



INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU

INTERNATIONAL UNIVERSITY OF SARAJEVO

Document no. IUS-SENATE-11-2927/2018

BOOK OF RULES

On Participation in Exchange Programs

NOVEMBER, 2018



Pursuant to Article 130 of the Law on Higher Education ("Official Gazette of Sarajevo Canton", No. 33/2017) Senate of the International University of Sarajevo, at the 106th meeting held on November 27th 2018, adopts the following

BOOK OF RULES

On Participation in Exchange Programs

Article 1

SCOPE

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

In this document, and in other IUS procedures and documents related to the mobility of students and staff to and from IUS, the terms "mobility" and "exchange" are used interchangeably, and refer to the same type of activity.

Article 2

LANGUAGE

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.

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.

Article 3

APPLICATION

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

In order to apply for participation in any mobility or exchange programs (including but not limited to Erasmus+, Mevlana or Free Mover exchanges), the student has to hold active student status.

A student holding dormant status or a student who has withdrawn from IUS is not eligible for any mobility or exchange (including but not limited to Erasmus+, Mevlana or Free Mover exchanges). Namely, only students holding active status that have applied and been accepted for exchange BEFORE they spend a semester or a year abroad shall be allowed to transfer credits back to IUS on their return.



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Students are not allowed to apply for **funded** exchange to their native countries or where they hold double-citizenship.

All other conditions being equal, priority will be given to applicants who have not been on funded exchange yet.

Article 4

GRADE BASELINE

Students are expected to have a CGPA of at least 2.5 in order to be eligible for an exchange or mobility program.

Only in exceptional cases, a student with a CGPA below 2.5 may be granted participation in the exchange program.

Article 5

SELECTION COMMITTEE AND CRITERIA

Participation in a mobility activity for students of all three cycles is approved by the Selection Committee. The Committee is made up of at least three members and may include an IRO staff member, a program exchange coordinator, a program coordinator, a dean, a vice-rector or the rector. The Selection Committee decision rests on a set of criteria including but not limited to the CGPA of the candidate, whether the candidate has a serious disciplinary action taken against the candidate in the past year, previous exchange experience (since the aim is to allow all students of IUS an exchange opportunity at least once), co- or extra-curricular activities of the candidate and active club membership.

In compliance with the Law on Higher Education, the IUS Statute, and the current EU regulations guiding mobility of students and staff, the **base criteria** are:

- CGPA
- Language proficiency
- Previous funded exchange experience
- Suitability to the program call/completeness of the application
- Extra-curricular activities
- IUS promotional activities of the participant
- Any disabilities or special needs of the student

Depending on the number of applicants versus the number of available seats, further points may be added to the criteria in order to make the selection fairer. The University, represented by its Rector, also reserves the right to assign priorities in the selection.

Article 6

DURATION AND LIMITATIONS

Bachelor students may spend a maximum of two semesters abroad, excluding the English Preparatory year, the first semester and the last semester of their studies. Only in exceptional cases, a student in their first or last semester may be granted the chance to participate in the exchange program (such as due to provable health reasons, or when the program specifically allows such candidates or when the student has no core courses left).



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Master students may spend a maximum of one semester abroad, and only if they are not taking their graduation course/thesis/project/work. An IUS Master student may not register their graduation course/thesis/project/work at another university.

PhD students may spend a maximum of two semesters abroad, one before qualification exam and one after. An IUS PhD student may not register their PhD dissertation at another university. A PhD candidate on their research phase may go on funded exchange.

The regulation applies to all types of mobility, including but not limited to Erasmus and its derivatives, Mevlana and its derivatives, and free-mover schemes.

In terms of applying to the program, application for participation in exchange activities is for one semester. Application to spend this semester at another institution as a free-mover or through funded-exchange schemes such as Erasmus+ must be completed and approved prior to the student going on this exchange. Students may not apply at the same time to go on funded exchange for a full year.

Students may apply for extension of their funded exchange period only as non-funded exchange in the following period.

Article 7

CONDITIONS

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

Students who have been allowed to spend their last semester on mobility must register the work placement/internship course at IUS in cooperation with their academic advisor and Career Center input.

Article 8

ACADEMIC CALENDAR

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 will not be adversely affected due to absenteeism.

Article 9

ROLE OF THE PROGRAM EXCHANGE COORDINATOR

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 Exchange Coordinator.

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



Article 10

LEARNING AGREEMENT

The Learning Agreement has to list the exact courses to be taken by the exchange student, and the 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 IUS.

Article 11

CORE AND ELECTIVE COURSES

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

Faculty and program elective courses can be matched to a course that is not offered at IUS if program coordinator and the Erasmus+ coordinator agree in writing (including email correspondence) that such acceptance would be a suitable alternative for achieving educational outcomes of the study program. Such courses are accepted and noted in the student transcript as “Faculty Elective” or “Program Elective” courses.

In case an IUS exchange student takes a course as free elective, if such course is stipulated in the student’s curriculum, the Program Coordinator does not have to find a compatible course at IUS and that course can be accepted as “Free Elective” without comparing learning outcomes. The same rule applies to foreign language elective courses.

Article 12

CREDITS

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. In the case that a student is approved for exchange for two semesters, the total credit weight will be taken into account, for a total of about 60 ECTS.

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.

When recognizing ECTS credits of outgoing IUS students, the credit weight of the comparable IUS course will be accepted as opposed to the credit weight of passed course at the host institution.



Article 13

CHANGES TO THE LEARNING AGREEMENT

Once it is signed by all three parties, the Learning Agreement can be modified thereafter, if necessary, by agreement of all three parties concerned. Any changes to the Learning Agreement must be made with the written consent of the exchange coordinator or the program coordinator, with consent over e-mail also counting as written consent.

Article 14

PROGRAM 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 15

STAFF EXCHANGE

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 prior consent given by the Dean and the Secretary General respectively, taking into consideration his/her academic/administrative responsibilities.

Academic staff can participate in up to one exchange mobility program per semester or two exchange programs within one academic year.

Administrative staff can participate in up to one exchange mobility program per semester, or two exchange programs within one academic year provided that second participation in the same academic year can be organized only during the summer period, when no lectures are organized at IUS.

While on exchange, IUS staff have the status of „*employee on professional development program*“, and have right to the salary payment and benefit for transportation, except when participating in the exchange programs for the second time within one academic year.

Unless otherwise directed by the Rector, IUS staff participating in the exchange program for the second time within one academic year has to use either annual leave days or unpaid leave for the time spent on the exchange program.



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Article 16

SCHOLARSHIPS

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

Article 17

FINANCIAL REGULATIONS

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

All mobility activities of IUS student must be preceded by fulfillment of his/her financial responsibilities towards IUS.

As a general rule, in the case of a student (incoming or outgoing) taking up to 18 credits during their exchange period, the payment will be 100 Euro per credit minus the scholarship rate of the student.

Article 18

CONTRACTUAL RIGHTS

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 19

BONA FIDES

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

Article 20

TRANSPARENCY

The list of selected candidates and minutes of the meeting shall be kept on file by the International Relations Office. An abbreviated list shall be listed on the IRO webpage for 7 working days for perusal after the announcement of the results. Any objections may be raised in 3 working days after the date of announcement.

Article 21

EXCEPTIONS

The Selection Committee appointed by the Rector is authorized to approve any exceptions to any of the regulations set forth in this document.



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Article 22

VALIDITY OF REGULATION

On the day this Book of Rules on Participation in Exchange Programs comes to force, previous Book of Rules on Participation in Exchange Programs No. IUS SENATE 11-596/17 is no longer in force.

PRESIDENT OF THE SENATE

Prof. Dr. Ahmet Yildirim

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 November 28th 2018 at 13:00 o'clock;

A copy of this Book of Rules was published by posting it on the International University of Sarajevo website on November 28th 2018 at 13:00 o'clock.

PRESIDENT OF THE SENATE

Prof. Dr. Ahmet Yildirim