

INTERNATIONAL UNIVERSITY OF SARAJEVO

Number: IUS SENAT 11-3330/14

THE BOOK OF RULES ON ACCEPTING AND MONITORING STUDY PROGRAMS AT IUS

November, 2014

Pursuant to Article 5, Clause 2, Item (b); Article 36 Item (k); and Article 119 of the Higher Education Law – Revised Version („Official Gazette of the Sarajevo Canton“, issue 42/13), and Article 43 of the Statute of the International University of Sarajevo (**hereinafter: the Statute**), number IUS-SENAT-11-2255/2013 from September 12, 2013, the Senate of the International University of Sarajevo (**hereinafter: the Senate**), on its regular session held in Sarajevo on November 17, 2014, adopted the following

BOOK OF RULES

ON ACCEPTING AND MONITORING STUDY PROGRAMS AT IUS

General provisions

Article 1

This Book of Rules defines the content, methods of proposing, accepting, monitoring and realization of the study programs at International University of Sarajevo (hereinafter referred to as: the University), as well as methods of amending or innovating existing study programs.

The Book of Rules also regulates the methods to cancel existing study programs or courses in the study programs.

Article 2

The Committee for monitoring the curricula (*Curriculum Committee*), as a permanent University committee appointed by the Rector (hereinafter referred to as: the Committee), considers proposals for introducing new study programs, as well as proposals for amending existing study programs. The methods of work and selection of the Committee members is defined in the Book of Rules on the Work of the Committee.

Study Program

Article 3

A study program is a curriculum covering one or more scientific areas, the realization of which through the scientific/artistic-teaching process leads to obtaining one of the three academic levels in accordance with the Bologna Declaration. The final decision on adopting the study program is made by the Senate of the higher education institution.

The study program in form of a document must contain the following:

- a) The title and goals of the study program;
- b) The position of the study program in the IUS structure;
- c) The introductory notes on the study program and the rationale for its commencement
 - a. detailed analysis of needs and possibilities with the exact indicators for Bosnia and Herzegovina and internationally, including strategic objectives of the IUS;
- d) The information about participants engaged in creating the study program;
- e) The professional and academic titles to be obtained at the completion of the study;
- f) The duration of the study;
- g) A list of obligatory courses and electives, with the information about their content and a number of study hours required for their completion:
 - a. Credit value of each subject and of the final paper, expressed in the number of ECTS;
 - b. Prerequisites (courses);
- h) The criteria for registering the following semester, or the following study year, and the manner of completion of the study:
 - a. Specific tracks within the study program (if any);
- i) The learning outcomes of the study program in terms of knowledge, skills, and competences;
- j) The matrix of learning outcomes of the acquired qualification;
- k) The curriculum:
 - a. The syllabus of the course;
 - b. The information about practical work, work experience, final paper, etc.
- l) The system of internal quality assurance;
- m) A list of applicable university rules and legislation;
- n) The specific requirements of the study program:
 - a. The enrolment criteria for registering in the study program;
 - b. The method of selecting subjects from other study programs;
 - c. The conditions for transfer from other study programs within the same or similar study areas;
- o) The realization of the study program:
 - a. Students' participation in the decision-making processes;
 - b. The attitude/approach towards the students and providing support to the students (eg. mobility);
- p) Grading and assessment of students' work:
 - a. General grading and assessment criteria;
- q) The resources for the realization of the study program:
 - a. Staff;
 - b. Facilities;
 - c. Equipment;
- r) The graduates' opportunities;
- s) The information about external referential points used;
- t) Any other issues of relevance for realization of the study program.

Proposing a new study program

Article 4

Any academic staff member who is employed on a full-time basis and who at least holds the title of the Assistant Professor at the University has the right to propose a new study program, by bringing the proposal to the Faculty Council.

If the Faculty Council gives initial approval for the proposal, the formal procedure form following Article can be started.

The procedure for proposing and adopting a new study program

Article 5

The proposal for a new study program must contain all the elements stated in Article 3 of this Book of Rules and it must be delivered to the Quality Assurance Office.

The formal completeness of proposal for a new study program must be positively evaluated by the Quality Assurance Office.

If its formal completeness is positively evaluated by the Quality Assurance Office, the proposal for a new study program than must comply with the following legal procedures:

1. The proposer of the new study program sends the proposal to the academic staff, students, industry representatives, and to the wider local community, for their comments thereof;
2. The proposal for the new study program must be approved by the Committee and adopted by the Faculty Council;
3. It is required that the proposal for the new study program be positively reviewed by at least one internationally recognized professor in the area regarding the study program, and who is to be approved by the Committee, upon the proposal of the new study program proposer;
4. The proposal for the new study program is delivered to the appropriate professional offices, which supplement the proposal with the following elements:
 - a. General and particular conditions set by the Standards and Norms in the area of higher education;
 - b. Financial means required for fulfilling the conditions;
 - c. Annual cost of the study program; and
 - d. The manner of ensuring the finances for the realization of the program;
5. The supplemented proposal is then submitted to the Founder for the purpose of obtaining the prior approval for its adoption;
6. After obtaining the prior approval by the Founder, the proposal is submitted to the Senate for approval;

7. Having been adopted by the Senate, the study program is then delivered to the Ministry of Education, Science and the Youth of the Sarajevo Canton for the further procedure.

Realization of the study program

Article 6

The study program is realized according to its defined content and in accordance with the law and the IUS rules.

The Faculty, or the Department within which the relevant study program is being realized, is responsible for the implementation of the study program.

All available University resources are utilized for the implementation of the study program.

Monitoring the realization of the study programs

Article 7

Monitoring the realization of the study program is carried out by implementing the system of internal quality assurance complying with the provisions of the Law on Higher Education as well as with the University internal rules.

The system of internal quality assurance must contain periodical evaluations of the study programs.

Analysis of the course

Article 8

The analysis of the course is carried out at the end of the semester when the relevant subject was taught and is carried out by the subject teacher. The analysis must be delivered in the written form to the Program Coordinator.

The analysis must contain the following:

- a) the number of students who registered in the subject;
- b) the number of students who withdrew from the subject;
- c) the average grade;
- d) the students' evaluation of the subject.

The form for the analysis of the subject is defined by the Quality Assurance Office.

Analysis of the study program

Article 9

The analysis of the study program is carried out once a year, at the end of the study year, and is carried by the Program Coordinator. The analysis must be delivered in the written form to the Faculty Council for consideration, and then the Quality Assurance Office delivers the analysis with the conclusions to the Senate for its adoption.

The analysis must contain the following:

- a) the number of students in the study program;
- b) the number of students who graduated in the academic year which the analysis is referring to;
- c) the average grade in the study program;
- d) the students' evaluation of the study program;
- e) the analysis of work of the academic staff engaged in the study program.

The form for the analysis of the study program is defined by the Quality Assurance Office.

Amending the existing study program

Article 10

Any member of the academic staff who is employed on a full-time basis and who at least holds the title of the Assistant Professor at the University, has the right to propose amendments to the existing study program, by bringing the proposal to the Faculty Council.

If the Faculty Council gives initial approval for the proposal, the formal procedure form following Article can be started.

The written proposal for amendments of the existing study program must contain the following:

1. Goals and reasons for the proposed amendments;
2. A detailed list of the elements of the existing study program which are to be amended, with a clearly formulated proposal of the amendment(s);
3. The method of implementation of the proposed amendment(s), as well as a note on compliance of the amendment(s) with the Law and other legislation;
4. The financial and other consequences of the implementation of the proposed amendment(s).

Article 11

The proposal for amending the elements of the study program (except for the elements referred to in Article 3, Clause 2, Item (k) of this Book of Rules) is delivered for the evaluation of formal completeness to the Quality Assurance Office on a prescribed form SP-01.

In case of the positive evaluation of formal completeness by the Office for Quality Assurance, the proposal is then forwarded to the Committee.

The Committee considers the proposal and makes a positive or negative decision about the delivered proposal. In case of the affirmative decision, the Committee evaluates whether the amendment is to the smaller or larger extent in respect to the existing study program.

In case of minor amendments within the existing study program, the Committee then forwards the proposal to the Faculty Council for its adoption. Having the decision to adopt such amendments been made by the Faculty Council, the amendments are then implemented, and the Senate and the Office for Quality Assurance are informed thereof in writing.

In case of significant (larger) amendments within the existing study program, the Committee forwards the proposal to the Faculty Council and to the Senate for their adoption. Having been adopted by the Senate, the amended study program is then forwarded further for the further procedure.

In case where it is necessary to harmonize the important information about the study program within the Register of Titles, and the Register of Study Programs which are kept by the authorized Ministry, the official enrolment into the program as well as commencement of the amended/new study program is possible only after the official confirmation of registering the amendments in the aforementioned Registers has been obtained.

Article 12

The proposers referred to in Article 10 of this Book of Rules are also entitled to submit proposals for amending the content of the Curriculum (elements referred to in Article 3, Clause 2, Item (k) of this Book of Rules).

The proposals referred to in the previous Clause are delivered for further evaluation to the Office for Quality Assurance, on a prescribed form, as follows:

- a) For amending the existing syllabus – on the form SP-02;
- b) For cancelling the existing course – on the form SP-03;
- c) For introducing a new course – on the form SP-04, and the syllabus.

Having obtained a positive evaluation on formal completeness by the Office for Quality Assurance, the proposal is then forwarded to the Committee for further consideration.

Minor or major amendments will be implemented by the Committee in compliance with the procedure defined in the preceding Article.

Any amendment considering the university subjects must be approved by the Senate and it is then forwarded for its further implementation.

Withdrawing the of the opened course from the Curriculum

Article 13

Dean of the Faculty has the right to make a decision on withdrawing the opened course (from the Curriculum) in case where the number of the registered students applying for such a course, after the expiry of the registration (registering the course) period, does not exceed 5 (five).

The dean must make the decision on withdrawing the course 7 (seven) days after the expiry of the course registration period, at latest.

The decision applies to the semester in which it has been brought.

Cancelling the study program

Article 14

The decision on cancelling the study program is made by the Senate upon the proposal by the Faculty Council, with consent of the Board of Trustees.

The proposal by the Faculty Council is delivered to the Senate, filled out on the form SP-05.

Prior to making the decision on cancelling the study program, the Program Coordinator informs the students about the intention to cancel the study program, or to stop enrolment in the study program starting from the following study year.

Cancelling the study course

Article 15

The decision on cancelling course is made by the Senate upon the proposal by the Faculty Council.

Archiving

Article 16

Any amendments to the study programs defined in this Book of Rules must be archived and recorded by the Quality Assurance Office by publishing the latest version of the study program with an obligatory reference number outlining the version and the year, which is to be

recorded in the right hand corner of the title page. Also one copy is delivered to official archive of IUS and one copy to relevant Faculty Secretary.

Final provisions

Article 17

This Book of Rules enters into force on the date of its adoption, and is implemented from the date following the date of its posting on the University notice board, and on the University website.

By entering into force of this Book of Rules, the previous Book of Rules on Proposing, Adopting, and Monitoring the Study Programs at International University of Sarajevo, reference number: IUS SENAT 11-914/13 shall go out of force.

THE CHAIR OF THE SENATE

Prof. Dr. YÜCEL OĞURLU

Confirmation on the consent:

PRESIDENT OF THE BOARD OF TRUSTEES

Prof. dr Hasan Zuhuri SARIKAYA