



INTERNATIONAL UNIVERSITY OF SARAJEVO  
INTERNACIONALNI UNIVERZITET U SARAJEVU

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**- SENATE -**

Document No. IUS-SENAT-11-2928/2018

Date: November 27<sup>th</sup>, 2018

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

**BOOK OF RULES**

**On Procedures Relating to Attendance at Academic Conferences  
at the International University of Sarajevo**

**PURPOSE**

The purpose of this Rule Book is to fill gap, rationalize, consolidate, update, and replace any previous regulations at whatever level within the University relating to academic conferences, as well as delineate procedures regarding attendance at these conferences by teaching staff at IUS. What follows covers various aspects relating to attendance at academic conferences, including the basic principles animating this collection of rules, the administrative approval process, benefits to IUS arising from participation in international conferences, and post-conference frameworks for sharing those benefits with the IUS community.

## **PRE-CONFERENCE: GENERAL PRINCIPLES**

### **Article 1**

An academic staff shall not undertake an academic conference that coincides with critical periods in the academic calendar during the semester, such as the first and last weeks of classes, registration period, and final exam week. An exception to this rule shall be unforeseen or extenuating circumstances, such as engagement in university assignment, subject to the discretion of the Rector.

### **Article 2**

An academic staff is limited to two international conferences, one per semester, paid by the university or organizers of the conference. An international conference is defined as a formalized event conducted outside the shores of this country where a teaching staff employed by the University and displaying its logo presents his or her creative work, whether research or artistic, by means that include speeches, workshops, and posters. *See* Book of Rules on Incentives Policy and Financial Support for Book Publishing, Conference Participation, and Professional Development, Decision No. IUS-U008-6/2017 (Sept. 5, 2017), Art. 1. The combined financial support extended to a teaching staff for international conferences may not exceed €700. *See* *ibid.*, Article 17. An exception to this rule of one paid international conference per semester shall be extraordinary circumstances subject to the discretion of the Rector.

### **Article 3**

A teaching staff *approved* for an academic conference must ensure that his or her courses are covered while he or she is away at the conference. In addition, any classes missed as a result of an approved conference must be made up, and at the earliest possible date, upon the return of the teaching staff from the academic conference in question. Finally, the date, time, and venue for the makeup shall be reported to the Dean's office of the Faculty involved.

## **PRE-CONFERENCE: THE ADMINISTRATIVE APPROVAL PROCEDURE**

### **Article 4**

A teaching staff attending an academic conference must submit a formal application to the head of his or her academic unit, whether Program Coordinator, Chair, Dean, or Vice Rector, within two months before the date of the academic conference in question to allow ample time for processing the application and granting the needed approval. In addition, the Dean of the Faculty involved shall send the pre-approved application to the Rector for final approval at least one month before the date of the conference.

### **Article 5**

Request for permission to attend a conference must be made on a Form specifically designed for the purpose by the Office of Human Resources in liaison with the Rectorate. The Form must be signed and dated and include key details, such as proper evidence of invitation with the date, venue, and identity of the organizers of the conference; arrangements made to cover classes that will be missed as a result of the conference, including specific dates for the makeup; contact information of the academic staff while away; and, where necessary and applicable, an individual who will fill in for the staff while he or she is away on conference; benefits to the university for attending the conference; plans for sharing benefits from the conference with the IUS community upon return; and whether IUS promotional materials will be displayed during the conference.

### **Article 6**

In reviewing an application for permission to attend an academic conference, IUS reserves the right to consider and give priority to a range of factors that include, but are not limited to: whether the conference is IUS-organized or co-organized; the featured role of the

academic staff during the conference (i.e., whether the staff will be a keynote speaker or present a paper or chair a session/panel or be a discussant).

## **POST-CONFERENCE DISSEMINATION OF BENEFITS FROM PARTICIPATION IN AN IUS-SPONSORED INTERNATIONAL CONFERENCE**

### **Article 7**

Various means through which a teaching staff approved for an academic conference may share his or her learning derived from the conference include but are not limited to: a seminar, video, or roundtable conducted on campus, including a report during any of these media on the outcome of any promotional activities on behalf of IUS achieved during the conference.

## **TRANSITIONAL AND FINAL PROVISIONS**

### **Article 8**

The Senate of IUS has jurisdiction over interpretation of provisions related to this Book of Rules.

### **Article 9**

This Book of Rules enters into force on the date of its adoption.

**RECTOR**

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**Prof. Dr. Ahmet YILDIRIM**

## **CONFIRMING ANNOUNCEMENT OF THIS BOOK OF RULES**

A copy of these Rules was posted on the notice board at the International University of Sarajevo on November 28<sup>th</sup> 2018 at 15:00 o'clock.

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**Prof. Dr. Ahmet YILDIRIM**

### **Delivered to:**

- 1 x Secretary General
- 1 x Faculty Secretaries
- 1 x QA Office
- 1 x Academic staff
- 1 x HR Department
- 1 x Financial Department
- 1 x Web page
- 1 x a/a