



No: IUS-UO08-32/2011
Sarajevo, June 22, 2011

Pursuant to the Article 125 of the Law on Higher Education (Official Gazette of Sarajevo Canton No. 22/10 - Revised text), Board of Trustees of the International University of Sarajevo on its meeting held on June 22, 2011, adopts the following

Quality Assurance Office policy

I

This decision establishes Quality Assurance Office as an autonomous body of the IUS within the Rector's Office.

II

QA Office in its full capacity will have

- QA Manager
- Staff Development Officer
- IT Administrator
- Student Representatives (at least three)

III

QA Office will be set up with the appointment of QA Manager as an IUS full-time employee according to the criteria defined in this decision.

Staff Development Officer and IT Administrator will be appointed according to IUS needs, QA annual plans and according to the criteria defined in this decision.

Student representatives will be involved in QA Office activities not later than three months after the set up of QA Office and in accordance with Student Union Body procedures and nominations and criteria defined in this decision.

IV

QA Office can and will, when deemed necessary, involve additional IUS staff and student representatives in specific activities and can and will appoint specific tasks and responsibilities to the individuals, teams and units, after Rector's approval. QA Office will involve other QA bodies in its operation.

V

QA Office will operate in accordance with IUS Statute, Rulebook on QA at IUS, law and other relevant BH and European frameworks. It will serve as an example of responsible and ethical work at IUS.

VI



Autonomy of QA Office includes IUS provision of necessary resources for effective and efficient operation of QA Office and implementation of its QA procedures.

VII

Autonomy of QA Office includes IUS support to the full integrity of its QA Office and provision of full access to all the relevant information, processes and activities.

VIII

Autonomy of QA Office includes special status of its employees, in order to be able to pursue the best practices and IUS development. QA Manager will not be relieved of his duty prior to securing opinions from Student Union Body, Ethical Committee and opportunity to address the Board of Trustees. Other QA Office staff will not be relieved from their duty, prior to securing opinion from QA Manager and opportunity to address Senate, except in case they initiate the relieve procedure.

IX

QA Manager will be chosen according to the general employment policy and criteria of IUS and according to the law. Apart from these, the following criteria should also be used: Undergraduate degree in Social Sciences, 3 years of work experience in the field of QA at HEIs.

X

Staff Development Officer will be chosen according to the general employment policy and criteria of IUS and according to the law. Apart from these, the following criteria should also be used: Undergraduate degree in Psychology or Education with at least 240 ECTS in these areas.

XI

IT Administrator will be chosen according to the general employment policy and criteria of IUS and according to the law. Apart from these, the following criteria should also be used: Undergraduate degree, IT work experience, demonstrable expertise in IT.

XII

Student representatives will be examples of responsible and ethical students of IUS. Their involvement in QA bodies is voluntary, they can not and will not be forced into any position and will not receive any financial compensation for their engagement.

XIII

This Decision enters into force on the day of its adoption.

President of the IUS Board of Trustees

Prof. Dr. Hasan Zuhuri SARIKAYA