



POLICY ON PART-TIME LECTURERS

AT THE INTERNATIONAL UNIVERSITY OF SARAJEVO

As members of the IUS academic staff, part-time lecturers are expected to maintain high professional conduct standards and adhere to the existing quality education guidelines.

The part-time lecturers are under the direct responsibility of program coordinators. As such, program coordinators are responsible for maintaining continuous communication with part-time lecturers and ensuring the following:

1. The syllabus is presented and updated in E-Campus.
2. The course is defined in the Student Information System, and all the necessary data is entered.
3. The invigilators protect the in-semester exams (unless centralized) in case of larger classes (ideally 25 and more students).
4. The part-time lecturers are acquainted with the study rules at IUS.

Classes provided by the part-time lecturers should be subject to peer and student evaluation. Several scenarios exist:

1. The part-time lecturer is a course holder. In this case, the relevant program coordinator performs the peer evaluation. It includes a visit(s) to the lectures and informal communication with the students.
2. The part-time lecturer is not a course holder and shares a section with another part-time lecturer. In this case, the peer evaluation is performed by the course holder or program coordinator.
3. The part-time lecturer is not a course holder and shares with a full-time IUS academic staff. In the case that full-time IUS academic staff is a course holder, then the peer-review evaluation is performed by the program coordinator. If the full-time IUS academic staff is not a course holder, then the course holder or program coordinator performs the peer-review evaluation.
4. The part-time lecturer is not a course holder. In this case, the peer evaluation is performed by the course holder or program coordinator.

In case of a larger number of part-time lecturers at the program/department/faculty, a specific academician can be appointed to coordinate the activities by either the program coordinator or the Dean.

The relevant program coordinator provides the Faculty Dean with the final report on all part-time lecturers.

RECTOR

Prof. Dr. Ahmet YILDIRIM



A BRIEF OVERVIEW OF THE MOST IMPORTANT RULES

Below are listed some of the main activities within the semester. Unless specified differently by the official decision, all part-time lecturers should follow this plan. In case of further clarification, the part-time lecturer should contact the relevant program coordinator of the Faculty Dean. The study rules and other important regulations are available at: <https://www.ius.edu.ba/en/regulations>.

Academic Calendar

The Senate adopts the academic calendar and presents all important dates in the academic year. Unless indicated differently in the academic calendar, the semester activities are scheduled as presented in Table 1. The academic calendar is available at: <https://www.ius.edu.ba/en/academic-calendar>.

Table 1: Tentative plan of semester

Week 1	Beginning of classes	Week 15	Last week of classes
Week 2	Add-drop period	Week 16	Preparation for final exams
Week 8	Midterm exams	Week 17	Final exams
Week 10	Withdrawal period	Week 19	Makeup exams

Attendance

- Attendance is taken from the moment the student has been added to the class. 70% attendance for regular and 50 % for exchange students in lectures is mandatory regardless of the reason for absence (medical or any other). For those students who repeat the course, the details about attendance are provided in the study rules for the first cycle.
- The course syllabus defines attendance in other course components like tutorials, workshops, lab hours, and application classes.
- The final list of students should be downloaded from Student Information System after the add-drop.
- The student who fails the attendance must be assigned with "N/A" for that course immediately by the course lecturer.

E-Campus

The course lecturers are responsible for entering their syllabus in E-Campus before the beginning of the semester. The updates of the syllabus are possible until the end of Week 3. In case of multiple sections, the lecturer of the first section enters the syllabus.

Student Information System

The course lecturers are responsible for entering their syllabus in Student Information System until the end of Week 3.

Grading structure

The course lecturer develops grading components and methods. In the structure of the total number of points, in-semester activities and assessments must account for at least 50% of the final grade, while the final exam accounts for a maximum of 50% of the final grade.

Publishing exam results

The lecturer must announce midterm and final exam results in the Student Information System within five working days from the examination date and notify students about the time for reviewing written/practical exam work via established communication used during the semester.



Make-up for in-semester grading components

Providing a make-up opportunity to students who missed some of the in-semester grading components is possible if the lecturer decides that the reason is justified, the notice has been provided before or during the exam, and the component can be taken through a make-up option. The lecturer shall not provide remedial opportunities for those who already took the exam.

Completion and submission of records on realization of teaching process and exams

The course lecturer must comply with the official instruction which specifies the obligation on completion and submission of the entire records/documentation, pre-examinations (quiz, project, essay, seminar paper, homework, etc.), examinations (partial, final, makeup exam) and all other related student's activities . The Instruction has been published here:

[The Instruction](#)

[Course Material Submission Form](#)

Office hours

Consultations can be arranged in the lecturer's office or classroom or by e-mail and other electronic communication for at least one hour per week.



JUNE 2023

NUMBER: IUS-SENAT-11-1840/23