

INTERNATIONAL UNIVERSITY OF SARAJEVO

Internacionalni univerzitet u Sarajevu

Number: IUS-SENAT-11-595/2017

**BOOK OF RULES
ON RECOGNITION OF PASSED COURSES AND OF THEIR EQUIVALENCE AT
INTERNATIONAL UNIVERSITY OF SARAJEVO**

Pursuant to Article 119 (2), c), and in accordance with Article 82 (3,) k), Article 85 and Article 163 (8) and (9) of the Higher Education Law – Revised Version (“Official Gazette of the Sarajevo Canton”, issue 42/13); and Articles 79 and 92 of the Statute of International University of Sarajevo, No. IUS-SENAT-11-2255/2013 dated September 12, 2013, Senate of International University of Sarajevo, on its session held on February 17, 2017, adopted the following

BOOK OF RULES

ON RECOGNITION OF PASSED COURSES AND THEIR EQUIVALENCE AT INTERNATIONAL UNIVERSITY OF SARAJEVO

1. General provisions

Article 1

This Book of Rules regulates enrolment of student from other domestic or foreign universities into International University of Sarajevo (hereinafter referred to as: IUS) and procedure for recognizing courses passed at those universities for the purpose of exempting students from the requirements to pass those courses at IUS. Book of Rules also stipulates procedure of recognition of courses passed at IUS for students who are transferring from one study program to the another study program within IUS, and recognition of the ECTS credit points to individuals who acquired the Master of Arts/Science title in accordance with the system preceding to the Bologna system.

2. Enrollment through a transfer and course equivalency procedure

Article 2

Students who have successfully completed part of their study program at another domestic or foreign institutions of higher education, are eligible to apply for enrollment into the same or similar study program at IUS and to request transfer of their passed courses and earned ECTS credits to the IUS, provided that ECTS credits were earned in courses whose contents are not significantly different from the contents of the courses studied within relevant study program at IUS; or whose level, type of the acquired knowledge (learning outcomes) and competences do not differ substantially from the level, type of knowledge, and competences achieved through relevant courses, or group of courses at IUS.

Article 3

Application for enrollment through transfer and recognition of ECTS credits is submitted to the Student Affairs Office, accompanied by the following documents:

1. Student transcript – original
2. Documents which demonstrate:
 - a) name of the faculty at which ECTS credits have been earned and
 - b) names and contents of the courses, as well as the number of the earned ECTS credits.

Application for enrollment through transfer has to be submitted at least 15 days prior to registration of courses in the semester in which student is enrolling.

Student Affairs Office checks if applications are formally and legally complete and submitted in time. Student Affairs Office forwards applications that comply with required conditions to the appropriate faculty secretary in the same day or in two days the most.

Application received after the deadline set in paragraph (2) Student Affairs Office officially categorizes as late and processes them for enrolment into the subsequent semester.

Applications which are not formally and legally complete, Student Affairs Office returns to the student with explanation on how to correct its deficiencies, deadline for submitting corrected application and semester in which enrolment can be done.

If student fails to submit corrected application by the deadline referred in previous paragraph, Student Affairs Office will reject the application and send official note to that fact to the student.

It is students' responsibility to submit formally and legally complete applications in time, so students have to be aware of possible delays if additional documents are needed to process their applications.

In case that application is not processed by the beginning of course registration period, it will be processed for the next semester.

Article 4

Faculty secretary is responsible to email scanned copy of application and all its supporting documents to the dean on the same day or the next day the latest, and to safeguard received application and all its supporting documents for the duration of application process.

At the end of application process, faculty secretary transfers entire file to the Student Affairs Office and to the Archive.

Article 5

Within two day from receiving application, dean of the faculty appoints, in consultation with the program coordinator, Commission for conducting procedure for recognition and equivalence (hereinafter referred to as: the Commission) comprising of three members whose fields of academic appointments are in large part covering areas and disciplines of the study program the student would like to enroll to.

For the courses passed on the other higher education institution, which belongs to scientific/artistic fields other than those of commission members, Commission will consult with the IUS academic staff which has relevant appointment in those fields.

Article 6

Within three days from its appointment, Commission has to prepare a report including the following elements:

1. list of courses which student passed in his/her previous studies, and which are approved to be transferred to IUS;
2. statement establishing the fact that level and type of knowledge, skills and competences, or learning outcomes achieved in passed courses do not significantly differ from the level and type of knowledge, skills and competences which are achieved in the courses for which the recognition was applied for;
3. specification of student obligation which he/she has to complete in order to finish the study program;
4. signatures of all Commission members.

In case Commission establishes that student during his/her studies acquired knowledge, skills and competencies through course whose content is not comparable to content of any course in the curriculum of the study program he/she is enrolling in, but whose learning outcomes, knowledge, skills and competencies, are complementary to the knowledge, skills and competencies of that study program, Commission can recognize that course, or multiples of them, as generic ones belonging to certain group of courses, e.g. Free Elective, Program Elective or University Elective.

Report template is given in the Addendum 1 to this Book of Rule and it constitutes its integral part.

Article 7

When determining courses which student passed, Commission will take into account whether the course is conditionally passed and when it was passed.

Course is conditionally passed if it is passed on the institution which has minimum grade point average requirement for completing a study program and its passing grade is below that minimum grade point average.

In case recognition is sought for the conditionally passed course or course which was passed over 15 years ago, Commission may decline to recognize that course if it concludes that student did not acquire sufficient knowledge, skills or competencies, after it takes into account overall academic success of the candidate during his/her studies.

In process of establishing which academic obligation student will have to fulfill in order to graduate on the particular study program, Commission, may exempt student from the obligation to pass all or some of the university courses if student transferred 60 or more ECTS credits and if this option is prescribed in the curriculum of the study program student is enrolling in.

In situation described in the previous paragraph, student earns missing ECTS credits by passing faculty and program elective courses.

Article 8

In case that Commission, based on the available documents, cannot establish level and type of knowledge, skills and competences which student achieved in a passed course, Commission will ask student to submit additional documents within ten days.

After the deadline for delivering additional documents, or two days after the receipt of necessary documentation, Commission submits a report to the dean who has to include it for discussion in the next session of a faculty council.

Besides elements referred to in Article 6, the Commission's report shall propose either:

1. to approve application in full,
2. to partially approve application, or
3. to reject application.

In its report, Commission shall provide a detailed argumentation and conclusions upon which the recommendation is submitted to the faculty council.

Article 9

Having received the report referred to in the preceding article, faculty council decides on it, and together with the report submits its decision to dean of the faculty, who issues a formal decision within two days.

Decision of the dean has to contain at least names of the courses and a number of ECTS credits recognized from the other institution of higher education and names of the IUS courses and a number of ECTS credits which are equivalent to the courses being transferred.

Decision of the dean can declare commission's report as its integral part and point to the commission's report for information listed in article 6.

Article 10

In case that there is an identical application for the recognition of the previously passed courses, for which a decision had been previously made, dean of a faculty, having established that the status of the higher education institution is not changed, may decide identical application in the same manner as it was done in the previous case, based on the Commission's report and faculty council's decision from the previous application.

Identical application means the application, which was submitted for the recognition of the course, passed at the same university for the purpose of exempting the student from attending the same course at IUS.

Article 11

Student Affairs Office maintains the Registry of Recognized Courses which includes the following data:

1. Name of the institution where the course is passed,
2. Course name and course code,
3. Number and date of original IUS decision for recognition and
4. Course code and course name of the equivalent course at IUS.

Article 12

Regardless of the number of the transferred courses from other institutions of higher education, or from another study program at IUS, student is entitled to a diploma on completion of a study cycle, under condition that he/she accrues the following minimum number of ECTS credit points:

1. minimum of 60 ECTS credits in the last year of the first study cycle, together with the final thesis which the student must complete and defend at IUS.
2. minimum of 30 ECTS credits in the final semester of the second study cycle, together with the final thesis which the student must complete and defend at IUS.

Upon student's request, Senate of International University of Sarajevo may exempt student in full, or in part, from obligation to accrue a minimum number of ECTS credit points as prescribed in the preceding paragraph.

3. Changing the study program at IUS

Article 13

Student can transfer from one study program to another program only if student quota for admission through transfer to another program has not been met.

Transfer quota for each study program is determined by the IUS Senate before the beginning of each academic year taking into account that the total number of enrolled students in the first year does not exceed quota approved by the Ministry of Education, Science and Youth of Sarajevo Canton.

Article 14

Student can change study programs only once during the study at IUS.

First cycle students cannot transfer to another IUS study program before they earn minimum of 30 ECTS credits.

Procedure of internal transfer does not automatically imply that all passed courses will be transferred, but only those courses that are relevant to the study program to which student is transferring to.

Article 15

Application for transfer to another program should be submitted to the Student Center 15 days prior to the registration of courses in that semester.

Student Center keeps track of the fulfillment of transfer quotas and informs in timely manner dean and student on that.

Student has to submit his/her student transcript with his/her application for transfer.

Article 16

If more applications for transfer is received then student quota for that program allows, dean creates rang list based on the students Cumulative Grade per Average (CGPA).

Article 17

Requests which are not rejected because of fulfillment of quotas, dean of faculty submits to the program coordinator of the study program to which student is transferring, in case they are submitted by first cycle student, or to the Commission which dean forms in accordance with Article 5 of this rule book, in case they are submitted by second or third cycle students.

Article 18

Within five days from receiving request for transfer, program coordinator or the Commission, prepares and submits report to the dean in which it lists courses that student passed during previous study program and lists courses that are transferred as equivalent for the purpose of continuing studies on the transferred study program.

Article 19

Commission referred to in the previous article ought to verify that student possess adequate qualification for transferring into particular second cycle or third cycle study program as prescribed by relevant study program curriculum.

Article 20

After receiving report by the program coordinator or the Commission, dean issues decision on recognition and transfer of courses, grades, ECTS credits, specification of student's obligation which need to be fulfilled in order to graduate and specific semester of the study program in which student enrolls at IUS.

Decision of the dean can declare program coordinator's or commission's report as its integral part and point to the report for information listed in article 18.

4. Recognition of the ECTS credits to individuals who acquired the Master of Arts/Science title in accordance with the system preceding to the Bologna system

Article 21

Individuals who acquired scientific title of Master of Science/Arts in accordance with the principles which were in use prior to adoption of the Law on Higher Education ("Official Gazette of Canton Sarajevo" No.: 43/08) i.e. prior to the introduction of the Bologna system, and who are enrolling into third cycle of similar study program at IUS, are entitled to submit a request for recognition of ECTS credit points based on acquired title of Master of Science/Arts up to the maximum of 60 ECTS credit points.

Article 22

Request referred in previous article has to be submitted to the Student Affairs Office along with the following original documents or certified copies:

1. Diploma / certificate for acquired qualification of Master of Science/Arts,
2. Transcript from the master studies,
3. Curriculum and syllabi of the finished master studies program.

Request for recognition of ECTS points has to be submitted 15 days before the course registration period of the semester in which enrolment to PhD studies is made.

Article 23

Having received the request the Dean of the faculty shall appoint a Commission consisting of members of the academic staff from study program where student is enrolling in.

Article 24

Commission for conducting the recognition of ECTS study credits is required to establish and prepare a written report on the following:

1. Whether the title of Master of Science/Arts has been acquired according to regulations which had been in force prior to adoption of the Law on Higher Education ("Official Gazette of Canton Sarajevo" No.: 43/08),
2. Whether the student acquired a sufficient level of scientific knowledge and competencies which would justify his/her request for recognition of ECTS credit points on his/her studies at the third cycle study program,
3. Number of ECTS study points that can be recognized for continuation of study at the third cycle,
4. Remaining rights and obligations that student has after the conducted procedure of recognition of ECTS credit points.

Article 25

Commission has to submit to the Dean written report on established facts with its proposal and dean has to include it as one of the agenda items of the next Faculty Council session.

Having received the report referred to in the preceding Clause, Faculty Council review the report and decides on it. Faculty council forwards its decision and report to Dean, who issue decision within five days.

Article 26

If ECTS credit points are recognized, dean's decision from the preceding Article includes the following elements:

1. Total of recognized ECTS study points for continuing study at the third cycle,
2. Designation of the semester and year of study at IUS, in which the student can enroll according to conducted procedure of recognition,
3. The rights and obligations in the further study at the third cycle.

5. Transitional and final provisions

Article 27

Provisions of this Book of Rules do not apply to the students who attend learning activities organized as joint, interdisciplinary, or multidisciplinary study in cooperation with another home or foreign institution of higher education, in which case the examinations had been passed in accordance with the agreement on the joint organization of the study.

Article 28

In case the student is not satisfied with the decision made by the dean, student is entitled to submit an appeal to the faculty council within 15 days from the date of the receipt of the decision.

Article 29

Any amendments or additions to the Book of Rules are to be carried out in the same manner and in accordance with the procedure applying for adopting this basic Book of Rules.

Article 30

This Book of Rules repeals Book of Rules, No.: IUS-SENAT-11-536/16, dated February 19, 2016.

Article 31

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

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

ADDENDUM 1

To The Office of the Dean of _____

Date:

_____ (student name) studied for 6 semesters in the _____ (name of faculty/department at the _____ (name of university).

He/she has been accepted to the _____ (name of study program) at our university.

The Transfer Committee studied his/her transcript and course descriptions carefully and proposes the following transfer of credits:

Table of Courses, Credits, and Grades Together with the Equivalent Courses in our Program

| Course Taken at (IBU) | Grade and Credits at ??? | Equivalent Course in our Program | Credits at IUS | Notes |
|--|--------------------------|----------------------------------|----------------|---|
| Basic Design | 8, B | ARCH 101 | 6 | 2 credits less here |
| Graphic Communication | 4, D | ARCH 208 | 6 | 2 credits more here |
| Introduction to Architecture | 5, D | ARCH 100 | 6 | 2 courses correspond to one course here |
| Architectural design I | 8, D | | | |
| Statics and Strength of Materials | 5, B | ARCH 204 | 4 | 1 credit less here |
| Building Construction Technology I | 6, A | ARCH 106 | 6 | |
| Theory of Structures | 6, B | - | - | There is no similar |
| Building Materials | 4, C | ARCH 311 | 4 | |
| Building Element Design | 4, D | ARCH 210 | 4 | 3 courses correspond to one course here |
| Steel Structures | 5, B | | | |
| Reinforced Concrete Structures | 5, D | | | |
| History of Art and Architecture I | 5, C | ARCH102 | 6 | 1 credit more here |
| Architectural Design II | 7, D | ARCH 201 | 12 | 5 credits more here |
| Architectural Design III | 7, D | ARCH202 | 12 | |
| Architectural Design IV | 5, D | | | |
| Building Construction Technology | 5, C | ARCH312 | 4 | 1 credit less here |
| History of Art and Architecture II | 5, C | ARCH 217 | 6 | 1 credit more here |
| Environmental Control Studio | 4, C | ARCH 307 | 4 | |
| City Planning and Urban Design | 5, C | ARCH 302 | 6 | 1 credit more here |
| Geometry and the Elements in Design | 5, D | - | - | There is no similar course |
| Advanced Measuring Methods in Architecture I | 5, B | - | - | There is no similar course |
| Building Construction Management and Economics | 5, A | ARCH 403 | 4 | 1 credit less here |
| Design Methods | 5, B | - | - | There is no similar |
| Lighting in Architecture | 5, C | ARCH 411 Program Elective I | 4 | 1 credit less here |
| Architectural Design V | 5, C | ARCH304 | 12 | 7 credits more here |
| Senior Design Project | 5, C | ARCH 355 Program Elective II | 4 | 1 credit less here |

| | | | | |
|--|--------------------|--------------------------------|--------------------|---------------------|
| Computer Literature and Skills | 3, A | - | - | There is no similar |
| Advanced Reading and Writing II | 6, B | MAN 101 | 4 | 2 credits less here |
| Advanced Reading and Writing I | 6, B | ENG 101 | 4 | 2 credits less here |
| Fundamentals of Management Introduction to Business | 5, C 5, A | ECON 101 | 6 | 4 credits less here |
| Calculus I | 7, A | MATH 101 | 6 | 1 credit less here |
| Entrepreneurship | 5, B | MAN 303 Faculty Elective I | 6 | 1 credit more here |
| Leadership and Corporate Responsibility | 5, B | MAN 345 Faculty Elective II | 6 | 1 credit more here |
| TOTAL (34 courses) | 180 credits | TOTAL (24 courses) | 142 credits | |

1. The student will be like an irregular junior.
2. His/her academic advisor will be _____ (name of academic advisor) in our program. He/she will be exempted from 24 courses and will have transferred 142 credits. To graduate from our program, he/she will need to take 17 more courses, and complete Work Placement with a total credit of 98.
3. He/she will also have to finish Work Placement/Internship for sophomore and junior years (6 credits).
4. He/she will have to pass the following courses from each year:
 - Freshman: HUM101, SPS103, BOS101 and BOS102 (4 courses - 16 cr.)
 - Sophomore: ARCH203, ARCH209, ARCH211 and ARCH216 (4 courses - 16 cr.)
 - Junior: ARCH303, ARCH308 and 2 Program Electives (4 courses - 24 cr.)
 - Senior: ARCH401, ARCH402, ARCH405, ARCH406 and ARCH408 (5 courses - 36 cr.)

Transfer Committee members:

Title, name and surname of committee chair

Title, name and surname of committee member

Title, name and surname of committee member