



- S E N A T E -

**No.:** IUS-SENAT 11-987-1/21

**Date:** May 28<sup>th</sup> 2021

Pursuant to the article 131 of the Law on Higher Education („Official Gazette of Canton Sarajevo“, no. 33/17, 35/20 and 40/20) and article 38 paragraph (1) item a) of the Statute of International University of Sarajevo, no. IUS-SENAT-11-1980/2018, Senate of the International University of Sarajevo, on its session held on May 28<sup>th</sup> 2021, adopts the following

**CRITERIA**

**for attending summer semester exchange at other higher education institutions**

**Article 1  
(Preamble)**

An IUS student in their first cycle of studies has the right to spend a total of 12 months (including the 2-month traineeship period)/60 ECTS/2 semesters on exchange. The exchange may be realized in Fall, Spring or Summer terms (aka semesters) in any of the four years, guided and limited by other internal or external study rules, regulations, bylaws and laws. Preferred periods of exchange are in years 2 and 3 of the first cycle of studies. This particular document details participation in SUMMER SEMESTER EXCHANGE, whereas Fall and Spring exchanges and funded traineeship is detailed in a separate document (Document no. IUS-SENATE-11-2927/2018), working in correlation with these articles.

**Article 2  
(Attending courses)**

- 1) A student can take up to a maximum load of 30 ECTS in the Summer Semester Exchange.
- 2) Summer semester exchange will count towards the student's total quota of 12 months/60 ECTS/2 semesters on exchange.
- 3) The summer semester exchange is bound by the Learning Agreement (Before Mobility, During Mobility and After Mobility) and at each stage; the student must have the correct signatures and stamps at the correct time in order for the courses passed to be transferrable to IUS.
- 4) Any application must be made before July 15 of the relevant academic year.



### **Article 3 (Language of the course)**

Only the courses that are being taught in English in summer semester exchange are subject of recognition and transfer to IUS. In exceptional cases, the Dean of the respective faculty can allow transfer of the courses that are taught fully or partially in another language.

### **Article 4 (Submission of application)**

A student who wants to attend summer semester exchange at other higher education institution has to submit the application to the International Relations Office Mobility Coordinator.

The Stages and Steps of the Application are as follows:

1. The student who wishes to take a course at another institution during the summer semester searches for an appropriate course at another higher education institution, matching the IUS course content to the potential host's course content. The student is responsible for finding the syllabi of any course they wish to take elsewhere, whether through the potential host's website or through other contact means.
2. The student consults the relevant exchange coordinator to prepare the Before Mobility Agreement. The student is responsible for providing the coordinator with the syllabi of the course at the host institution (**in English and in a legible format**), their current transcript and any other document or information in a timely manner.

### **Article 5 (Consideration of application)**

1. To process the request the relevant exchange coordinator, or in their absence, the program coordinator, will have 3 business days from the receipt of the student request **if the student provided all the necessary information and documentation to match courses**. The exchange coordinator may:
  - a. Approve student's request (if student meets the conditions to attend the summer semester exchange, the course can be recognized as the course from the curriculum of student's major study program at IUS), or
  - b. Reject student's request (if student does not meet the criteria to attend the summer semester exchange and/if the course cannot be recognized as the course from the curriculum of student's major study program at IUS).

If the request is accepted, once the Before Mobility part of the Learning Agreement is ready and signed by the Exchange Coordinator, the Exchange Coordinator (or in their absence the



Program Coordinator) will send the document back to the student, who will submit the Before Mobility Learning Agreement, the syllabi of the courses listed in the agreement and the Application Form to [mobility@ius.edu.ba](mailto:mobility@ius.edu.ba) for IRO signature and the IUS stamp. Upon the receipt of the properly filled in application, IRO will have 48 hours to return by e-mail the signed and stamped copy to the student. The original file will remain in IRO, to deliver to SAO for transfer of credits, along with the During Mobility, After Mobility, original transcript of records and Bosnian translation, which the student will provide to IRO (see Article 8).

### **Article 6 (Learning agreement)**

- 1) The Learning Agreement has to list the exact courses to be taken by the student at summer semester exchange. 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.
- 2) Each course taken at the other higher education institution and which is listed in the Learning Agreement should have an IUS course with compatible learning outcomes and an approximate ECTS points listed in the Learning Agreement.

### **Article 7 (Changes to the Learning Agreement)**

Once it is signed by all three parties (home institution, host institution and the student), 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, using the During Mobility form, during the actual Add/Drop period of the semester at the host institution.

### **Article 8 (Grade entry)**

- 1) The students submits learning agreement and transcript for a passed course (original in English and translated version to Bosnian) to IRO, **at least 10 business days before course registration week for the fall semester.**
- 2) Registry of transferred course is performed by SAO on the basis of the documents submitted which is provided to SAO by the IRO.



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**Article 9  
(Final provisions)**

Senate of the University has jurisdiction over the interpretation of provisions of this Decision.

**Article 10  
(Validity of regulation)**

Decision of conditions for attending summer school at other higher education institution, No. IUS-SENAT-11-1581/13 will no longer be in force.

**Article 11  
(Entry into force)**

This Decision shall enter into force on the date of its adoption.

**RECTOR**

***Prof. Dr. Ahmet Yildirim***

**Delivered to:**

1x IUS Rectorate  
1x IUS notice board/web page  
1x IRO  
1x SAO  
1x a/a