



**INTERNATIONAL UNIVERSITY OF SARAJEVO**  
**INTERNACIONALNI UNIVERZITET U SARAJEVU**

**INTERNATIONAL UNIVERSITY OF SARAJEVO**

Document IUS SENATE 11-596/17

**BOOK OF RULES**

**On Participation in Exchange Programs**

**February, 2017**



Pursuant to Article 119 of the Law on Higher Education ("Official Gazette of Sarajevo Canton", No. 42/13) Senate of the International University of Sarajevo, at the meeting held on 17.02.2017, adopts

## **BOOK OF RULES On Participation in Exchange Programs**

### **Article 1**

This document regulates participation of students, academic and administrative staff in exchange programs.

### **Article 2**

Language of education and communication at IUS is English. Both, regular IUS students and exchange students, must be able to perform at least at B2 level of the Common European Framework for Languages to be able to follow courses at IUS.

### **Article 3**

All exchange/mobility activities (incoming and outgoing) are expected to be realized in English language. For students taking part in exchange/mobility programs, only credits gained in courses offered/assessed in English will normally be admissible.

Committee appointed by the Rector is authorized to approve any exceptions to this principle.

### **Article 4**

To participate in exchange programs (with or without an inter-institutional agreement) students, academic and administrative staff should apply to International Relations Office (IRO).

### **Article 5**

Students are expected to have a CGPA of at least 2.0 in order to be eligible for an exchange or mobility program.

Only in exceptional cases, a student with a CGPA below 2.0 may be granted participation in the exchange program. The Committee appointed by the Rector is authorized to decide about these exceptions.

### **Article 6**

If the number of students who apply for a particular program is higher than the number of exchange positions offered for that program, then the final selection of students is made by the Committee appointed by the Rector and in accordance with the criteria set by the Rectorate.



#### **Article 7**

Participation in an exchange program for one semester for students of all three study cycles is to be approved by Dean. In exceptional cases, when exchange program lasts two semesters, exchange programs is approved by the Rector.

#### **Article 8**

IUS students can register their graduation project course (bachelor thesis), master thesis and doctoral dissertations at institutions other than IUS, provided that the receiving institution agrees to appoint a mentor or thesis / dissertation advisor. Reciprocally, incoming students may register their bachelor thesis, master thesis or doctoral dissertations at IUS, if the relevant program agrees to accept such students.

#### **Article 9**

If a senior student, who takes part in an exchange program in the last semester, registers her/his graduation project (bachelor thesis) at IUS, then the program coordinator will make arrangements for the student to submit, present and defend their thesis in good time after the student returns from the exchange program.

#### **Article 10**

Academic and administrative staff can participate in exchange programs (with or without an inter-institutional agreement) in the duration defined in each case separately based on the decision made by the Rector with the prior consent given by the Dean and the Secretary General respectively, taking into consideration his/her academic/administrative responsibilities.

#### **Article 11**

Information regarding courses within the exchange program, equivalence and transfer of ECTS points, as well as content of the Learning Agreement, is provided by Program Coordinator and the Dean, respectively.

#### **Article 12**

With respect to the European ECTS Guide, Program Coordinators and the Deans should facilitate exchange programs by ensuring that all appeals by exchange students' are answered promptly.

#### **Article 13**

Learning Agreement have to list precise courses which will be taken by exchange student, and principle of flexibility for transferring of ECTS points as outlined in the European ECTS Guide will apply in the process of transferring these courses and credits to the IUS.



#### **Article 14**

Each course taken at host institution, and listed in the Learning Agreement, should have IUS course with compatible learning outcomes and an approximate ECTS points listed in the Learning Agreement.

In case IUS exchange student takes a course as free elective, if such course is stipulated in student's curriculum, Program Coordinator does not have to find compatible course at IUS and that course can be accepted as "Free Elective" without comparing learning outcomes.

#### **Article 15**

Program Coordinators and Deans will ensure that the Learning Agreement should identify a set of suitable educational components to be taken at the receiving institution and how they will be integrated into the program of IUS, providing that about 30 ECTS credits will be transferred per-semester.

If ECTS credit difference among compatible courses is such that total of 30 ECTS credits in one semester cannot be attained, Learning Agreement can list courses that are worth between 24 and 36 ECTS credits in one semester.

All exceptional cases should be treated as according to the Decision on ECTS Registration (No: IUS-SENAT-11-226/16).

#### **Article 16**

Once it is signed by all three parties, Learning Agreement can be modified thereafter, if necessary, by agreement of all three parties concerned.

#### **Article 17**

Deadlines: Students who for any reason (other than force majeure) miss the registration deadlines (understood to be at least one day before the end of the add-drop period of a particular semester) lose the right to take part in the exchange/mobility and are responsible for any losses incurred as a result.

#### **Article 18**

In the case that the academic calendar of the host institution differs significantly from that of IUS, IRO consults the Rector to make suitable arrangements so that the student's exchange program will not be adversely affected due to absenteeism in one program.

#### **Article 19**

Student scholarships, awarded by IUS, will not be cancelled nor reduced for students who decide to participate in exchange programs.



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#### **Article 20**

During the period of the exchange program, student is required to pay the tuition fee in accordance with the inter-institutional agreement or the contract upon which the exchange program is realized.

#### **Article 21**

Student, academic and administrative staff status, rights and obligations, arising from their study and employment contracts respectively, will remain unchanged during the period of exchange programs.

#### **Article 22**

IUS holds the right to request details of an IUS student's attendance and assessment from the receiving institution. Reciprocally, IUS will share such information as requested by other sending institutions.

#### **PRESIDENT OF THE SENATE**

Prof. Dr. Tahsin Erkan Türe

#### **CONFIRMATION ON THE ANNOUNCEMENT OF THE BOOK OF RULES**

A copy of this Book of Rules was posted on the notice board at International University of Sarajevo on \_\_\_\_\_ 2017 at \_\_\_\_\_ o'clock;

A copy of this Book of Rules was published by posting it on the International University of Sarajevo website on \_\_\_\_\_ 2017 at \_\_\_\_\_ o'clock.

#### **PRESIDENT OF THE SENATE**

Prof. Dr. Tahsin Erkan Türe



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## STATEMENT OF FINANCIAL RESPONSIBILITY

We hereby confirm that Mr./Ms. \_\_\_\_\_, is a student of:

- Faculty:
- Program:
- Year:

This is to prove that the student has **no** duties towards the International University of Sarajevo and signed the Study Contract for the relevant academic year and may be allowed to take part in exchange activities.

Signature

Stamp

Date



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- SENATE -

Number: IUS-SENAT 11-226/2016

Date: January 25, 2016

*Pursuant to the Articles 119 of the Law on Higher Education („Official Gazette of the Sarajevo Canton“, issue no 42/13 – Consolidated Text), the Senate of the International University of Sarajevo, at its 58<sup>th</sup> session held on January 25, 2016, unanimously, brought the following*

## DECISION

### I

All IUS teaching personnel are required to comply with the limitation of 5 courses (or maximum 30 ECTS) per semester or 10 ten courses (maximum 60 ECTS) per academic year for each IUS student.

### II

Exceptionally, students who failed or didn't sit for one exam in previous semesters can transfer one course to the next semester (register 5 + 1 course), in the following cases:

- If student had completed less than 30 ECTS credits during the first semester,
- If student had completed less than 60 ECTS credits during the second semester,
- If student had completed less than 90 ECTS credits during the third semester,
- If student had completed less than 120 ECTS credits during the fourth semester,
- If student had completed less than 150 ECTS credits during the fifth semester,
- If student had completed less than 180 ECTS credits during the sixth semester,
- If student had completed less than 210 ECTS credits during the seventh semester.

### III

Exceptionally, graduating students in their last semester may be allowed to register 5 + 1 course + graduation thesis.

This rule will not apply to students enrolled to IUS in academic year 2015/2016 or later.

### IV

This Decision becomes effective as of the day it was brought.

**RECTOR**

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**Prof. Dr. Yücel Oğurlu**

**Delivered to:**

1x IUS Faculties

1x a/a