

INTERNATIONAL UNIVERSITY OF SARAJEVO

Number: IUS SENAT 11-1467/21

**BOOK OF RULES
ON ACCEPTING, IMPLEMENTATION AND
EVALUATION OF STUDY PROGRAMS
AT IUS**

July, 2021

Pursuant to Article 50, Clause (3) of the Law on Higher Education Law ("Official Gazette of the Sarajevo Canton", issue 33/17, 35/20 and 40/20), and Article 81 of the Statute of the International University of Sarajevo (**hereinafter: the Statute**), number IUS-SENAT-11-1980/2018 from August 13, 2018, the Senate of the International University of Sarajevo (**hereinafter: the Senate**), on its session held in Sarajevo on July 16th, 2021, adopted the following

BOOK OF RULES ON ACCEPTING, IMPLEMENTATION AND EVALUATION OF STUDY PROGRAMS AT IUS

Article 1 (Scope of the Rulebook)

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

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

Article 2 (Curriculum Committee)

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 subject to major or minor changes.

Major changes of the study program include amendments of the curriculum that change the name of the study program, established study program goals, learning outcomes, duration of studies, content of compulsory subjects, professional and scientific title acquired upon completion of studies.

Minor changes of the study program are limited in scope, such as a content change in the curriculum which does not significantly change the study program, i.e. the final competencies of students at the level of compulsory subjects, or their qualifications or professional profile, and do not represent any additional burden for students.

Requests for major changes to the study program are submitted to the Committee for consideration no later than **March 31st** of the current academic year, and if adopted, the changes are to be realized in the following academic year.

Requests for minor changes to the study program are submitted to the Committee by **July 15th** for possible adoption the fall semester, and by **December 15th** for the spring semester.

As a rule, the Committee meets in the first half of April, to consider proposals for major changes to study programs as well as the introduction of new study programs, and in the second half of July, and the second half of December, to consider proposals for minor changes to 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.

Article 3 (Study Program)

A study program is presented by the curriculum that covers one or more scientific or artistic 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 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 within the IUS structure,
- c) The introductory notes on the study program and the motives for its commencement, with a detailed analysis of the needs and opportunities with the precise indicators for Bosnia and Herzegovina and internationally, including the strategic goals of IUS,
- d) The information about participants engaged in creating the study program,
- e) The resources for the realization of the study program:
 - a. Staff
 - b. Facilities
 - c. Equipment,
- f) The professional and academic titles to be obtained at the completion of the study,
- g) The duration of the study,
- h) The enrollment criteria for registering in the study program,
- i) 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 course and of the final paper, expressed in unit of ECTS,
 - b. Prerequisites (courses),
- j) The criteria for registering the subsequent semesters, or the subsequent study years, and the manner of completion of the study including any specific tracks within the study program,

- k) The learning outcomes of the study program in terms of knowledge, skills, and competences,
- l) The matrix of learning outcomes of the acquired qualification;
- m) The curriculum:
 - a. The syllabus of the course,
 - b. The information about practical work, work experience, final paper, etc,
- n) The system of internal quality assurance,
- o) A list of applicable university rules and legislation,
- p) Grading and assessment of students' work including assessment criteria,
- q) The graduates' professional and career opportunities.

Article 4 (The procedure for proposing and adopting a new study program)

As a rule, the initiative for the introduction of a new study program is given by the relevant department of the faculty, submitting the Study proposal on the establishment of the study program, which must contain all elements listed in Article 3 of this Rulebook, including stakeholders' appraisal. The proposal for introducing of a new study program is given by the Faculty Council, which is submitted with the Study on the establishment of the study program to the Quality Assurance Office, which is in charge of checking the completeness of the proposal, and then it is forwarded to the Senate for further deliberation and adoption.

Prior to the final decision of the Senate on introducing a new study program, it is necessary to obtain the prior consent of the Board of Trustees.

Upon the adoption of the decision on the introduction of a new study program by the Senate, it is submitted to the Ministry of Science, Higher Education and Youth of Sarajevo Canton to carry out any further procedures in accordance with the Law on Higher Education.

Article 5 (Implementation of the Study Program)

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

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

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

Article 6 (Evaluation of Study Program)

Evaluation 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 internal rules of IUS.

Article 7
(Analysis of the Course)

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

The analysis must contain the following:

- a) the number of students who registered in the course,
- b) the number of students who withdrew from the course,
- c) the average grade,
- d) students' evaluation of the course,
- e) proposal of improvement measures.

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

Article 8
(Self-evaluation Report of the Study Program)

At the end of the academic year, the program coordinator submits to the Faculty Council for consideration a self-evaluation report of the study program, which analyzes teaching performance results within the curriculum and determines the proposal of measures for improvement.

The Self-evaluation report with the established conclusions of the Faculty Council is submitted to the Senate and the Quality Assurance Office for their consideration.

The Self-evaluation report is submitted in the form and with the minimum elements prescribed by the Agency for Development of Higher Education and Quality Assurance.

Article 9
(Amending an Existing Study Program)

The proposer of changes to the existing study program is the Program Council, which submits the proposal of changes adopted at their meeting to the Quality Assurance Office.

The proposal of changes to the study program is submitted on the form prescribed by the Quality Assurance Office (form SP-01) with the minutes from the meeting of the Program Council at which the changes are proposed, and 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 amendments,
3. The method of implementation of the proposed amendments, as well as a note on the compliance of the amendments with the Law and other legislation,

4. Effects of proposed changes on existing students and the mode of adjustment of students to proposed changes,
5. A tabular view in a spreadsheet of the changed curriculum of the study program with the list of any equivalent courses,
6. Financial and other consequences of the implementation of the proposed amendments.

Article 10
(Procedure of a Study Program Change)

After determining the completeness of the submitted proposal to amend the study program, Quality Assurance Office forwards it to the Committee for further course of actions.

The Committee considers the proposal and makes recommendations which are forwarded to the dean of the faculty. In case of a positive opinion of the Commission on the proposed changes to the study program, the proposal may be included in the Faculty Council meeting agenda for further legal procedure, while otherwise the Dean of the Faculty returns the Committee's recommendations to the Program Council for reconsideration.

Every change in the study program is formally confirmed by the Senate, which in accordance with its competencies determines who, how and by when the adopted decision should be implemented.

In case where it is necessary to harmonize 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 enrollment 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 11
(Amending the Content of the Curriculum)

The Program Council is also entitled to submit proposals for amending the content of the Curriculum (elements referred to in Article 3, Clause 2, Item (m) of this Book of Rules).

The proposals referred to in the previous Clause are submitted to the Quality Assurance Office, in charge of checking the completeness of the proposals, on a prescribed form, as follows:

- f) For amending the existing syllabus – on the form SP-02;
- g) For canceling the existing course – on the form SP-03;
- h) For introducing a new course – on the form SP-04, and the syllabus.

The procedure for changing the content of the curriculum is carried out analogously to the procedure for changing the study program.

Article 12
(Canceling the Study Program)

The decision on canceling 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.

The decision to cancel the study program with the plan of gradual termination is announced to the students of the University.

Article 13
(Archiving)

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.

Article 14
(Final provisions)

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 website.

By entering into force of this Book of Rules, the previous Book of Rules on Accepting and Monitoring Study Programs at IUS, reference number: IUS SENAT 11-3330/14 shall go out of force.

THE CHAIR OF THE SENATE

Prof. Dr. AHMET YILDIRIM

Delivered to:
1 x faculties/departments
1 x QA Office
1 x Legal department
1 x a/a