the traditional in-class education, outlined in the respective book of study rules for the first study cycle: *Study Rules for The First Study Cycle, International University of Sarajevo, Article 9*; in the respective book of study rules for second cycle studies:

Study Rules for Second Cycle Studies, International University of Sarajevo, Article 5; and in the respective book of study rules for the third study cycle: *Study Rules for Doctoral Studies at International University of Sarajevo, Article 26*.

Based on these admission criteria and possible additional criteria in order to competently attend the online study program courses, all students are required to submit one of the following internationally accepted language examination scores, obtained in the last two (2) academic years:

- 1) For a potential student applying for First Cycle of Studies,
 - a) Passed IELTS Academic module with 6 points and above (in Turkey, taken only from British Council test Centers*)
 - b) Passed TOEFL IBT with 70 points and above (in Turkey, taken only from University-run test Centers*)
- 2) For a potential student applying for Second Cycle of Studies,
 - a) Passed IELTS Academic module with 6 points and above (in Turkey, taken only from British Council test Centers*)
 - b) Passed TOEFL IBT with 75 points and above (in Turkey, taken only from University-run test Centers*)
- 3) For a potential student applying for Third Cycle of Studies,
 - a) Passed IELTS Academic module with 6.5 points and above (in Turkey, taken only from British Council test Centers*)
 - b) Passed TOEFL IBT with 80 points and above (in Turkey, taken only from University-run test Centers*)

* TOEFL/IELTS Test scores obtained from any other test Center (Private Language Courses or similar) will not be admissible as proof of language proficiency at the International University of Sarajevo. Upon receipt of the "ORIGINAL" score sheet from TOEFL/IELTS,

student will submit the score sheet and schedule an online interview to the Coordinator of the Distance Learning Center of IUS. The coordinator in turn will schedule an online interview for the student candidate with the ELS Director for review. Test-taker copy cannot be accepted as proof of language proficiency. The validity period for these scores is as stated on the Score Sheet.

Once admitted, students will receive an admission letter proving the status of a student. After the completion of the official registration process at IUS, student will receive the required directions for logging into the e-learning environment, information to the library resources and required technical help and support.

Students will be provided with an official University's email account to access the e-learning environment. Once the student has an official University email account, a username and password will be created to obtain the required e-learning account to enrol in the course.

Students should check their email regularly for important information and instructions about the course and their e-learning environment.

Students need to access their official e-learning environment at the beginning of each semester and login to their online courses after their registrations.

5.2 Student Admission with Transfer

Transfer applications between the traditional in-class study programs and the online distance study programs are accepted with the approval of the Program Council, based on the admission criteria set for the distance learning education and for the traditional study program.

Students can transfer from one method of studying to another, if they meet the requirements set by the respective Program Council and in accordance with the requirements set for change of study program, outlined in the respective book of study rules for the first study cycle:

Study Rules for The First Study Cycle, International University of Sarajevo, Article 40; in the respective book of study rules for second cycle studies: *Study Rules for Second Cycle Studies, International University of Sarajevo, Article 10*; and in the respective book of study rules for the third study cycle: *Study Rules for Doctoral Studies at International University of Sarajevo, Article 10*.

5.3 Students Workload and Qualification

The duration of an academic year within the distance learning study program corresponds to the duration of an academic year in traditional study programs.

Since the amount of credit in distance learning courses is equivalent to the amount of credit in traditional courses, the student workload in the distance learning study programs is based on the same criteria which apply to the traditional study programs.

Students who successfully complete their studies in the distance learning programs will be entitled to be awarded the same relevant academic title; specifically, scientific, and professional qualification, as the students in the traditional study programs.

5.4 Student Online Technology Requirements

All students enrolled into the distance learning study program are required to have access to a computer with internet connection with the required study program software's, as outlined in the course syllabus within the additional technology requirements, of the assigned course.

5.5 Student Online Attendance

Students are expected to attend class regularly, for which they are registered. The class attendance reflects the student's active participation in the online course, as well as in traditional courses. The class attendance in online classes meets the same Attendance Policy, which is valid for the traditional classes, outlined in the respective book of study rules for the first study cycle: *Study Rules for The First Study Cycle, International University of Sarajevo, Article 16*; and in the respective book of study rules for second cycle studies: *Study Rules for Second Cycle Studies, International University of Sarajevo, Article 7, item 6*; and in the respective book of study rules for the third study cycle: *Study Rules for Doctoral Studies at International University of Sarajevo, Article 29*.

In line with the University's Attendance Policy, it is the student's obligation to obtain the required handouts and other course material, covered when being absent from class and to arrange a make-up of the missed assignment in agreement with the online course instructor.

International University of Sarajevo provides special consideration to the students with disabilities. The special support for student with disabilities meets the same enrolment and study regulations which is valid for the traditional courses, outlined in the: *Study Rules for The First Study Cycle, International University of Sarajevo, Article 17*; in the respective book of study rules for second cycle studies: *Study Rules for Second Cycle Studies, International*

University of Sarajevo, Article 12; and in the respective book of study rules for the third study cycle: Study Rules for Doctoral Studies at International University of Sarajevo, Article 29.

5.6 Student Online Interaction Requirements

All students enrolled in the distance learning education, need to use and maintain their IUS email account. Only the students official University's email account will be used to conduct any official academic communication. Personal email accounts should not be used when contacting the course instructor or submitting the required course material.

Students must ensure a reliable access to the internet and a computer with the required technical requirements, assigned by the study program, to follow the course instructions and engage with the distance learning materials and method of delivery.

Students must access their e-online environment regularly to keep track of deadlines and submission to complete their assignments.

Students must read the online course syllabus thoroughly and understand the course expectations.

5.7 Student Support

International University of Sarajevo provides the distance learning students the possibility to report any course – related concerns or complaints and contact the IUS Student and Career Center, (<https://scc.ius.edu.ba/content/important-documents>).

Students may contact the Coordinator of the Distance Learning Center of IUS, for assistance with the Rulebook on Organization of the Distance Learning at IUS and course-related matters and the University's Information Technology Center, to obtain assistance with technical issues and questions regarding the course tools and the e-learning environment.

6 Review of the Rulebook on Organization of the Distance Learning at IUS and Compliance

The Rulebook on Organization of the Distance Learning at IUS will be reviewed annually to ensure consistency and quality in the delivery of the distance learning education and for continued alignment with the appropriate regulations set in the Framework Law on Higher Education in Bosnia and Herzegovina, revised, as necessary.

CHAIRMAN OF THE SENATE

Prof. Dr. Ahmet YILDIRIM

CONFIRMATION ON ANNOUNCEMENT OF THE RULEBOOK

A copy of this Rulebook was posted on the notice board at the International University of Sarajevo on February 13th 2021 at 9 o'clock;

A copy of this Rulebook was published by posting it on the International University of Sarajevo website on February 13th 2021 at 9 o'clock.

CHAIRMAN OF THE SENATE

Prof. Dr. Ahmet YILDIRIM

7 Appendix

7.1 Appendix 1

	INTERNATIONAL UNIVERSITY OF SARAJEVO FACULTY OF **** COURSE CODE, COURSE NAME AY **** - **** ONLINE COURSE SYLLABUS IN DISTANCE LEARNING	
TECHNICAL SUPPORT INFORMATION AND HELPDESK (What technical support is available and how to get it)		
Contact:		
Availability:		
TECHNOLOGY REQUIREMENTS		
Other required course technology requirements (Requirements for student access, such as signing up to the course e-learning environment, privacy, etc.)		
NETIQUETTE (General guidelines of acceptable behaviour for electronic communication. To avoid the possibility of miscommunication, online course communication should be conducted in a positive, supportive, and constructive manner)		
COURSE POLICIES		
Expectations of students:	<i>I expect you to</i>	
Expectations of the course instructor:	<i>You can expect me to</i>	
COURSE INFORMATION AND PROCEDURE (Information of the course e-learning environment, organization of the online classroom and principles of learning methods)		
FORMAT OF COURSE DELIVERY (Information on where to get course materials online. Any technical requirements for accessing the materials, such as plugins or other apps that will be required, where to get them, etc.)		
METHOD OF COURSE ASSESSMENT (Information on expectations for submitting assignments electronically, where to submit, file formats, etc. Information on how examinations will be handled, including any specific technical requirements)		
ONLINE ATTENDANCE POLICY /PARTICIPATION REQUIREMENTS (Expectations for online attendance. Overview of how students should engage with the course. How online participation is counted.)		
ONLINE ABSENCE POLICY (Guidelines for anticipated absences in the activities of the online course, for unexpected absences and requested extensions and late submissions)		
EMERGENCY OR INTERRUPTION IN COMPUTER SERVICE POLICY (Solution in case of emergencies or interruption in service, especially cases affecting the assignment deadlines)		

COMMUNICATION POLICY (A description of how students will find and navigate their way through the weekly materials and activities. Information on where online students can get help for the course and how to access such help)
OTHER SUPPORT SERVICES (Information on where online students can get help for other types of student issues and how to access those support services)

7.2 Appendix 2

COURSE EVALUATION TEMPLATE

Course Code/Title:

Course Holder/Instructor:

Academic Year:

Date of Plan:

Course Learning Outcomes	Assessment Method(s)*	Assessment Results	Plan for Improvement
1.	1.	1.	1.

*In line with the course syllabus