

**INTERNATIONAL UNIVERSITY OF SARAJEVO  
INTERNACIONALNI UNIVERZITET U SARAJEVU**

Number: IUS-SENAT-11-3326/2024

In Sarajevo, on October 22<sup>nd</sup>, 2024

**STATUTE  
OF  
INTERNATIONAL UNIVERSITY OF SARAJEVO**

*Revised text*



## TABLE OF CONTENT

<b>PART ONE - INTRODUCTORY PROVISIONS .....</b>	<b>6</b>
<b>PART TWO - GOALS AND PRINCIPLES OF THE UNIVERSITY .....</b>	<b>11</b>
<b>PART THREE - RIGHTS AND RESPONSIBILITIES OF THE UNIVERSITY .....</b>	<b>12</b>
<b>PART FOUR - UNIVERSITY ACTIVITIES AND ORGANIZATION .....</b>	<b>14</b>
<b>PART FIVE - UNIVERSITY BODIES .....</b>	<b>19</b>
<b>SECTION ONE - BOARD OF TRUSTEES.....</b>	<b>20</b>
<b>SECTION TWO - SENATE .....</b>	<b>22</b>
<b>SECTION THREE - RECTOR.....</b>	<b>25</b>
<b>SECTION FOUR - VICE-RECTORS .....</b>	<b>30</b>
<b>SECTION FIVE – SECRETARIAT &amp; OTHER PROFESSIONAL AND ADVISORY BODIES... </b>	<b>32</b>
<b>PART SIX - BODIES AND RESPONSIBILITIES OF THE FACULTIES .....</b>	<b>35</b>
<b>SECTION ONE – FACULTY COUNCIL .....</b>	<b>35</b>
<b>SECTION TWO – DEAN.....</b>	<b>38</b>
<b>SECTION THREE - VICE-DEAN .....</b>	<b>41</b>
<b>SECTION FOUR – DEAN’S COUNCIL .....</b>	<b>43</b>
<b>SECTION FIVE - GRADUATE COUNCIL .....</b>	<b>44</b>
<b>SECTION SIX - PROGRAM COUNCIL.....</b>	<b>44</b>
<b>SECTION SEVEN - SCIENTIFIC COUNCIL OF THE RESEARCH INSTITUTE .....</b>	<b>45</b>
<b>SECTION EIGHT - LIFELONG LEARNING CENTER – IUS LIFE.....</b>	<b>45</b>
<b>PART SEVEN - ORGANIZATION AND REALIZATION OF STUDY PROGRAMS.....</b>	<b>46</b>
<b>SECTION ONE – ORGANIZING OF STUDIES .....</b>	<b>46</b>
<b>SECTION TWO - ORGANIZATION AND DELIVERY OF TEACHING ACTIVITIES .....</b>	<b>50</b>
<b>SECTION THREE – INFO CATALOGUE AND REGISTER OF STUDY PROGRAMS .....</b>	<b>51</b>

<b>PART EIGHT - ENROLLMENTS AND ACQUIRING STUDENT STATUS .....</b>	<b>52</b>
<b>SECTION ONE – VACANCY CALL FOR ADMISSION .....</b>	<b>52</b>
<b>SECTION TWO - PREPARATORY ENGLISH LANGUAGE SCHOOL – ELS (ENGLISH LANGUAGE SCHOOL).....</b>	<b>62</b>
<b>SECTION THREE - STUDENTS' RIGHTS AND OBLIGATIONS.....</b>	<b>62</b>
<b>SECTION FOUR - STUDENTS’ ORGANIZATIONS .....</b>	<b>63</b>
<b>PART NINE - SYSTEM OF QUALITY ASSURANCE .....</b>	<b>64</b>
<b>PART TEN – APPOINTMENTS TO ACADEMIC TITLES .....</b>	<b>65</b>
<b>SECTION ONE - ACADEMIC TITLES AND APPOINTMENT PERIOD .....</b>	<b>65</b>
<b>SECTION TWO - CRITERIA FOR APPOINTMENTS TO ACADEMIC TITLES.....</b>	<b>66</b>
<b>SECTION THREE – METHOD OF APPOINTMENT TO ACADEMIC TITLES.....</b>	<b>67</b>
<b>SECTION FOUR– PROCEDURE FOR APPOINTMENT TO ACADEMIC TITLES.....</b>	<b>70</b>
<b>SECTION FIVE – APPOINTMENT COMMITTEE .....</b>	<b>71</b>
<b>SECTION SIX - DECISION PROPOSAL ON APPOINTMENT TO ACADEMIC TITLE .....</b>	<b>73</b>
<b>SECTION SEVEN – DECISION ON APPOINTMENT TO ACADEMIC TITLE .....</b>	<b>74</b>
<b>SECTION EIGHT – RESPONSIBILITY OF THE COMMITTEES .....</b>	<b>74</b>
<b>SECTION NINE – FULL PROFESSOR .....</b>	<b>75</b>
<b>SECTION TEN - HONORARY DOCTORATE DEGREE.....</b>	<b>76</b>
<b>SECTION ELEVEN- PROFESSOR EMERITUS .....</b>	<b>76</b>
<b>SECTION TWELVE – PROFESSIONAL ASSOCIATES.....</b>	<b>77</b>
<b>PART ELEVEN – ENGAGEMENT OF ACADEMIC STAFF WITHOUT EMPLOYMENT CONTRACT.....</b>	<b>79</b>
<b>SECTION ONE – TYPES OF ENGAGEMENT .....</b>	<b>79</b>
<b>PART TWELVE – RIGHTS AND OBLIGATIONS OF THE ACADEMIC STAFF.....</b>	<b>82</b>
<b>PART THIRTEEN – EVALUATION OF ACADEMIC STAFF .....</b>	<b>86</b>
<b>PART FOURTEEN – NON-ACADEMIC STAFF.....</b>	<b>87</b>

<b>PART FIFTEEN – BUSINESS SECRET .....</b>	<b>88</b>
<b>PART SIXTEEN – UNIVERSTIY REGULATIONS .....</b>	<b>89</b>
<b>PART SEVENTEEN – TRANSITIONAL AND FINAL PROVISIONS .....</b>	<b>90</b>

*Based on the Article 56, paragraph (2) and the Article 61, paragraph (1) item c) of the Law on Higher Education ("Official Gazette of Sarajevo Canton", number: 36/22), items I and VIII of the Decision on Amendments to the Statute, number IUS-SENATE-11-3325/24 dated October 22<sup>nd</sup>, 2024, and the Decision of the Ministry for Science, Higher Education and Youth of the Sarajevo Canton on giving consent to the Proposal Decision on Amendments to the Statute of the International University of Sarajevo, number: 27/03-02-23989-10/24 dated October 17<sup>th</sup>, 2024, the Senate of the International University in Sarajevo, at its 184<sup>th</sup> session held on October 22<sup>nd</sup>, 2024, brings*

## **STATUTE**

### **OF THE INTERNATIONAL UNIVERSITY OF SARAJEVO**

*Revised text*

#### **PART ONE - INTRODUCTORY PROVISIONS**

##### **Article 1**

##### **(Scope of the Statute)**

Statute of the International University of Sarajevo (hereinafter: Statute), as its fundamental act, establishes the organization of the International University of Sarajevo (hereinafter: University), its bodies, manner of work, organization and implementation of study programs, management, administration and other issues relevant for carrying out activities of the University, which is privately owned higher education institution organizing and implementing study courses in all three study cycles, and conducting its activities in accordance with law.

##### **Article 2**

##### **(Founding and registering in the Register)**

- (1) University is a higher education institution of teaching, scientific-teaching, artistic, artistic-teaching, scientific-research and artistic-research activities, as well as non-cyclical forms of educational activities and other registered activities in line with law. It is founded by the Foundation for Development of Education (hereinafter: Founder) and is situated in Sarajevo, at the address of Hrasnička cesta 15.
- (2) University has been founded based on the following administrative acts:
  - a) Decision by the Sarajevo Canton Government, number 02-05-10404-10/03 from 18.06.2003, which was published in the "Official Gazette of the Sarajevo Canton" issue 14/03 from 19.06.2003, which granted the approval to the Foundation for Development of Education to establish the International University of Sarajevo as an institution
  - b) Decision by the Ministry of Education and Science of the Sarajevo Canton, number 11-38-3509 from 16. 03. 2003, which established that conditions stipulated by law for establishment of the International University of Sarajevo

- as an institution had been met, and that the Foundation for Development of Education Sarajevo is the Founder of the International University of Sarajevo.
- c) Decision of the Ministry of Education and Science of the Sarajevo Canton, number 11-01-38 from 23.6.2004, on fulfillment of conditions for commencement of operations of the International University of Sarajevo as an institution, which established that all stipulated conditions for commencement of operations in the 2004/2005 academic year had been met.
- (3) University has the status of a legal entity which has been acquired by its registering into the Register of Companies / Business Entities recorded in the Municipal Court in Sarajevo, number MBS: 65-05-00-24-10 (the former number MBS: 2-82), and in accordance with the decisions made by: Cantonal Court in Sarajevo, number UF/I-1905/04 from 06.10.2004; Cantonal Court in Sarajevo, number UF/I-1656/03 from 23.10.2003; Municipal Court in Sarajevo, number 065-0-Reg-10-003421 from 31.12.2010; Municipal Court in Sarajevo, number 065-0-Reg-10-001737 from 11.6.2010; Municipal Court in Sarajevo, number 065-0-Reg-09-002967 from 20.5.2010; Municipal Court in Sarajevo, number 065-0-Reg-08-003031 from 01.11.2008; and Municipal Court in Sarajevo, number UF/I-1045/05 from 30.09.2005; as well as based on additional changes of the information in accordance with law.

### **Article 3** **(Name of the University)**

- (1) The full name of the University is: INTERNACIONALNI UNIVERZITET U SARAJEVU - INTERNATIONAL UNIVERSITY OF SARAJEVO
- (2) Abbreviated name of the University is: IUS.
- (3) The unilingual (shorter) name of the University can also be used in official correspondence and documents:
- a) in Bosnian language: INTERNACIONALNI UNIVERZITET U SARAJEVU or
  - b) in English language: INTERNATIONAL UNIVERSITY OF SARAJEVO.
- (4) Abbreviated and unilingual names are used on logo in other forms of unofficial correspondence, instead of full names.

### **Article 4** **(Location)**

- (1) University is situated in Sarajevo, at the address of Hrasnička cesta 15, in Ilidža.
- (2) University can change its name and address, in compliance with the Law and the Statute.

### **Article 5** **(University insignia)**

- (1) University has its logo and a flag.
- (2) Logo of the University is blue (color code: Pantone 294 M (CMYK 100/58/0/2)) on white background and round with abbreviation "IUS" at the bottom of circle. In center of the logo is a contour of *Sebilj* at *Baščaršija* with radial pattern in the background, which symbolizes the source of knowledge. At the bottom of *Sebilj* is written number 2004, which indicates the year of establishment of the University.

Above the *Sebilj* arcuately along the border is inscribed name of the University in English. At the very bottom of the logo horizontally is written name of the University in three alternative versions: in Bosnian language and in Latin script, in English language, and in Turkish language.

- (3) Flag of the University is white with the University logo in the center.
- (4) Faculties within the University, as organizational units (hereinafter: Faculties) have the right to use the name of the University, its logo and the flag besides the name of the Faculty.

#### **Article 6**

##### **(University stamp and seal)**

- (1) University stamp and embossed seal match the logo of the University.
- (2) University stamp is round, 35 mm and 50 mm in diameter. Along its border is the name of the University in English and Bosnian language. In the center of the stamp is a contour of *Sebilj* at *Baščaršija* with radial pattern in the background, which symbolizes the source of knowledge and education, and in the bottom of the *Sebilj*, 2004 is written. Below the *Sebilj* along the border of the stamp the abbreviation – IUS is written, and between the abbreviation and the border of the stamp the cardinal number of the stamp is inscribed, except for the number „0“ (zero), which is exclusively used by the Rector.
- (3) University has the embossed seal, which is round, 50 mm in diameter, with the same content as the stamp, and which is used for certification of diploma certificates and other documents issued by the University.
- (4) Board of Trustees, by its separated decision, decides on the number and assigned authorities for using numerated stamps referred to in paragraph (2) of this Article.
- (5) The authorities from paragraph (4) of this article can be determined by the systematization of workplaces at the IUS, which is adopted by the Board of Trustees.

#### **Article 7**

##### **(Language at the University)**

- (1) In order to implement realization of the curricula, courses at the University are delivered in English language.
- (2) In accordance with the University study rules, special English language program is organized for students whose knowledge of English is not sufficient for meeting requirements of the study programs.
- (3) Students referred in previous paragraph do not attend lectures of the study program which they are enrolled in, while attending English language program, or until they gain English language skills sufficient to attend study program lectures.
- (4) Teaching at the University can be also conducted in other languages, if required by the curriculum of an individual study program.

#### **Article 8**

##### **(Official language)**

- (1) Official languages in use at the University are Bosnian and English, and the official alphabet is Latin.



- (2) Other official languages used in Bosnia and Herzegovina, as well as the official alphabets, are equally used.
- (3) Official correspondence with the institutions of the state authorities and third parties in Bosnia and Herzegovina is performed in Bosnian, in Latin alphabet.
- (4) Internal acts, documentation and records are kept in the Bosnian language, and if necessary, in English.
- (5) Should during official correspondence any inconsistencies occur regarding the content written in both the Bosnian and the English version of an official document, then a version of the original document in the Bosnian language shall be considered the relevant one.

**Article 9**  
**(Carrying out activities of higher education)**

The University carries out higher education activities in accordance with the decision on establishment and accreditation, obtained from the Ministry of Science, Higher Education and Youth of Sarajevo Canton (hereinafter: Ministry), and in accordance with the Law on Higher Education in Sarajevo Canton (hereinafter: Law ).

**Article 10**  
**(Publicity of work)**

- (1) Work of the University and its bodies is public.
- (2) University acts openly towards the public and promotes respect and affirmation of human rights; and to develop the awareness for social responsibility amongst its students, academic staff and employees.
- (3) Public is informed about all important events at the University through the web page and media.
- (4) The Rector and the persons authorized by the Rector may issue official announcements to the public on matters important for the work of the University through the media or in another prescribed manner.
- (5) The Communication strategy at the International University in Sarajevo and the Rulebook on the Publicity of work more precisely regulate issues of the publicity of work at the University.
- (6) In implementing the principles of publicity, the University applies the relevant principles from the Law on Freedom of Access to Information and the Law on Protection of Personal Data.

**Article 11**  
**(Official website)**

- (1) University has its official website: [www.ius.edu.ba](http://www.ius.edu.ba)
- (2) Faculties can have their own websites, which function as sub-domains of the University website.

**Article 12**  
**(Representation of the University and acting on its behalf)**

- (1) Rector represents and acts on behalf of the University in domestic and foreign matters, with the authority to independently conclude all legal transactions, whose total monthly value does not exceed 150.000,00 KM (one hundred and fifty thousand KM), and for sum exceeding the above limit, a written permission of the University Board of Trustees (hereinafter: Board of Trustees) is required.
- (2) The authorities from the previous paragraph do not include regular monthly expenses for salaries and salary contributions, as well as other regular monthly expenses of the University, for whom Rector must ensure that payment orders (incoming and outgoing) are also counter-signed by the Manager of the Finance and Economic Affairs.
- (3) In case of absence or temporarily unavailability of the Rector to manage and represent IUS, Rector shall be substituted by the Vice-Rector authorized in writing by the Rector, to act with the authorities specified in the authorization.
- (4) Authorities referred in this Article shall also apply to acting Rector's and Vice-Rectors.
- (5) Rector and Vice-Rector are entitled to delegate their authorities, or parts thereof, to other individuals by their general or individual authorizations.

### **Article 13**

#### **(Financial resources for work)**

- (1) University acquires income from: the Founder; tuition fees; realization of scientific-research and artistic activities; providing intellectual, scientific, professional and artistic services; non-cyclical education; publishing activities; providing verification and equivalence of public documents; copyrights and patents; donations from legal entities and individuals; legate, donations and bequeaths; payments collected from students in all study cycles for any academic, administrative or other services; activities carried out by its faculties, laboratories, centers, institutes, sub-organizational units and other organizational structures of the University; diagnostic and other professional services; and from other sources in compliance with law and within the registered activities of the University.
- (2) Upon the Rector's proposal, Board of Trustees adopts annual financial plan and financing plans and submits them to the Founder.
- (3) Proposal for the annual financial plan along with financing plans represent a request to the Founder to ensure the funds necessary for the operations and activities of the University and its organizational units in the following academic year.
- (4) By the end of the calendar year the latest, Founder of the University adopts the University budget for the following academic year.

### **Article 14**

#### **(Financial plan)**

- (1) The basis for the University financial plan includes: planned total number of students enrolled at the University; planned number of academic and non-academic staff pertaining to the Standards and Norms for Performing Activities in Higher Education of the Sarajevo Canton (hereinafter: Standards and Norms); planned salary expenses, expenses arising from the implementation of the vision

of development of the University; as well as any other financial requirements within the financial plan.

- (2) University is entitled to manage its own income, in compliance with law and regulations based on law, as well as with the program and plan documents of the University.
- (3) All inflow and outflow of funds are done through University's transactional bank accounts.

#### **Article 15**

##### **(Obligations of the Rector towards Board of Trustees and Founder)**

- (1) Rector of the University submits the annual report including financial reports to the Founder through the Board of Trustees of the University.
- (2) Should there be justified reasons for such action, the Founder has the authority to request from the Board of Trustees a financial report on the University operations at any time.

#### **Article 16**

##### **(Changing University status)**

University can expand its activities, change the name and address, establish new organizational and sub-organizational units, and implement the status changes, such as: merging, division and separation, all of which shall be done with the consent and permission obtained from the Founder, and in compliance with the Law.

#### **Article 17**

##### **(Tuition and other fees)**

- (1) The decision on the amount of tuition and other fees is made by the Board of Trustees, which is announced no later than seven days before the vacancy call for admission for student enrollment.
- (2) Students who obtain a full scholarship at the annual knowledge test organized by the University, as well as students who obtain a "Qualification Scholarship" at the entrance exam within the framework of "ÖSYM" (Republic of Turkey measurement, selection and placement center) are exempted from paying tuition fees.
- (3) The Board of Trustees adopts a general act that more precisely determines the categories, criteria and conditions related to the acquisition of rights from paragraph (2) of this article.

### **PART TWO - GOALS AND PRINCIPLES OF THE UNIVERSITY**

#### **Article 18**

##### **(Access to higher education)**

- (1) University enables access to higher education to any individual who meets stipulated criteria for studying at University, in line with Law and University regulations.

- (2) Access to education at the University cannot be restricted to anyone, either directly or indirectly, either based on any real or presumed grounds which are contrary to the constitutional principles, laws and international laws.

**Article 19**  
**(Goals of higher education)**

- (1) Higher educational activities of the University are directed towards enabling a full development of integrity of an individual, respect of human rights, civil and other democratic, academic, legal and constitutional principles and freedoms.
- (2) University will serve as a higher education institution that provides quality education, community service, as a multi-cultural hub of scholarly activity focused on educational innovation, and the creation and application of knowledge through research and projects.

**PART THREE - RIGHTS AND RESPONSIBILITIES OF THE UNIVERSITY**

**Article 20**  
**(Rights and responsibilities of the University)**

In addition to the rights and obligations established by law, the University, in carrying out its activities has the rights and obligations to:

- a) assure quality in all segments of University activities by establishing the bodies and procedures for quality assurance;
- b) bring into force/adopt a Strategic Plan and to set up an effective system to ensure its implementation, regular monitoring and further development;
- c) develop a strategy for international aspects of its activities, which is harmonized with the university Strategic Plan;
- d) acquire assets, manage the assets and use them in accordance with law;
- e) have at its disposal financial resources which the University acquires through its own activities;
- f) propose a decision to the Board of Trustees on the type and cost of its services to students;
- g) determine the amounts of fees based on the assigned rights for the use of the University's name, logo and other features;
- h) appoint administrative and management bodies and determine their authorities, in accordance with the law;
- i) regulate the organization of work at the University, in accordance with the law and general acts of the University;
- j) conclude study contracts that more precisely regulate mutual rights and obligations between the University and students;

- k) ensure freedom of speech, organization and assembly in accordance with the law;
- l) ensure the freedom of academic staff and students to examine and test received knowledge and to offer new ideas and opinions, without exposing themselves to the danger of losing their status or any other privilege they enjoy;
- m) ensure effective protection mechanisms against discrimination, gender based and sexual harassment for students, teaching staff and employees through the implementation of general acts adopted by the Senate or the Board of Trustees;
- n) organize, conduct studies and decide on the method of implementation of the ECTS transfer system as well as the issuance of appropriate diplomas and diploma supplements, i.e. other public documents, in accordance with the law;
- o) conclude employment contracts and decide on the types of engagement of natural and legal persons, in accordance with the law.
- p) As well as other rights and obligation set by law and general acts.

#### **Article 21**

##### **(Research and creativity)**

- (1) Freedom of scientific, artistic and professional research and creativity, examination and testing of knowledge, ideas and opinions, as well as cooperation and association is considered a universal right in accordance with the constitution and the law, which belongs to all members of the academic community.
- (2) Scientific, artistic and professional research activity is the fundamental right and obligation of employees of the University and its members appointed to scientific-teaching and artistic-teaching positions, scientific positions and associate positions established by this Statute, by the general acts and employment contracts.
- (3) The research activity of employees from paragraph (2) is carried out by:
  - a) assuming contractual obligations and working on research programs, projects, analyzes and expertise, and
  - b) individual research and creativity.

#### **Article 22**

##### **(Freedom of education process)**

In accordance with the law and the Statute, the University has the freedom to innovate the performance of higher education activities and independently initiate study programs to acquire the necessary knowledge and skills needed to achieve the goals of higher education and the concept of lifelong learning.

#### **Article 23**

##### **(Equality and non-discrimination)**

- (1) In carrying out its activities, the University is focused on equality in the opportunities and treatment of all persons participating in the scientific teaching process, without any form of discrimination based on: gender, race, sexual orientation, language, religion, political or other beliefs, national, ethnic or social

origin, marital status, property status, disability or by some other personal characteristic, position or circumstance.

- (2) The University ensures equal treatment of all organizational units in the exercise of established authorities, and equality in opportunities and treatment of University staff.
- (3) With the aim of encouraging full social integration and participation in the life of the community of persons with disabilities, in accordance with their capabilities, the University/organizational units take measures for access to education for those categories.

## **PART FOUR - UNIVERSITY ACTIVITIES AND ORGANIZATION**

### **Article 24 (University activities)**

- (1) Basic activity of the University, is harmonized with the Classification of Economic Activities in Bosnia and Herzegovina (“Official Gazette of Bosnia and Herzegovina”, issue No. 47/10) and it includes the following:

02.40	Support services to forestry;
17.23	Manufacture of paper stationery;
18.11	Printing of newspapers;
18.12	Other printing;
18.13	Pre-press and pre-media services;
18.14	Binding and related services;
18.20	Reproduction of recorded media;
33.12	Repair of machinery;
55.90	Other accommodation;
56.10	Restaurants and mobile food service activities;
56.21	Event catering activities;
56.29	Other food service activities;
56.30	Beverage serving activities;
58.11	Book publishing;
58.13	Publishing of newspapers;
58.14	Publishing of journals and periodicals;
58.19	Other publishing activities;
59.11	Motion picture, video and television program production activities
59.12	Motion picture, video and television program post-production activities
59.20	Sound recording and music publishing activities;
60.10	Radio broadcasting

60.20	Television programming and broadcasting activities
62.01	Computer programming activities
62.09	Other information technology and computer service activities
70.21	Public relations and information activities; Public relations and communication activities;
70.22	Business and other management consultancy activities;
71.11	Architectural activities;
71.12	Engineering activities and related technical consultancy;
71.20	Technical testing and analysis;
72.11	Research and experimental development on biotechnology;
72.19	Other research and experimental development on natural sciences and engineering;
72.20	Research and experimental development on social sciences and humanities;
73.11	Advertising agencies
73.20	Market research and public opinion polling;
74.30	Translation and interpretation activities;
74.90	Other professional, scientific and technical activities, not elsewhere classified (n.e.c.);
82.11	Combined office administrative service activities;
82.19	Photocopying, document preparation and other specialized office support activities;
82.99	Other business support service activities, n.e.c.;
85.42	Higher education;
85.51	Sports and recreation education
85.52	Cultural education;
85.59	Other education n.e.c.;
85.60	Educational support activities;
90.01	Performing arts;
90.02	Support activities to performing arts;
90.03	Artistic creation;
90.04	Operation of arts facilities
91.01	Library and archives activities;
93.11	Operation of sports facilities
93.12	Activities of sport clubs
93.13	Fitness facilities

93.19	Other sports activities
95.11	Repair of computers and peripheral equipment;

- (2) The activity of higher education is realized by the University as an activity of special general and public interest for the Canton of Sarajevo and the society of Bosnia and Herzegovina.
- (3) The activities listed in paragraph (1) of this article are carried out by the University if they are in the function of education, scientific teaching and scientific research activities.
- (4) The University performs international trade services, within the framework of registered activities, in accordance with the law.

#### **Article 25**

##### **(Change and expansion of activities)**

- (1) The Founder can change or expand the scope of its activities in the manner and following the procedures determined by law and other regulations determining the subject area.
- (2) The University can, in compliance with the Law and regulations based on law, become a co-founder of independent scientific organizations/institutions, where the relationships between the University and other co-founders shall be stipulated by a separate written agreement, concluded under a prior consent by the Founder.

#### **Article 26**

##### **(Working program)**

- (1) University sets its annual program of work for each calendar year.
- (2) The annual program of work is created based on the Strategy of University.

#### **Article 27**

##### **(Rector's Office)**

Rector's Office is the University administrative office which integrates functions of providing support to educational and scientific-research activities as well assistance to the Rector in performing his/her duties. The Rector's Office comprises:

- a) Rector;
- b) Vice-Rector(s);
- c) Advisor(s) to the Rector, and
- d) General Secretary.

#### **Article 28**

##### **(Organizational units, scientific and professional titles)**

Within the University, organizational units through which artistic, teaching, scientific-research and artistic-research work is carried out, are integrated:

- a) Faculty of Arts and Social Sciences  
Bosnian name: Fakultet umjetnosti i društvenih nauka  
Abbreviation: FASS



Address: Hrasnička cesta 15, 72 210 Ilidža  
Programs of study: I, II, and III cycle

b) Faculty of Business and Administration  
Bosnian name: Fakultet menadžmenta i javne uprave  
Abbreviation: FBA  
Address: Hrasnička cesta 15, 72 210 Ilidža  
Programs of study: I, II, and III cycle

c) Faculty of Engineering and Natural Sciences  
Bosnian name: Fakultet prirodnih i tehničkih nauka  
Abbreviation: FENS  
Address: Hrasnička cesta 15, 72 210 Ilidža  
Programs of study: I, II, and III cycle

d) Faculty of Law  
Bosnian name: Pravni fakultet  
Abbreviation: FLW  
Address: Hrasnička cesta 15, 72 210 Ilidža  
Programs of study: I, II, and III cycle

e) Faculty of Education  
Bosnian name: Edukacijski fakultet  
Abbreviation: FEDU  
Address: Hrasnička cesta 15, 72 210 Ilidža  
Programs of study: I, II, and III cycle

f) Faculty of Medical Sciences  
Bosnian name: Fakultet medicinskih nauka  
Abbreviation: FMS  
Address: Hrasnička cesta 15, 72 210 Ilidža  
Programs of study: I, II, and integrated studies

g) Research Institute  
Bosnian name: Istraživački institut

## **Article 29**

### **(Responsibilities of the organizational units in legal traffic)**

- (1) Organizational units realize teaching, scientific-teaching, artistic, art-teaching, and scientific-research work in the area of higher education, and other activities specified by the law, Statute and the founding act of the University.
- (2) Organizational and sub-organizational units do not have status of legal person.
- (3) Organizational units conduct activity under the name of University and its own name.
- (4) Financial means for work of an organizational unit are generated from the Founder's assets or from the income earned from realization of activities of the University.

- (5) When an organizational unit acts in the name and on behalf of the University, it can generate income, which is accounted and recognized as income of the University.
- (6) Head of the organizational unit can use University financial assets only under written authorization issued by Rector, in the scope and manner stipulated in such authorization.
- (7) Faculty dean is responsible for realization of rights and obligations related to the scientific/teaching process of the Faculty, which are stipulated in Law, founding act and general act.

**Article 30**  
**(Department)**

- (1) Department is sub-organizational unit which is established to carry out activities of higher education and science/art in one or more related scientific/artistic fields or areas.
- (2) The department does not represent a separate administrative structure but is assigned a framework and functional role that is realized by program coordinators through the supervision of the implementation of study programs.

**Article 31**  
**(Program Coordinator)**

- (1) The study program is represented by a program coordinator, who is appointed by the faculty council on the proposal of dean and with the consent of the Rector, for a period of two years, with the possibility of re-appointment.
- (2) The program coordinator can be appointed for one or more study programs that are implemented within the department.
- (3) The program coordinator of the study program has the following duties:
  - a) supervises the implementation and consistency of the curriculum content at the study program;
  - b) is responsible for the monitoring, implementation of teaching and exams and quality of courses of curriculum;
  - c) takes care of the scientific research work and professional advancement of the academic staff in the study program;
  - d) promptly proposes to the faculty bodies, the measures and incentives necessary for the improvement of activities in the scientific areas/fields that are studied in the study program;
  - e) reports to the faculty bodies and university the violation of work and other obligations by the teaching and associate staff;
  - f) is responsible for the fulfillment of all requirements prescribed in curriculum for completing studies and obtaining a diploma;
  - g) represents the study program and presides over sessions of the program council;
  - h) submits to the dean regular semester reports on the realization of the study program;
  - i) executes the decisions of the faculty council and

- j) other duties entrusted by the faculty council.

### **Article 32**

#### **(Research Institute with Centers)**

- (1) Research Institute (hereinafter referred to as: The Institute) is organizational unit of the University.
- (2) The Institute aims to help achieve a better connection between the economy and the University, as well as a better efficiency in the organization of interdisciplinary research and projects.
- (3) The Institute cooperates directly with the academic staff of the University and thus enables the rapid application of scientific results. The Institute can organize part of the practical classes of the first, second and third study cycles.

### **Article 33**

#### **(Organization of Institute)**

- (1) On the proposal of the Rector, Board of Trustees by decision can establish, abolish and reorganize centers as sub-organizational units of the Institute.
- (2) The Institute is managed by the Institute Director.
- (3) Centers within the Institute are managed by Center coordinators.
- (4) The Institute Director is appointed by the Scientific Council of the Institute, and the appointment decision is signed by the Rector of the University, with the consent of the Board of Trustees.
- (5) The Center coordinators are appointed by the Rector.
- (6) The activity, organization and work of the institute, the method of appointing the Institute Director as well as other relevant issues are more precisely regulated by a general act adopted by the Board of Trustees.

### **Article 34**

#### **(Other operational units)**

With the aim of completing the basic goals of the registered activity, the following business units were established which operate within the University:

- a) International University in Sarajevo - Lifelong Learning Center IUS LIFE (hereinafter: IUS LIFE);
- b) Basketball club of the International University in Sarajevo - IUS Wolves; and
- c) other units established by the Founder.

## **PART FIVE - UNIVERSITY BODIES**

### **Article 35**

#### **(University bodies)**

University bodies are:

- a) Board of Trustees;
- b) Senate;

- c) Rector;
- d) other professional and advisory bodies.

## **SECTION ONE - BOARD OF TRUSTEES**

### **Article 36**

#### **(Composition of Board of Trustees)**

- (1) Board of Trustees is the governing body which is appointed for the term of four years.
- (2) Board of Trustees of the University consists of nine members, one of whom is the President of the Board of Trustees.
- (3) Eight members of the Board of Trustees are appointed by the Founder.
- (4) One member of the Board of Trustees is appointed by the Senate without public announcement.
- (5) Rector, Vice-Rectors, Senate members or managers of organizational units cannot be members of the Board of Trustees.
- (6) President of the Board of Trustees is appointed by the Founder.
- (7) The Rector, Vice-Rectors, and secretary general can attend the sessions of the Board of Trustees without decision-making rights.
- (8) Procedure for election and appointment of the President and members of the Board of Trustees is initiated by the Founder or Senate at least six months prior to the expiry of the term of office of the current Board of Trustees.
- (9) IUS employee in charge of supervising implementation of legal acts related to higher education and legality of University operations cannot be appointed as a member of the Board of Trustees as well as any other individual whose position is stipulated in the law or other legal acts as incompatible with the membership in Board of Trustees.
- (10) Any other matters related to work of the Board of Trustees which are not regulated by this Statute are defined in the Book of Procedures on the Board of Trustees Work, adopted by the Board of Trustees.

### **Article 37**

#### **(Board of Trustees jurisdiction)**

- (1) Board of Trustees is responsible for University's operations and is accountable to the Founder for the results of the University operations.
- (2) Board of Trustees is authorized to request and have unfettered access to timely information on all matters within the scope of its authority.
- (3) Board of Trustees of the University informs the Founder about its activities by submitting minutes from the Board of Trustees meetings, within ten days from their adoption, as well as by submitting semi-annual and annual reports.
- (4) Board of Trustees performs activities defined by law and by the Statute, including in particular:
  - a) gives its opinion on the proposed Statute;

- b) adopts the Rulebook on the labor relations of the University, which regulates salary, work organization, systematization of workplaces, and other issues related to the labor status of workers;
  - c) brings general acts in accordance with the law and the Statute;
  - d) determines the financing and development plans of the University;
  - e) adopts annual work report submitted by Rector which includes financial report;
  - f) adopts the University's annual work plan based on the proposal of the University Senate;
  - g) brings financial plan;
  - h) requests from the Rector/Dean the delivery of reports related to a specific period or specific activities from the work plan;
  - i) directs, controls and evaluates the work of the Rector in the domain of financial operations and undertakes the necessary measures and activities to ensure the legality of the financial and overall operations of the University;
  - j) decides on issues regarding relationship between University and Founder;
  - k) decides on the use of funds in excess of the amount available to the Rector, in accordance with this Statute;
  - l) brings a decision on the tuition and other fees for all cycles and types of studies defined by this Statute;
  - m) at the proposal of the Senate and with the consent of the Founder, decides on the establishment and abolition of faculties and other University units, in accordance with the law and this Statute;
  - n) decides on objections or appeals of employees to the decisions of University bodies that decided in the first instance on rights, obligations and responsibilities from the employment relationship;
  - o) submits an annual report on the University's operations to the Founder;
  - p) makes a proposal for early dismissal of the rector/dean;
  - q) makes decision on the organization and reorganization of the University, i.e. the existing organizational units, departments and study programs, upon the initiative of the Senate;
  - r) decides on financing of new faculties, organizational and sub-organizational units, i.e. study programs and other types of programs, in accordance with this Statute;
  - s) decides on granting or withholding consent to the dynamic plan of needs for announcing vacancy calls for appointment into academic titles, in accordance with the development and financing plans;
  - t) signs the employment contract with the Rector of the University;
  - u) performs other tasks in accordance with the law and the Statute.
- (5) At the request of the Board of Trustees, all bodies of the University are obliged to provide requested and other relevant information and documentation in a timely manner.

## **SECTION TWO - SENATE**

### **Article 38**

#### **(Composition of Senate)**

- (1) Senate is University body responsible for academic issues of the University as the highest academic body composed of representatives of academic staff and students.
- (2) The Senate consists of:
  - a) Rector, as chairperson;
  - b) Vice-Rector(s);
  - c) deans of the faculties;
  - d) one representative of the faculty from professors or associates, appointed by the faculty council, with a mandate lasting two years, with the possibility of re-appointment;
  - e) director of the Lifelong Learning Center IUS LIFE, and
  - f) one student representative from all three cycles of study, (first, second and third cycle) with the condition that they have the status of a regular student at the University, with a mandate lasting one year.
- (3) Student representatives are appointed by the Student Parliament based on the election results.
- (4) Senate sessions are attended by the Secretary General or the Deputy Secretary General without decision-making rights.
- (5) If a new member is not appointed after the expiration of the term of office of an appointed member of the Senate, the previously appointed member performs the duties of a full member until the appointment of a new one, for a maximum of one year.
- (6) The composition of the Senate is encouraged to be gender balanced.

### **Article 39**

#### **(Senate jurisdiction)**

- (1) The Senate in its action has the jurisdiction to:
  - a) decide on all academic issues, and especially on issues related to the teaching, scientific, artistic and professional activities of the University, within the framework of business plans and programs determined by the Board of Trustees;
  - b) initiate the procedure for Rector's relieving of duty in accordance with the law;
  - c) adopts the University Statute in accordance with the Law and with the previously obtained opinion of the Board of Trustees and with the consent of the Ministry;

- d) adopt the Code of Ethics and general acts in accordance with the law and the Statute;
- e) consider and forward to the Board of Trustees for approval the annual report on work with the financial operations of the University;
- f) adopt the Guidelines for appointment into academic titles, based on the proposal of the faculty council;
- g) make a proposal to the Board of Trustees for the establishment and abolition of faculties and other members of the University based on the law and the Statute;
- h) of Trustees;
- i) gives its consent to the proposal of the faculty council for establishment of new, changing, reorganizing propose the work program to the Board and abolishing existing departments and study programs of the first, second and third cycle of studies, integrated study programs of the first and second cycle, vocational (short cycle) programs, as well as for programs of lifelong and non-cyclical education, summer/winter schools, interdisciplinary programs, micro-credentials, “free courses/modules”, and other programs/free courses defined by law and the Statute;
- j) adopt study rules;
- k) propose to the Board of Trustees the establishment and development of the quality assurance system;
- l) adopt curricula for all study cycles based on the proposal of the faculty council, and monitors their implementation;
- m) consider and adopt the proposals of organizational units on the study realization in cooperation with domestic and foreign higher education institutions that may result in the issuance of dual or joint diplomas;
- n) appoint and relieve of duty of Rector;
- o) appoint and relieve of duty of Vice-Rectors of the University on the proposal of the Rector;
- p) appoints academic staff at the proposal of the faculty council, in accordance with dynamic plan of needs;
- q) appoint committees in the process of acquiring an academic title, i.e. a scientific title of the third cycle of study, at the proposal of the faculty council;
- r) award the honorary title of professor emeritus;
- s) award the title of honorary doctorate;
- t) give the initiative to the Board of Trustees to consider issues related to the organization and reorganization of the University;
- u) appoint one member of the Board of Trustees;
- v) adopt the information on the dynamic plan of needs for announcing the vacancy call for academic titles;
- w) adopts the proposal of the workload;
- x) give consent to the publication of the vacancy call for appointment into academic titles proposed by the faculty councils, in accordance with the

financing and development plans of the University adopted by the Board of Trustees;

- y) decide on the engagement of academic staff from other higher education institutions as visiting professors;
  - z) decide on the classification of scientific areas, fields and branches and related courses, on the proposal of the faculty council;
  - aa) bring the calendar of organization and implementation of teaching programs for the study year no later than 60 days before the start of teaching;
  - bb) establishes committees for extraordinary decision-making on issues of acquired academic or student rights and obligations;
  - cc) brings decision on publishing admission call for enrolment into the first year of all study cycles in the statuses of full-time, part-time or distance learning;
  - dd) performs the duties of the registry commission (within its competence) in the process of establishing new organizational units until they are fully operational;
  - ee) perform other tasks in accordance with the law and the Statute.
- (2) Decisions of the Senate are final, and administrative proceedings can be initiated against them before the competent court in Sarajevo within 30 days from the date of receipt of the decision.

#### **Article 40**

##### **(Senate sessions)**

- (1) Senate performs activities from its scope of work at sessions which are held at least once a month, as a rule, or when Rector deems it necessary.
- (2) Rector is required to convene a special session of the Senate when it is requested in writing by:
  - a) at least one third of its members,
  - b) at least one third of the Board of Trustees members;
  - c) the Founder.
- (3) Special session requested in accordance to this article must be held within 15 days from the date request is received.

#### **Article 41**

##### **(Senate decision making)**

- (1) Senate can discuss matters from the scope of its authority and adopt valid decisions when majority of all Senate members attend the session.
- (2) Senate adopts its decisions by majority vote of the total number of the Senate members, unless another qualified majority has been defined by law, by the Statute, or by other bylaws regulating decision-making upon matters.
- (3) Senate adopts decisions by public vote, except for those matters which law, Statute or another general act stipulates voting in secret.



- (4) Resignation to the Senate membership by representatives from the faculty or from student representatives, are to be submitted to the bodies which appoint them in accordance with the Statute.
- (5) Upon receipt of the written resignation, the bodies referred to in the preceding Paragraph adopt decision on accepting/rejecting the resignation.
- (6) In case referred to in the preceding Paragraph, decisions are submitted to the Senate for the informational purpose.
- (7) In case representative loses the authorization for representation, the body referred in Paragraphs (4) can vote for early dismissal of appointed Senate member at any time.
- (8) Provisions on procedures, work and manner of making decisions of the Senate are defined in more detail in the Book of Procedures on the Work of the Senate which is adopted by the Senate.

### **SECTION THREE - RECTOR**

#### **Article 42**

##### **(Appointment of the Rector)**

- (1) The procedure for appointment of a Rector is initiated by the Senate by bringing a decision on announcing a vacancy call for the appointment of a Rector.
- (2) The decision from paragraph (1) of this article contains the complete text of the vacancy call as well as the general and special criteria for the appointment of the rector, along with the provision on the appointment of a three-member Committee for conducting the vacancy call, which consists of one representative of the Senate who cannot be the person applying for the position of rector, one representative of the Founder and one member from among the law graduates at the University.
- (3) The Rector is appointed for a mandate period of four years with the possibility of another consecutive appointment.
- (4) The appointment of the Rector is based on the results of a public vacancy call that cannot be shorter than 15 days, and which is published on the University's website, respecting the deadline that allows the new Rector to be appointed before the end of the current Rector's mandate.
- (5) A teacher in the scientific teaching or artistic teaching title of full professor at the University can be appointed as the rector, with the obligation to submit an acceptance statement of the employment relationship establishment with the University.
- (6) In addition to the general legal requirements, the person applying for the position of rector is obliged to attach a positive opinion of the Founder on the submitted plan and vision of the University's development, as well as proof of knowledge of the English language, with the application for the vacancy call, otherwise he will be excluded from the vacancy procedure.
- (7) If a person applying for the vacancy does not obtain the Founder's opinion within the deadline until the vacancy call closes, it is obligatory to attach with the application the proof of the timely submission of the request for evaluation of the proposed development plan and vision to the Founder.
- (8) In the case referred to in paragraph (7) of this article, the Founder considers the proposed development plan and vision and submits the opinion to the University no later than 7 days after the closing of the vacancy call.

- (9) The Committee for conducting the vacancy for the appointment of the Rector is obliged, no later than 15 days after the deadline for submission of applications for the vacancy call, to review all applications, and to submit a report to the chairman of the Senate on their orderliness and timeliness, i.e. to compile a list of candidates who meet the formal legal requirements for the appointment, in order to schedule the appointment session.
- (10) After submitting the report and the list of candidates from paragraph (9) of this article, the chairman of the Senate schedules an appointment session at which the Rector is appointed by secret ballot with majority of the total number of Senate members.
- (11) If none of the candidates receives majority of the votes, a decision is made to cancel the vacancy call and announce a new vacancy call for the appointment of the Rector, and an acting Rector is appointed, in accordance with this Statute.
- (12) After the appointment of the Rector, the Senate will vote at the same session to authorize a member of the Senate who will sign the decision on the appointment of the Rector.
- (13) No later than seven days from the adoption of the decision on the appointment of the Rector, the member of the Senate from paragraph (12) of this article is obliged to sign the decision on the appointment of the Rector and forward the same to the legal department, which, through the general secretary, promptly delivers information about the appointment to the candidates registered for the vacancy. The legal department of the University submits the same decision to the Board of Trustees for the purpose of concluding an employment contract with the Rector of the University.
- (14) The Senate's decision on the appointment of the Rector is final, and legal proceedings against it may be initiated before the competent court in Sarajevo within 30 days from the date of receipt of the decision.
- (15) The sign of the Rector's honor is the Rector's toga (robe), whose form and content, that is, appearance, are determined by a general act brought by the Senate.

### **Article 43**

#### **(Appointment of Acting Rector)**

- (1) In case of unsuccessful appointment of the Rector, termination of the mandate due to resignation, early relieve of duty, as well as appointment of the Rector to some other function incompatible with the function of the Rector, the chairman of the Senate schedules a session where, without vacancy, for a period of no longer than six months, an acting Rector is appointed from among full-time or associate professors of the University who have concluded a work contract at the University and who meet the conditions for the appointment of the rector in accordance with the Statute.
- (2) The proposal for acting Rector, in terms of paragraph (1) of this article, can be made by any member of the Senate, and the appointment is made by secret ballot with a majority of the total number of Senate members with the right to vote.
- (3) The Senate, after the appointment of the acting Rector, authorizes the member of the Senate who signs the decision on the appointment of the acting Rector by voting at the same session.
- (4) Simultaneously with the appointment of the acting Rector, the Senate, at the same session, decides to re-announce the vacancy call for the appointment of the Rector.

## **Article 44**

### **(Rector's rights and responsibilities)**

- (1) Rector performs the duties stipulated by law and the Statute of the University, particularly including the following:
  - a) represents and acts on behalf of the University;
  - b) organizes and manages activities of the University and is responsible for the legality of University operations;
  - c) submits to the Senate for review annual reports on University work;
  - d) issues individual acts in accordance with laws and the Statute;
  - e) proposes general acts in accordance with law and the Statute;
  - f) proposes improvement measures to the University bodies;
  - g) decides on the dean's appointment and relieve of duty;
  - h) proposes measures to the Board of Trustees for efficient and lawful operation of the University;
  - i) proposes to the Board of Trustees and the Senate work and development plans of the University;
  - j) proposes to the Board of Trustees the internal organization and systematization of workplaces;
  - k) executes the decisions of the Board of Trustees and other bodies of the University;
  - l) disposes of funds up to the amount determined by the Statute;
  - m) decides on the establishment of an employment relationship at the University and the conclusion of an employment contract, as well as the rights, obligations and responsibilities of employees from an employment relationship in accordance with the law and development plans established by the Board of Trustees;
  - n) submits to the Board of Trustees a report on the work with the financial operations of the University;
  - o) considers and approves the dean's work report, which, in the event of non-approval, is forwarded to the Board of Trustees for final decision-making;
  - p) submits reports to the Senate on academic matters at the University;
  - q) executes the financial plan adopted by the Board of Trustees;
  - r) participates in the work of the Rector's Conference of Bosnia and Herzegovina;
  - s) performs other tasks in accordance with the law and the Statute.
- (2) The Rector convenes the Senate sessions and presides over them.
- (3) The Rector is assisted in his work by the Vice-Rectors, the general secretary and other bodies determined by the law and the Statute.
- (4) The Rector has the right to independently make decisions within his jurisdiction and is responsible for their legality.
- (5) The Rector is responsible for complying with the law and executing the decisions of competent authorities and bodies of the University in the performance of registered activities.
- (6) The Rector is obliged to suspend the execution of decisions of the dean or another body of the faculty, if it is contrary to the law, by-laws and implementing acts and

- this Statute, and to inform the Senate or the Board of Trustees about this within seven days from the date of the decision, in accordance with their competencies.
- (7) In the case when an indictment has been confirmed against a person holding a position in the University bodies and/or a member of the academic staff for criminal offenses for which, according to the provisions of the Criminal Code of the Federation of Bosnia and Herzegovina/Bosnia and Herzegovina, a prison sentence of six months or more can be imposed, the Rector, that is, the Board of Trustees, in case of dismissal of the Rector, is obliged to make a decision on suspension from the teaching-scientific process until the end of the criminal proceedings.
- (8) To persons from the previous paragraph of this article who have been sentenced to a legally binding judgment or measure due to the commission of one or more criminal offenses from the previous paragraph of this article; the Rector or the Board of Trustees in the case of the Rector as the perpetrator of the criminal offense, is obliged to issue a decision on the termination of the employment relationship in writing form to notify the authority that supervises the legality of the University's work.
- (9) The Rector is authorized to suspend the dean if he has proof from the competent body that he is illegally fulfilling his obligations established by the law, the Statute or other general acts of the University, and within 24 hours from the day of making the reasoned decision to inform:
- a) Board of Trustees;
  - b) Senate and
  - c) faculty council.
- (10) In the case referred to in the previous paragraph of this article, the Rector is obliged to appoint a person who will act as the chairman of the council, and convene a session of the faculty council within seven days from the day of suspension, in order to appoint an acting dean for the duration of the suspension.
- (11) The faculty council appoints an acting dean for the period of suspension, which cannot be longer than six months.
- (12) The Rector can also initiate the procedure to determine the dean's responsibility for violations of the law, the Statute or another general act.
- (13) The Rector and Vice-Rector cannot perform the function of dean or Vice-dean, as well as a member of the Board of Trustees, during their term of office.

#### **Article 45**

##### **(Limitations of Rector's authority)**

- (1) Rector cannot carry out any legal dealings or actions related to limiting or disposing of University assets, nor take loans or accept any other liabilities, without prior written consent by the Founder.
- (2) Rector cannot sign decision on appointments or relieve of duty of General Secretary and Manager of Finance and Economic Affairs of the University without a prior written consent by the Founder.

## **Article 46**

### **(Cessation of the Rector's term of office)**

Rector's term of office ceases to exist in the following circumstances:

- a) At expiry of his/her term of office;
- b) By his/her resignation;
- c) By an early relieve of duty;
- d) By an appointment to another office which is incompatible with the office of the Rector.

## **Article 47**

### **(Early relieving of duty of the Rector)**

- (1) The Senate brings decision on the relieving of the duty of the Rector even before the end of the period for which Rector was appointed, in the case of:
  - a) if the University achieves negative business results within two consecutive years;
  - b) if the Board of Trustees does not adopt the work report for the requested period;
  - c) if he refuses or does not implement the decisions of the Founder or the Board of the Trustees;
  - d) if irresponsible management prevents the University from generating income through the realization of international and domestic projects or disposes of the generated income in an inappropriate manner;
  - e) if Rector is legally convicted of a criminal offense;
  - f) if Rector does not perform or performs prescribed tasks contrary the law and this Statute;
  - g) if Rector exceeds his authority and thus causes damage to the University's reputation, especially in the case of spending funds in an amount greater than the amount approved by the Statute or assuming authority from the competence of the Board of Trustees or the Founder;
  - h) due to absence or inability to perform duties for a continuous period longer than three months;
  - i) if Rectors behavior harms the reputation of the Rector's duty.
- (2) A reasoned proposal for the dismissal of the Rector, due to one or more reasons specified in paragraph (1) of this article, may be submitted to the Senate by:
  - a) Founder of the University;
  - b) Board of Trustees;
  - c) at least one third of Senate members;
  - d) at least one third of council members.
- (3) In the cases referred to in paragraph (1), the Senate decides on dismissal *ex officio*.
- (4) The Rector is obliged to convene a Senate session no later than fifteen days from the date of receipt of the proposal from paragraph (3) of this article and to inform the Founder, i.e. the Board of Trustees, about it.
- (5) In case that the Rector does not convene a Senate session within the period referred to in paragraph (4) of this article, the Board of Trustees appoints an acting chairman of the Senate who is obliged to convene a Senate session within seven days from the date of appointment.
- (6) The Senate decides on the proposal for early dismissal of the Rector by secret ballot, and majority of the total number of Senate members is required to bring a decision on dismissal.

- (7) After bringing the decision on the dismissal of the rector, the Senate decides on the appointment of the acting rector and the announcement of a vacancy call for the appointment of the rector, in accordance with this Statute.

## **SECTION FOUR - VICE-RECTORS**

### **Article 48**

#### **(Appointment and relieve of Vice-Rector duty)**

(1) According to the needs established by the Founder, and upon proposal by the Rector, the Senate appoints:

- a) Vice-Rector for Academic Activities and Students' Affairs;
- b) Vice-Rector for International Cooperation and Research; and
- c) Vice-Rector for General Affairs.

In exceptional cases University can appoint less than three Vice-Rectors.

- (2) In case two or more Vice-Rectors are appointed, at least one has to be a citizen of Bosnia and Herzegovina.
- (3) Vice-Rectors are accountable for their work to the Rector and to the Senate.
- (4) Vice-Rectors must hold the academic or artistic title of Associate Professor or Full Professor who are employed full-time at the University.
- (5) Appointment is carried out by majority vote of all the Senate members with voting right.
- (6) The mandate of all vice-rectors, except in exceptional circumstances, follows the mandate of the Rector.
- (7) Extraordinary circumstances are defined as follows:
- a) Vice-Rector's resignation;
  - b) an early relieve of duty;
  - c) an appointment to another function which is incompatible with the Vice-Rector's function;
  - d) poor results in the area of the Vice-Rector's work;
  - e) a legally binding verdict for committing a criminal act;
  - f) failing to perform tasks stipulated by law and the Statute, or acting contrary to them;
  - g) exceeding authorities and inflicting damage to the University on a large scale;
  - h) acting in a way that have negative reputation to the Vice-Rector's office;
  - i) Discontinuation of employment status at IUS.
- (8) A proposal for relief of duty of the Vice-Rector, supported with arguments for one or more reasons stated in the preceding Paragraph, can be submitted to the Senate by the Rector or the Board of Trustees.
- (9) Should one of the Vice-Rectors positions is vacant, Senate may decide to assign duties of that Vice Rector to one of currently appointed Vice-Rectors.
- (10) An Acting Vice-Rector has all the rights and obligations of the appointed Vice-Rector.

**Article 49**  
**(Vice-Rector's jurisdiction)**

- (1) Vice Rectors have the following jurisdiction:
- a) Vice-Rector for Academic Activities and Students' Affairs
    - 1) to propose to the Rector appropriate solutions in accordance with the set policy in the area of teaching process;
    - 2) to coordinate activities at the University level related to making of curricula and syllabi and to monitor their implementation;
    - 3) to coordinate activities at the University level related to enrollment of students in all three study cycles;
  - b) Vice-Rector for International Cooperation and Research
    - 1) To propose appropriate measures in line with set policies related to the international cooperation and research;
    - 2) to coordinate activities at the University level related to international cooperation and research;
    - 3) to initiating activities and measures at the University level to establish optimal and desirable cooperation in the area of teaching with other national and international universities;
    - 4) to take all necessary activities and measures at the University level for the purpose of the academic staff exchange;
    - 5) to initiate and coordinate activities and measures at the University level, including making proposals to responsible authorities, directed towards establishment of cooperation with national and international universities related to joint projects in regards to teaching activities;
    - 6) to propose general and specific legal acts related to inter-universities' cooperation;
    - 7) to facilitate students and the academic staff mobility;
    - 8) to perform other activities which by their nature fall within the scope of activities of inter-universities' cooperation;
  - c) Vice-Rector for General Affairs
    - 1) to coordinate activities at University level which are related to University organizational structure and coordination of administrative services in line with University needs;
    - 2) to propose measures for implementation of higher education standards at University.
- (2) Besides responsibilities listed in the Statute, Vice Rector's responsibilities that are stated in the Job Classification at the University can be redistributed by a decision on appointment.

**Article 50**  
**(Student Vice-Rector)**

If there is a need for such an appointment established by the Student Parliament, the Senate upon the proposal of the Student Parliament, can appoint a student-Vice Rector.

**SECTION FIVE – SECRETARIAT AND OTHER PROFESSIONAL AND ADVISORY BODIES**

**Article 51**  
**(University Secretariat)**

- (1) Administrative-legal and technical tasks of the University are performed by the secretariat through its offices.
- (2) Secretariat is managed by the General Secretary with his/her deputies.
- (3) University Secretariat is organized to perform duties and tasks within activities of the University, in the following areas:
  - a) managing, legal and administrative tasks;
  - b) providing support to teaching activities;
  - c) providing support to scientific-research work;
  - d) publishing;
  - e) international cooperation;
  - f) finances;
  - g) ceremonial affairs and public relations;
  - h) information and documentation activities;
  - i) accounting and technical services;
  - j) facilities management and the security;
  - k) ancillary and other services.
- (4) Besides responsibilities stipulated by Law, General Secretary with deputy general secretaries coordinate work of faculty secretaries and administrative departments.
- (5) General secretary, relevant deputy general secretary and faculty secretaries provide legal counseling services and other assistance to the University/faculties.
- (6) Faculty secretaries by rule comprise the Legal Department.
- (7) Organization of work of the University Secretariat and Legal Department are specified in the Book of Rules on Internal Organization and Job Classification at the University.

**Article 52**  
**(University Council)**

University Council is professional university body whose composition, functions and responsibilities are established by Rector with his/her decision.



**Article 53**  
**(Research Development Center)**

Research Development Center is professional body responsible for monitoring realization of scientific-research activities, proposing and taking measures for improvement of infrastructure for the scientific-research and other related activities in accordance with the general act of the University.

**Article 54**  
**(Quality Assurance Office)**

Quality Assurance Office participates in creating a network for assurance and improvement of quality at the University and creates conditions for integrations of the University in the national and international quality assurance network.

**Article 55**  
**(Innovation and Entrepreneurship Center)**

The Innovation and Entrepreneurship Center was established with the aim of creating a framework for constant development of innovation and entrepreneurship at the University and the overall capacities in the field of management of organizations dealing with innovation and entrepreneurship, which is more closely regulated by a general act.

**Article 56**  
**(Balkans Studies Center)**

- (1) Balkans Studies Center is established with the aim to support research activities on the countries of the Balkans region and to perform educational and advisory activities about the Balkans region.
- (2) Organization of Balkans Studies Center is regulated by rulebook adopted by Board of Trustees.

**Article 57**  
**(Ethics Council)**

- (1) The Ethics Council is a professional and advisory body of the Senate for the field of academic ethics and related issues of academic integrity, which has the jurisdiction to:
  - a) enact the policy of ethical action, ethical program and compulsory education program in the field of ethics, as well as measures and/or interventions aimed at implementing the program;
  - b) propose to the Senate the adoption of the Code of Ethics (hereinafter: The Code) and other acts in accordance with the law;
  - c) monitor the application and observance of ethical principles by the persons to whom the Code applies;
  - d) protect the rights, safety, dignity and well-being of research participants, and for this purpose has the right to consider applications for research, and to give an opinion on the participation of the proposed research participant, that is, whether a certain research is correct from an ethical point of view;

- e) conduct procedures to determine the existence of a violation of one of the principles from the Code;
  - f) propose to the Senate the imposition of appropriate measures after establishing that a violation of one of the ethical principles from the Code has been committed;
  - g) submits proposals to the Rector for the imposition of other sanctions/measures, if the violation of the principles contained in the Code, at the same time, represents a violation of the work obligation;
  - h) adopts work plan independently,
  - i) adopts the rulebook on the work of the Ethics Council;
  - j) adopts protection mechanisms against discrimination, gender based and sexual harassment;
  - k) performs other tasks in accordance with the Statute and the Code;
- (2) The Ethics Council consists of members of the academic community from all scientific and artistic fields at the University, a student representative and the Vice-Rector for scientific research;
  - (3) The members of the Ethics Council are appointed by the Senate on the proposal of the faculty council or other authorized proposers, for a term of four years, except for student representatives, whose mandate lasts one year;
  - (4) The Ethics Council performs tasks within its jurisdiction at meetings convened by the President of the Ethics Council.

#### **Article 58**

##### **(Students' Psychological Counselling Centre)**

Students' Psychological Counselling Centre provides professional assistance to students through scientific and professional counselling activities, in accordance with the general act.

#### **Article 59**

##### **(Centre of Business Excellence - BECIUS)**

- (1) The BECIUS Center is an professional body of the University that represents the institutional framework for generating innovations and sustainable solutions in positioning IUS as a leading higher education institution and its work in cooperation with industry and innovation.
- (2) Details about the organization and work of the center are regulated by the general act of the University.

#### **Article 60**

##### **(Other bodies)**

- (1) Board of Trustees, Senate and Rector can appoint permanent bodies: committees, panels and other professional and advisory bodies.
- (2) Besides bodies referred to in the preceding paragraph, the Senate, the Board of Trustees and the Rector may also appoint *ad hoc* bodies, should the need arise, which can be stipulated by general acts or bylaws.

## **PART SIX - BODIES AND RESPONSIBILITIES OF THE FACULTIES**

### **Article 61**

#### **(Faculty)**

Faculty represents an organizational unit of the University that carries out teaching, artistic, scientific-research and artistic-research activities in the field of one or more related or interconnected scientific disciplines and ensures their development and other activities arising from the nature of the basic activity of the faculty, in accordance with the law and the Statute.

### **Article 62**

#### **(Faculty Bodies)**

Faculty bodies are:

- a) Faculty Council;
- b) dean;
- c) other professional and advisory bodies: Vice-Dean(s), Dean's Council and Program Council.

## **SECTION ONE – FACULTY COUNCIL**

### **Article 63**

#### **(Faculty Council)**

- (1) Faculty Council consists of: academic staff, representatives of associates, professional non-teaching staff and students, as follows:
  - a) academic staff in the rank of assistant professor, associate professor and full professor who are employed at the University;
  - b) representatives of assistants, senior assistants and lectors who are employed at the University;
  - c) faculty secretary as representative of professional non-teaching staff;
  - d) representatives of students.
- (2) Academic staff employed at University or faculty as defined by Law, can be member of only one faculty council.
- (3) Members of the council are the student Vice-dean and one representative of students from all study cycles that are implemented at a certain faculty, who are appointed by the Student Parliament.
- (4) In case that the Student Parliament does not appoint representatives of the first, second, third and integrated study cycles, the function of representatives of the aforementioned study cycles will be performed by the student Vice-dean.
- (5) In case that disciplinary measure was imposed against appointed representative of senior assistants, assistants and students, faculty Council can reject acceptance of such member into the faculty Council and request appointment of another representative.

**Article 64**  
**(Faculty Council jurisdiction)**

- (1) Faculty Council is responsible to:
- a) make decisions on all academic, teaching, scientific, artistic and professional matters within the scope of its responsibilities;
  - b) create and proposes Guidelines for appointment to academic positions to the senate and the Rector;
  - c) initiate, review and propose the curricula and syllabi for all study cycles;
  - d) appoint and relieve of duty Dean and Vice-Dean;
  - e) bring general acts of the faculty;
  - f) form a committee for submitting reports for appointment into scientific-teaching, artistic-teaching and scientific-research positions and establish a proposal for a decision on the appointment of candidates;
  - g) propose study programs of all study cycles;
  - h) appoint and relieve of duty Program Coordinator;
  - i) propose to the Senate programs for scientific-research and artistic activities and programs for professional development of the academic staff and other employees;
  - j) propose committees for appointment in the process for acquiring academic titles and professional titles for all three cycles of study, i.e. bachelor, master's and doctorate;
  - k) make a proposal to the Senate for the appointment of professor emeritus;
  - l) review requests and determines proposals for professional development of academic staff in the country and abroad;
  - m) determine temporary special measures to eliminate discrimination and inequality;
  - n) determine the proposed number of students for enrollment in the first year of all three study cycles;
  - o) make a decision on elective courses within the study program to be carried out in a certain academic year;
  - p) establish a proposal for Plan of realization of teaching process before the beginning of the academic year, which contains a proposal for the list of responsible teachers and associates at the faculty, which is submitted to the Senate;
  - q) analyze the success of courses' teaching and exams in the semester and academic year and determine measures for promotion and improvement;
  - r) analyze, evaluate and report on the results of academic performance within study programs;
  - s) determine the proposal of preventive and corrective measures for the improvement of teaching;
  - t) make decisions on students' appeals on the Dean's decisions on students' dormant rights, and to be a second-stance decision maker in respect to the students' rights and obligations;
  - u) propose faculty's development and work plan;

- v) give the Rector an opinion on the proposed rulebook on the internal organization and systematization of workplaces in the part that concerns that member;
- w) initiate and evaluate study programs for all study cycles, at least once after the end of the study cycle in which the study program is implemented;
- x) appoint and relieve of duty representatives of the faculties in the University bodies in the manner determined by the Statute and University acts;
- y) compose a dynamic plan of needs for announcing vacancy calls for appointment into academic positions before the start of the academic year and submits it to the Senate and the Board of Trustees;
- z) analyze report on work of the faculty for the past academic year;
- aa) make decisions on all other academic, scientific, artistic and professional matters at the Faculty level, which are not within the scope of responsibilities of the Senate or other University bodies;
- bb) perform other tasks in accordance with the Law, the Statute, and general act of the University.

#### **Article 65**

##### **(Faculty Council sessions)**

- (1) Faculty Council carries out activities from its scope of work at sessions which are held at least once a month.
- (2) Dean is required to convene Faculty Council session when it is requested in writing by at least half of the Faculty Council members, or by the Rector, and/or the Senate.

#### **Article 66**

##### **(Faculty Council decision making)**

- (1) Faculty Council can discuss certain issues which are under its responsibility and make decisions only when the meeting is attended by more than half of the total number of the Council members.
- (2) Faculty Council makes decisions by majority vote of the total number of the Council members, unless another qualified majority is set by law, this Statute or some other general act regulating decision-making issues.
- (3) Faculty Council makes decisions by public vote, except for the issues that are determined by law, this Statute or another general act to be decided by secret vote.
- (4) Dean may request the Council to take the standpoint on certain issues when she/he thinks this might be of special importance for the Faculty and if she/he estimates that in this manner a certain issue shall be solved in a better quality and more efficient manner.
- (5) Dean chairs Faculty Council sessions.
- (6) Faculty Council session is convened and chaired by the Faculty Dean, and in case of the Dean's absence, by one of the Vice-Deans authorized by the Dean.
- (7) The work of the council is regulated in more detail by the Regulations on the work of the council adopted by the faculty council.

## **SECTION TWO – DEAN**

### **Article 67**

#### **(Appointment of the Dean)**

- (1) The appointment of the Dean is made based on a public vacancy call published by the faculty council on the University's website no later than two months before the end of the mandate.
- (2) The faculty council initiates the procedure for the appointment of a Dean by a decision on announcing a vacancy call.
- (3) The decision from paragraph (2) of this article contains the full text of the vacancy call as well as the general and special criteria for the appointment of the Dean, along with the provision on the appointment of a Committee for conducting the vacancy call, consisting of three members of the academic staff, and the secretary of the faculty as minute taker.
- (4) The Dean is appointed for a mandate period of four years with the possibility of another consecutive appointment.
- (5) The Dean of the faculty is appointed from among the members of the academic staff in the teaching title of full professor, associate professor or assistant professor, who is employed full-time at the University, where full-time, is defined as work engagement of 40 hours per week.
- (6) In addition to the general legal requirements, a person applying for the position of Dean is obliged to attach a positive opinion of the Board of Trustees on the submitted development plan and vision of the faculty to the application for the vacancy call; otherwise that candidate will be excluded from the application procedure.
- (7) If the person applying for the vacancy does not obtain and submit a positive opinion from paragraph (6) of this article within the deadline until the vacancy call closes, it is obligatory to attach proof of the timely submission of the request for evaluation of the proposed development plan and vision to the Board of Trustees with the application.
- (8) In case referred to in paragraph (7) of this article, the Board of Trustees submits its opinion to the competent faculty, no later than within seven days from the closing date of the vacancy call.
- (9) The Committee for conducting the vacancy call is obliged, no later than 15 days after the deadline for submission of applications for the vacancy call, to open and review all applications, and to submit to the chairman of the council a report on the orderliness and timeliness thereof, i.e. to compile a list of candidates who meet the formal legal requirements for appointment.
- (10) After submitting the report and the list of candidates from paragraph (9) of this article, the chairman of the council schedules an appointment session at which the appointment is made by secret ballot of the faculty council members, whereby the decision on the appointment requires the majority of votes of the total number of council members.
- (11) The faculty council, after the decision on the appointment of the Dean, submits the proposed decision with accompanying documentation to the Rector for signature.
- (12) The Rector is obliged to sign the appointment decision and forward it to the faculty in order to notify the registered candidates about the appointment, as well

as to the Ministry, no later than seven days after receiving the decision for signature.

- (13) The Rector's decision on the appointment of the Dean is final, and an administrative dispute can be initiated against it before the competent court in Sarajevo within 30 days from the date of receipt of the decision.
- (14) The Rector may refuse to sign the decision on the appointment, with an explanation that he submits to the faculty council for clarification. If the faculty council accepts such an explanation, the procedure for appointment of the Dean is repeated, otherwise, the Rector's explanation and the council's statement are considered by the Senate and the final decision is made.
- (15) The Dean is responsible for his work to the faculty council, the Rector and the Board of Trustees of the University.
- (16) The Dean is assisted in his work by the vice Deans, the faculty secretary and other bodies determined by the Statute.
- (17) The Dean is responsible for complying with the law and executing the decisions of the faculty council, university bodies and authorities in accordance with the law and the Statute.
- (18) The sign of the Dean's honor is the Dean's toga (robe), whose form and content, i.e. appearance, is determined by a general act brought by the Senate.

#### **Article 68**

##### **(Appointment of the Acting Dean)**

- (1) In case of unsuccessful appointment of the dean, resignation, as well as the appointment of the dean to some other position incompatible with the function of the dean, the council decides on the appointment of an acting dean, in accordance with the Statute.
- (2) Faculty councils will, without vacancy call, by secret ballot, appoint an acting dean in the academic title of assistant professor, associate professor and full professor employed at the University, from among the candidates who meet the requirements for the appointment of the dean in accordance with the Statute.
- (3) The Rector is obliged to sign the decision on the appointment of the acting Dean from paragraph (2) of this article.
- (4) The acting dean is appointed for a period of no longer than six months from the date of appointment and has all the rights and duties of a Dean.
- (5) The procedure for appointing the acting dean from this article is applied analogously in the case of the resignation of the acting dean.

#### **Article 69**

##### **(Dean's jurisdiction)**

- (1) Dean has the following jurisdiction:
  - a) manages the Faculty in accordance with the law and Statute;
  - b) represents an organizational unit in legal transactions in accordance with the law, statute and general acts;
  - c) proposes plans for work and development of the Faculty;
  - d) Dean is obliged to submit a report on the work of the Faculty for the previous academic year to the Rector of University, no later than September, 30th of the current year;
  - e) brings individual acts in accordance with the Law, the Statute and general acts;
  - f) to call and chair the Faculty Council sessions;

- g) to decide as first instance authority issues related to students' rights and obligations, and issue official decisions in that respect;
  - h) to propose to the Rector internal organization and job classification at the Faculty;
  - i) to suspend the manager of the sub-organizational unit, or of any other body of the Faculty should such individual fail to perform his/her obligations in a lawful and conscientious manner as defined by law, the Statute, or by another University bylaw, and to inform thereof, within seven days from the date of making such a decision Faculty Council and Rector.
  - j) to initiate the disciplinary procedure regarding the program coordinator or member of the academic staff for breaches of law, Statute, or any other general act of the University;
  - k) to implement decisions, conclusions and other acts made by the responsible authorities;
  - l) Upon the proposal of respective council, to appoint committees within the process of acquiring academic titles of bachelor and master's degree;
  - m) to send faculty council meetings minutes to the Rector;
  - n) to perform other duties stipulated by the Law, the Statute and other bylaws of the University.
- (2) Dean is obliged to annul or suspend from implementation act made by the program coordinator, or any other body of the Faculty, should it be contrary to law, bylaws, or implementation acts and to inform thereof the Rector within seven days from the date of making such a decision.
- (3) In the absence of the Dean, he/she may authorize the Vice-dean to replace him/her in the performance of duties under the dean's competence.
- (4) The authorization from the previous paragraph must be in written form with an indication of the exact period of validity of the authorization.

## **Article 70**

### **(Cessation of Dean's term and procedure for relieving of duty)**

- (1) The term of office of the Dean ends:
- a) at the end of the period for which he was elected;
  - b) resignation;
  - c) early dismissal;
  - d) by election to some other function incompatible with the function of Dean.
- (2) The faculty council decides on the dismissal of the Dean even before the end of the period for which he was appointed:
- a) if it achieves bad business results;
  - b) if he is legally convicted of a criminal offense;
  - c) if he does not perform the tasks provided for by the law and the Statute or performs them contrary to them;
  - d) if the Board of Trustees and the Rector do not adopt the Dean's work report for the requested period;
  - e) if he refuses or does not implement the decisions of the Rector or the Board of Trustees;
  - f) exceeds the authority and thus causes damage to the faculty;



- g) if he does not implement the decisions of the senate, council, Rector, and other bodies of the higher education institution in accordance with the law and statute
  - h) due to absence or inability to perform duties for a continuous period longer than three months; and
  - i) if his behavior harms the reputation of the Dean's office.
- (3) A reasoned proposal for the dismissal of the Dean, due to one or more reasons listed in paragraph (2) of this article, may be submitted to the faculty council:
- a) Founder;
  - b) Board of Trustees;
  - c) at least one third of the members of the Senate;
  - d) Rector;
  - e) at least one third of the faculty council members.
- (4) The Dean is obliged to convene a session of the faculty council no later than 15 days after receiving the proposal from paragraph (3) of this article and to inform the Rector and the Founder thereof.
- (5) In case that the dean does not convene a session of the faculty council within the period stipulated in the previous paragraph, the Senate will appoint an acting chairman of the faculty council, who is obliged to convene a session of the council within seven days from the date of appointment.
- (6) The faculty council decides on the early dismissal of the Dean by secret ballot, whereby most of the total number of council members is required to decide on the dismissal.
- (7) In all cases of dismissal from this article, the faculty council acts *ex officio*.
- (8) At the same session of the faculty council, after the decision on the dismissal of the dean, a decision is made on the appointment of an acting dean and the announcement of the vacancy call for the appointment of a dean.
- (9) The acting dean is appointed by the faculty council, from among the candidates who meet the requirements for the appointment of the dean in accordance with this Statute, by secret ballot, for a period of up to six months, by a majority of votes of the total number of faculty council members.
- (10) The faculty council, after the decision on dismissal, submits a proposal for a decision on dismissal with accompanying documentation to the rector for signature.
- (11) The Rector's decision on the dismissal of the Dean is final, and an administrative dispute can be initiated against it before the competent court in Sarajevo within 30 days from the date of receipt of the decision.

### **SECTION THREE - VICE-DEAN**

#### **Article 71**

##### **(Appointment of Vice-Deans)**

- (1) In accordance with the needs established by the Founder, and upon the Dean's proposal, the Council shall appoint:
- a) Vice-Dean for Academic and Student Affairs, and
  - b) Vice-Dean for Scientific-Research Activities.
- (2) Vice-Deans are appointed from the academic staff of the University holding employment relationship with the University.

## **Article 72**

### **(Authorities and Term of Office of the Vice-Dean(s))**

- (1) Vice-Dean is appointed for a four-year term in office, with a possibility of re-appointment.
- (2) Vice-Dean's term of office is simultaneous with the Dean's term.
- (3) Vice-Dean is accountable for his/her work to the Dean and to the Faculty Council.
- (4) In performing tasks from their scope of activities, Vice-Dean is authorized to request from the teachers and associates at the Faculty to submit to them the necessary information and documentation.
- (5) Decision on appointment of the Vice-Dean(s) defines responsibilities of the Vice-Dean(s).

## **Article 73**

### **(Duties of the Vice-Dean)**

Decision on the appointment of the Vice-Dean defines general and specific duties and responsibilities of the appointed Vice-Dean in accordance with the internal organization and job classification at the University, and it may also include some of the following duties:

- a) to assist Dean in his/her work;
- b) to participate in preparation of Faculty Council sessions;
- c) to participate in implementation of decisions adopted by Faculty Council and Senate related to the teaching process at the Faculty;
- d) to propose to Dean plan of teaching arrangements of undergraduate courses;
- e) to monitor realization of teaching process and examinations in exam periods;
- f) to propose to the Dean hiring of external teaching staff;
- g) to cooperate with other organizational, sub-organizational units and programs at University;
- h) to realize cooperation with students' organizations of the University;
- i) to take measures for professional development of the teachers and associates in order to improve existing and acquire new knowledge through various forms of professional development;
- j) to foster productive and creative work at the Faculty for the purpose of acquiring new knowledge and utilization of the existing one through various areas of human activities;
- k) to propose program for publishing activities of the Faculty;
- l) to carry out duties related to procurement plans;
- m) to perform other duties assigned by Dean.

## **Article 74**

### **(Procedure for relieving Vice-Dean of his/her duty)**

- (1) Vice-Dean can be relieved of his/her duty prior to the expiry of term in office for the same reasons applicable for relieving Dean of his/her duty.

- (2) Proposal to relieve Vice-Dean of his/her duty can submit Rector, or at least one third of the Faculty Council members.
- (3) The proposal for the dismissal of the Vice-dean is decided by the faculty council by most of the total number of members of the Faculty Council.
- (4) Having made a decision on relieving Vice-Dean, Faculty Council can propose at the same session, upon the Dean's proposal, another member of the academic staff to the position of the Vice-Dean, who must meet the criteria stipulated by the law and Statute.

#### **Article 75**

##### **(Student Vice-Dean)**

- (1) A person who meets the requirements established by law, this Statute and the statute of the Student Parliament of the University may be appointed as a Student Vice-dean.
- (2) Student Vice-deans are appointed and relieved of duty by the Student Parliament.
- (3) The mandate period of the Student Vice-dean is one year, with the possibility of re-appointment.
- (4) In case that after the expiration of the mandate, the Student Parliament does not appoint a new Student Vice-dean, the mandate of the previously appointed Student Vice-dean lasts until the appointment of a new one, for maximum of one year.
- (5) The Student Vice-dean performs the following duties:
  - a) represents the interests of students in the faculty council;
  - b) proposes measures to improve student standards and monitors the situation in that area;
  - c) performs other duties related to student issues in the manner established by law and this statute.

### **SECTION FOUR – DEAN'S COUNCIL**

#### **Article 76**

##### **(Executive Council)**

- (1) Executive Council is Faculty body comprised of Dean, Vice-Deans, program coordinators, Faculty Secretary and other teaching academic staff appointed by Dean.
- (2) Executive Council has the following duties:
  - a) Helps Dean in managing the Faculty,
  - b) Processes all matters before they are submitted to the Faculty Council for deliberation,
  - c) Proposes to Faculty Council decisions for adoption,
  - d) Prepares drafts of the decisions to be adopted by Faculty Council,
  - e) Implement Faculty Council decisions and
  - f) Perform other tasks and duties as assigned by Faculty Council and Dean.
- (3) Dean calls Executive Council meetings as needed.

## **SECTION FIVE - GRADUATE COUNCIL**

### **Article 77 (Graduate Council)**

- (1) The Graduate Council is a permanent scientific and professional body of the University responsible for the implementation of the second and third cycle of studies at the University (hereinafter: Council).
- (2) Director, who manages the work of the Council, is appointed by the Senate on the proposal of the Rector, for a period of four years with the possibility of one re-appointment.
- (3) Graduate Council is comprised of Graduate Council Director, representatives from Faculties appointed by the Faculty Council upon the Dean's proposal for four years with the possibility for reappointment, along with the Vice-Rector for Academic Activities and Students' Affairs (as a representative of the Rectorate).
- (4) Faculty representatives can be relieved of duty by the competent faculty council, upon the proposal of the director of the Council.
- (5) The Graduate Office is an administrative service within the Council which is responsible for providing administrative and technical support in the work of the Council.

### **Article 78 (Graduate Council jurisdiction)**

The Graduate Council has the following jurisdictions:

- a) Continuously review and make recommendations regarding the quality and nature of graduate studies, policies, and standards;
- b) Evaluate and make decisions on different appeals;
- c) performs other activities which are more precisely prescribed by study rules and general act by the Senate of the University.

## **SECTION SIX - PROGRAM COUNCIL**

### **Article 79 (Definition of Program Council)**

- (1) The Program Council is a body that deals with activities related to the overall science-teaching/artistic-teaching processes of a certain study program.
- (2) The Program Council consists of full-time engaged academic staff in the implementation of study program courses.
- (3) The program coordinator convenes sessions of the Program Council, to which he can invite lecturers, senior assistants and/or assistants.

### **Article 80 (Program Council jurisdiction)**

Program Council has the following jurisdictions:

- a) reviews the goals of the study program;
- b) prepares and suggests proposals for the improvement of the program;

- c) organizes regular lab/project meetings regarding ongoing research projects, seminars, and journal clubs;
- d) initiates and proposes workloads to respective faculty council;
- e) processes student appeals and propose decision to Dean on how to resolve them;
- f) decides on other matters in accordance to University regulations.

## **SECTION SEVEN - SCIENTIFIC COUNCIL OF THE RESEARCH INSTITUTE**

### **Article 81**

#### **(Scientific Council of the Research Institute)**

- (1) The relevant provisions of the Law on Scientific Research Activities in Sarajevo Canton apply to the work and organization of the scientific council.
- (2) More detailed issues that are not regulated by the Law from point (1) of this article are regulated by the general act of the University.

## **SECTION EIGHT - LIFELONG LEARNING CENTER – IUS LIFE**

### **Article 82**

#### **(Lifelong Learning Center – IUS Life)**

- (1) The Lifelong Learning Center - IUS LIFE (hereinafter: IUS LIFE) was established within the University - with the aim of implementing the concept of lifelong learning (as a non-cyclical form of education).
- (2) The programs of IUS LIFE are realized in cooperation with the departments and study programs of the University, in such a way that their content introduces the participants to the latest achievements in the profession, which enables continuity of professional development.

### **Article 83**

#### **(IUS Life Activities)**

- (1) IUS Life realizes tasks determined by the Law and University regulations and carries out the following activities, in particular:
  - a) provides non-cyclical forms of education;
  - b) run preparatory programs in foreign language education in form of non-cyclical education;
  - c) provides tutoring in foreign languages;
  - d) provides tutoring to primary school, high school and university students;
  - e) provides support in training activities through various programs;
  - f) organizes courses to prepare candidates to pass exams for professional diplomas or certificates;
  - g) runs language and conversational skills courses;
  - h) organizes training for computer skills;

- i) organizes public speaking courses (to prepare participants for public speaking);
- j) runs fast-reading courses;
- k) runs adult education courses, or educate general population outside the regular education and university education;
- l) provides educational services to business companies and institutions;
- m) organizes panel discussions, round tables, seminars, consultations, conferences, etc.
- n) organizes professional and scientific meetings;
- o) organizes additional education of students;
- p) help in organizing students' internships;
- q) organizes formal and informal meetings of students, teachers, assistants and businesspeople;
- r) organizes professional field trips;
- s) provides all kinds of professional development;
- t) organizes visits to business companies and institutions;
- u) considers and supports students' entrepreneur activities and projects;
- v) realizes formal, non-formal and informal ways of teaching in coordination with the University programs and value its certificates with ECTS points;
- w) performs other activities related to the lifelong learning activities in accordance to the law.

#### **Article 84**

##### **(Managing Lifelong Learning Center – IUS Life)**

- (1) IUS Life is managed by a director with rights and obligations established by law and general act.
- (2) Upon the Rector's proposal, the director is appointed by the Board of Trustees for a period of four years with the possibility of re-appointment.
- (3) The director is responsible for his work to the Rector of the University.
- (4) The director is responsible for complying with the law and executing the decisions of the University bodies and competent authorities, in accordance with the law and the Statute.
- (5) The organization and work of IUS LIFE, the appointment and relieve of duty of the Director, the adoption and implementation of the program as well as other relevant issues related to the work of IUS LIFE are regulated in more detail by the Rulebook on Lifelong Learning, adopted by the Board of Trustees.

### **PART SEVEN - ORGANIZATION AND REALIZATION OF STUDY PROGRAMS**

#### **SECTION ONE – ORGANIZING OF STUDIES**

#### **Article 85**

##### **(Regular study programs)**

- (1) Studying in all three study cycles is realized through study programs.
- (2) A study program represents a curriculum encompassing one or more scientific/artistic fields/branches, whose completion through scientific-

teaching/artistic-teaching process leads to one of the three academic levels, in accordance with the Bologna process.

- (3) The final decision for introduction of a new study program is made by the Senate.
- (4) The realization of new study programs must be coordinated with the University's established financing and development plans.
- (5) The detailed procedure on proposing, adopting, monitoring, modification and implementing of study programs at the University as well as all relevant issues is more precisely regulated by the Book of Rules on adoption, changes and evaluation of study programs at IUS, adopted by the Senate.

#### **Article 86**

##### **(Joint studies)**

- (1) At the request of interested parties, the Senate decides on organization of the joint studies for all cycles and forms of study in cooperation with a domestic or foreign university, institution or business entity, as well as between several organizational units/faculties/institutes within the University.
- (2) The study programs referred to in paragraph (1) of this article can be multidisciplinary or interdisciplinary or transdisciplinary studies, and result in the acquisition of dual or joint degrees, which is precisely regulated by the contract between the parties organizing such studies.
- (3) In the case of organizing studies with an international partner, special study rules can be regulated by the contract on realization of joint studies, which takes precedence over the rules of the University.
- (4) For realization of the joint study referred to in this Article, University is required to obtain approval provided by the Board of Trustees.
- (5) Cost of joint study is determined by the Board of Trustees.

#### **Article 87**

##### **(Dual studies)**

- (1) University can organize a dual study in which, through active teaching at the University and practical training by working in a business entities, as well as with governmental and non-governmental organizations, knowledge, skills and competences are acquired, improved, or developed in accordance with a study program and qualification standard.
- (2) Dual studies can be organized as an independent study program or as one of the modules within other study programs.
- (3) Dual study is realized through theoretical classes at the University and practical training and work in business entities and other organizations, which are registered in the Register of actors of dual study established and managed by the Ministry.

- (4) Mutual relationship between the University, business entities and other organizations and students in study programs and modules, according to the dual model of studies, is governed by a special contract.
- (5) Final decision on starting a dual study program is adopted by the Senate.
- (6) Content and method of conducting study programs according to the dual model, the mutual rights and obligations of the student, the University and the employer, as well as other issues of importance for the implementation of dual education at the University, are regulated by the Book of rules on Dual education at IUS which is adopted by the Senate.

#### **Article 88**

##### **(Vocational Study)**

- (1) Vocational study program is a short cycle of studies that lasts up to two years, whose learning outcomes enable the candidate to access the labor market, or to continue education at the first study cycle program.
- (2) Vocational study program is valued a minimum of 60 ECTS credits up to 120 ECTS credits.
- (3) At the end of vocational study program candidate is granted "Associate Degree" with the reference of field of studies according to the name of the study program.
- (4) Student who has started or completed a vocational study program has the right to apply for admission to first-cycle studies with recognition of learning outcomes in accordance with the Book of Rules on Recognition of Duly Passed Examinations and Equivalence of the IUS.
- (5) Detailed provisions on the proposal, acceptance, monitoring and realization of vocational study are prescribed by the Book of Rules on adoption, changes and evaluation of study programs at IUS.
- (6) Tuition fee for attending vocational studies is determined by the Board of Trustees.

#### **Article 89**

##### **(Specialist Study)**

- (1) Specialist study is a study program after the completion of the second cycle of study, integrated study or undergraduate study according to the pre-Bologna system of study, within the faculty, focusing on a practical training and acquiring the knowledge and skills for scientific-research work and application of results in the practice.
- (2) Specialist study lasts at least one study year and is valued with a minimum of 60 ECTS credits.
- (3) At the end of the specialist study, the candidate acquires the title of "specialist" with an indication of profession.
- (4) Request for transfer of ECTS credits acquired at the specialist study program for the purpose of studying in the third cycle of study is evaluated in accordance with the Book of Rules on Recognition of Duly Passed Examinations and Equivalence of the IUS, based on the comparability of the learning outcomes.



## **Article 90**

### **(Programs of non-cyclical education, micro-qualifications and other forms of education)**

- (1) At the proposal of the faculty, Senate decides on starting a program of lifelong and non-cyclical form of education, "micro-qualifications" as well as programs of summer/winter schools and "free modules".
- (2) Non-cyclical education programs and "micro-qualifications" are valued with a maximum of 60 ECTS credits.
- (3) If titles are awarded after the completion of the studies referred to in this article, they are determined by a decision of the Senate and specified in this Statute.
- (4) Recognition of courses or part of a course taken as part of the program referred to in this article, within one of the cyclical forms of study at the University, is regulated in more detail by the Book of Rules on Recognition of Duly Passed Examinations and Equivalence of the IUS.

## **Article 91**

### **(Horizontal and vertical integration of the teaching process)**

- (1) Principles of a full horizontal and vertical integration within organizational or sub-organizational units and study programs are applied at the University.
- (2) Principle referred to in paragraph (1) of this article is reflected in the fact that all courses are implemented in a synchronized manner according to the principle of faculty competence and responsibility, so that a student can participate in the teaching process in a formal organization at several different faculties and study programs, depending on the main feature of the specific study disciplines, whereby students from different study programs and years of study can attend a course.
- (3) Affiliation of courses referred to in previous article is determined according to the classification of courses within areas, fields and branches.
- (4) Organization of the teaching process within the meaning of this article does not require a special approvals for realization between the organizational units/subunits, but is determined universally at the University level.

## **Article 92**

### **(Application of the European Credit Transfer System – ECTS)**

- (1) Study programs are based on the principle of the European Credit Transfer System (ECTS), i.e. the European system of transfer of study credits, for each course in a study program.
- (2) Number of ECTS credits for each course is based upon the total student workload for which the student is engaged in the course, including:
  - a) attending lectures (theoretical and/or practical teaching activities, tutorials, seminar projects);

- b) independent work (homework, projects, research);
- c) preparing for assessments (tests, final examination); and
- d) other prescribed activities in the course.

### **Article 93**

#### **(Study cycles at the University)**

- (1) Higher education at the University is organized in following study cycles:
  - a) First study cycle leading to a professional title obtained after completion of the undergraduate study (the degree of Bachelor) or equivalent, acquired after a three- or four-year study program followed completion of secondary school, and is valued with at least 180 or 240 ECTS credits;
  - b) Second study cycle leads to the academic title of a Master (Master's Degree) or equivalent, acquired after completion of an undergraduate study; it lasts for one or two years and is valued with at least 60 or 120 ECTS credits, so that the sum of the first and the second cycle of study equals 300 ECTS credits;
  - c) Integrated study leading to the academic title of a Master (Master's Degree) or equivalent, acquired after completion of at least 300 ECTS credits.
  - d) Third cycle of study leads to the scientific title of a Doctor of Philosophy (PhD) or equivalent; it lasts for three years and is worth at least 180 ECTS credits.
- (2) One study semester is worth at least 30 ECTS credits in each study cycle, i.e. at least 60 ECTS credits at the level of the study year.

## **SECTION TWO - ORGANIZATION AND DELIVERY OF TEACHING ACTIVITIES**

### **Article 94**

#### **(Organization of joint, practical and other teaching activities)**

- (1) Students from different University faculties can attend courses together, if those courses are included in their respective study program curricula and such activity is in accordance with Standards and Norms.
- (2) Part of teaching activities, scientific-research work, practical work and professional work experience can be organized and realized outside the University at other institutions of higher education, public institutions, or other relevant subjects.
- (3) Practical work and professional work experience are organized as an integral part of regular teaching activities.
- (4) Activities referred to in the preceding Clause of this Article are carried out in accordance with a written agreement between the University and legal entities at whose premises those activities are realized.

### **Article 95**

#### **(Curricula and syllabi)**

- (1) Study at the University is delivered in accordance with the curricula and syllabi brought by the Senate, upon proposal by Faculty Council.

- (2) Students are informed about the curricula and syllabi at the beginning of the academic year, through the Universities' website, or in other appropriate manner.
- (3) The curricula and syllabi cannot be retroactively applied to the students, in terms of imposing additional obligations on students for current academic year or for academic year that student successfully completed.
- (4) A more detailed procedure on changing the curriculum, modes and types of changes as well as all other relevant issues are stipulated by the Book of Rules on adoption, changes and evaluation of study programs at IUS.

### **SECTION THREE – INFO CATALOGUE AND REGISTER OF STUDY PROGRAMS**

#### **Article 96**

##### **(Info catalogue)**

- (1) Study programs in the form of an info catalog are submitted to the Ministry in electronic form and published on the website of the faculty that runs them.
- (2) Instructions on the content of the info catalog are approved by the Rector at the proposal of the student's related office.

#### **Article 97**

##### **(Central Registry of study programs)**

- (1) University establishes the Central Registry of study programs in e-form, which is available on the University's website.
- (2) Collective register of study programs is maintained and updated by the Quality assurance Office.
- (3) University can issue excerpts from the Collective register of programs as public documents at the request of interested parties.
- (4) The Rector adopts the decision which prescribes the registration procedure, appearance and content, way of maintaining the Registry as well as all other related issues to this article.

#### **Article 98**

##### **(Student guide)**

- (1) University publishes a student guide on its website, which contains information on way of achieving health care for students, student association at the faculty, available student clubs, mobility programs, protection mechanisms against discrimination, harassment based on gender and sexual harassment, as well as other relevant information.
- (2) Student guide's content is determined by the Students and Career Center and the International Relations Office with the prior approval of the relevant Vice-Rector.

## **PART EIGHT - ENROLLMENTS AND ACQUIRING STUDENT STATUS**

### **SECTION ONE – VACANCY CALL FOR ADMISSION**

#### **Article 99**

##### **(Admission Call)**

- (1) Based on the faculty proposal and with the consent of the Founder, Senate brings decision on publishing admission call for all study cycles along with the text of the call for enrollment in full-time, part-time or DL study mode.
- (2) Apart from the text of the call into third cycle of studies, the calls referred to in paragraph (1) of this article are submitted to the competent Ministry for the purpose of obtaining approval for announcing it.
- (3) Upon approval of the competent Ministry, the short notice of the admission call must be published in one daily newspaper, where the full text of it is published on the University's website.
- (4) Application and enrollment of candidates is done in the manner and in accordance with the deadlines as defined by the admission call.
- (5) General conditions for enrollment are stipulated by relevant study rules, while additional conditions can be stipulated by a special decision of the competent authority.
- (6) A candidate who obtained a high school education outside of Bosnia and Herzegovina has the right to participate in admission procedure even before the recognition of the foreign higher education qualification, i.e. the equivalence of the certificate of completed high school education abroad.
- (7) A candidate referred to in paragraph (6) of this article who meets the requirements of the admission call may conditionally enroll into the first year of study even before the recognition of the foreign higher education qualification or the equivalence of the high school diploma.

#### **Article 100**

##### **(Admission Calendar)**

- (1) Enrollment into University is done in line with Academic Calendar adopted by Senate at least 60 days prior to the beginning of lectures, where the specifics related to the flow and implementation of classes can be published and determined by faculties in subsequent decisions.
- (2) Deadlines for the enrollment of foreign citizens in all study cycles can be determined by a special decision of the Senate.

#### **Article 101**

##### **(Selection of Candidates for Admission)**

- (1) Selection of candidates for admission is done by the admission committee appointed by the Rector in accordance to criteria listed in the law, university regulation and announcement for enrollment.

- (2) The issues related to organization, conditions and procedure of admission can be further stipulated by special general act.

## **Article 102**

### **(Enrollment at University)**

- (1) Preliminary acceptance list of admitted candidates is published by the University on the notice board after it has been verified by the body appointed by the Rector, no later than two days after the last day of taking the entrance exam, and for faculty where the entrance exam is not taken, no later than two days after the deadline for submitting applications to the public announcement.
- (2) Candidates have the right to object to the list referred to in paragraph (1) of this article within three days of its publication.
- (3) The competent authority of the faculty shall decide on the objection referred to in paragraph (2) of this article within three days.
- (4) The University publishes Final list of enrolled students on the University notice board, no later than two days after the deadline for making a decision based on the complaint.
- (5) University can publish Additional Final List of Enrolled Students for the students who starts classes in second semester, no later than the beginning of the Spring semester of the academic year.
- (6) In the case of previous paragraph, University will enable the teaching process in a way to organize coordinated class attendance in accordance with the curriculum and the optimal load.
- (7) After the enrollment is completed, Senate verifies the report on the enrollment of students.

## **Article 103**

### **(Acquiring student's status and non-degree status)**

- (1) Students acquire student's status by enrolling into a study program and offered mode of study, namely undergraduate (first study cycle), vocational study program, integrated study, master's (second study cycle) or doctoral (third study cycle) study program.
- (2) The status of "non-degree" participant can be granted to a person who submits a request to attend one or more courses in one or two semesters, with the aim of acquiring professional knowledge and competences in specific courses, without the intention of attending a complete study program and acquiring professional title and diploma.
- (3) After successfully passing the course, the person referred to in paragraph (3) of this article is issued a certificate for the course/group of courses taken and successfully passed and the ECTS points awarded.
- (4) In the case of a request from the person referred to in paragraph (3) of this Article for enrollment in regular studies, the University may recognize the passed courses in accordance with the general criteria for recognition of acquired learning outcomes.

- (5) Enrollment of "non-degree" students at the University is usually done independently of the vacancy call for enrollment in study programs.
- (6) The application for enrollment of "non-degree" students is approved by the competent vice-rector, considering each specific case.
- (7) The Senate, by a special act, determines the conditions for acquiring "non-degree" status at the University.

**Article 104**  
**(Model of study)**

- (1) The University can organize the following study models, namely:
  - a) full-time study,
  - b) part-time study,
  - c) distance learning study (DL study), or
  - d) study combining the previous three models (hybrid study model).
- (2) The study model, which is realized through distance learning - DL study or hybrid study, represents a way of teaching in which teachers and students are not physically in the same location, but use advanced computer technology and interactive teaching materials, which ensures interactive and two-way communication within the teaching process.
- (3) Students who are enrolled in a specific study program as full-time students can simultaneously achieve the status of part-time students or DL student/hybrid study in another study program, and vice versa.
- (4) Student attending one of the study models from paragraph (1) of this article may be allowed to change the model, which is decided by the council of the competent faculty.

**Article 105**  
**(Study load)**

- (1) Full-time students are students who study in the program with the full teaching workload.
- (2) Part-time studies and distance learning studies can be realized in all three study cycles and in general are done with work or other activities.
- (3) Enrollment into part-time studies/distance learning studies/hybrid study into the first semester of study cycle is done based on admission call published by University in accordance to the Law or based on Vice-Rector's decision for non-degree students.
- (4) Students may be allowed to transfer courses and ECTS points acquired by studying under one study method to the study program studied under another study method in accordance to general criteria on recognition of courses.
- (5) Part-time and distance learning students are required to attend assessments and examinations as specified by the University teaching schedules.

- (6) Detailed organization of part-time and distance learning studies/hybrid studies is stipulated by the Rulebook on Organization of the Distance Learning at IUS adopted by the Senate.

#### **Article 106**

##### **(Teaching in specific circumstances)**

- (1) In specific circumstances that may objectively affect the implementation of teaching at the University (pandemic, natural disaster or similar circumstances), teaching activities and exams can be organized through a form of distance learning/hybrid studies for all forms of study, using advanced information technology and online platform of the University (online teaching).
- (2) If due to the circumstances referred to in paragraph (1) of this Article full-time study, in part or in full, cannot be realized on the University premises, student enrolled in this form of study may attend classes and take all forms of examination (including final exams) via DL platform of the University for the duration of such circumstances.
- (3) In the meaning of this Article, a classes may last shorter or be conducted in a different form, which is decided by the Senate, providing that prescribed number of hours is realized.

#### **Article 107**

##### **(Changing the form of teaching)**

- (1) The University may make a decision to change the form of implementation of the teaching process if a member of the academic staff is justifiably prevented from teaching, and especially if he has been granted a leave of absence for the purpose of scientific, artistic or professional training or performing activities of special interest to the University.
- (2) The change in the form of implementation of the teaching process from paragraph (1) of this article implies that the teaching of the course can be organized as online teaching, e.g. in the form of distance learning.

#### **Article 108**

##### **(Acquiring ECTS credit points)**

- (1) The student is awarded ECTS points for each course passed, regardless of the grade achieved.
- (2) The grade on the course is determined in accordance with the total results achieved within the point scale of (0-100), which the student achieves through activities that are subject to ECTS evaluation (assignments, term papers, projects, tests, partial and final exams and the like).

#### **Article 109**

##### **(Point criteria for grading)**

- (1) In addition to the ECTS grading system, the University also applies a comparative international grading scale.

(2) Point criteria for grading is shown below:

<b>Point scale</b>	<b>Grade according to the international grading system</b>	<b>IUS Grade Coefficient</b>	<b>Letter grades according to the grading system established by the Law</b>
0 - 44	F	0.0	5 (F) - does not meet the minimum requirements
45 - 54	E	1.0	
55 - 64	C	2.0	6 (E) – meets the minimum requirements in achieving a learning outcome
65 - 69	C+	2.3	7 (D) - generally good in achieving learning outcomes, but with significant shortcomings
70 - 74	B-	2.7	
75 - 79	B	3.0	8 (C) - average in achieving learning outcomes, with noticeable errors
80 - 84	B+	3.3	
85 - 94	A-	3.7	9 (B) - above average in achieving learning outcomes, with some errors
95 - 100	A	4.0	10 (A) - remarkable success in achieving learning outcomes without errors or with minor errors



**Article 110**  
**(Study Contract)**

- (1) The study contract more precisely regulates the mutual rights and obligations between the University and the student for the duration of the study cycle that the student enrolls.
- (2) The essential elements of the study contract are the subject of study and the tuition fee, while other issues of importance for the regulation of mutual rights and obligations are more closely defined by the Rulebook on the essential elements of the study contract, adopted by the Senate.
- (3) The University can also sign pre-contracts with candidates interested in enrollment in accordance with the general rules of contractual relationships.

**Article 111**  
**(Transfer from other institutions of higher education)**

- (1) University has the right to enroll student from another higher education institution, or who completed a part of study program at another higher education institution, into the University, in the study program at a relevant Faculty / Department of the University, provided he/she submits all necessary documentation prior to the commencement of the semester.
- (2) Students who transfer to the University from another university must meet English language requirements set for admission to University.

**Article 112**  
**(Recognition of acquired knowledge and competences)**

- (1) Faculty Dean appoints Committee for recognition of courses, acquired knowledge and competences for student who is studying at other higher education institution or study program, or who successfully finished other higher education institution or study program and who would like to transfer to another study program within University.
- (2) Committee referred to in previous paragraph compares content of the courses that student duly passed i.e. acquired knowledge and competences, in respect to the courses of the study program students wish to study.
- (3) Procedures for recognition of courses are stipulated in more detail in University regulations.

**Article 113**  
**(Verification of semester)**

- (1) Registration of semester is process of verifying student activities at the beginning of semester by Student Affairs Office.
- (2) Conditions for the registration of semester are at least one registered course and paid tuition fees.

**Article 114**  
**(Examination periods)**

- (1) Final exams are held in three regular examination periods: January-February, June-July and September.
- (2) Student takes the final examinations within the exam periods referred to in paragraph (1) of this article, which are organized as:
  - a) regular examination period, which takes place after the end of classes in the semester,
  - b) make-up examination period, which is held after the regular exam period,
  - c) the September examination period, which is held within the time frame determined by the academic calendar
- (3) In the regular and make-up examination period, student sit for the final examination in courses he/she attended semester, while in the September examination period, student sit for the final examination in courses from both semesters.
- (4) Only students who have met the requirements for attending classes and who have collected the required number of points during the semester which enables them to pass the course at the final examination, are eligible to sit for the final examination at the examination periods referred to in paragraph (2) of this article.
- (5) Final examination for professional-artistic courses, where, due to the nature of the teaching process the repetition of the exam is not deemed possible, is organized exclusively during the regular examination period.
- (6) List of professional-artistic subjects in which due to nature of the teaching process, examination repetition is not possible, it is regulated and announced by a special decision of the faculty council.
- (7) For a final year student who has one exam left to complete his/her studies, University may allow him/her to take Single exam in an additional examination period, under conditions and rules stipulated by the study rules.

**Article 115**  
**(Sitting for the exam before the examination committee)**

- (1) Student who is not satisfied with his/her achieved grade at the exam, can file a written and reasoned appeal to retake the exam in front of the committee, within two working days from the grade announcement.
- (2) If finds that the student's appeal has merits, Dean will appoint a chair and two members of the examination committee, whereby the course holder whose grade the student is not satisfied with cannot be a member or president of the committee, except in cases of objective impossibility of organizing the exam before the examination committee.

- (3) In the case of appeal referred to in paragraph (1) of this article, student will not retake the written exam or a part of the written exam; instead the committee will reassess the existing exam and reassign the grade, while oral exam or a part of the oral exam student must retake before the committee. Practical part of the exam, the committee will reassess based on audio/video recordings and other forms of documenting the exam.
- (4) While establishing the final grade, committee will consider all other verified evaluations of activities and academic performances achieved by the student during semester.
- (5) The decision by the committee is made by most votes.
- (6) Student cannot appeal the grade determined by the examination committee.

#### **Article 116**

##### **(Exclusion of the Course Holder)**

- (1) Student can submit to Faculty Dean request for exclusion of course teacher. Request must be submitted at least seven days before the examination. Faculty Dean is obliged to issue decision on the merits of that request within three working days.
- (2) If a student's request is found justified, or if there is another grounds for exclusion, Faculty Dean will appoint committee to carry out the exam in a way that the member of academic staff whose exclusion is asked is not a member of the committee.
- (3) Faculty dean will consider any reasons and circumstances which can put in questions academic member's impartiality regarding student assessment, such as: family, business, or similar relations.
- (4) Request for exemption can be submitted by the course holder according to the same procedure as when a student requests an exemption.

#### **Article 117**

##### **(Attendance at the renewal year)**

- (1) For a student renewing a year of study, the University may allow, within one cycle, in accordance with its capacities and organizational capabilities, to attend classes and take courses from the following study year, provided that the total workload of students per semester does not exceed 30 ECTS study credits points.
- (2) Capacities and organizational capabilities mean enough academic staff and special capacities for the realization of the teaching process.
- (3) A student who transferred exams from previous study year to the following one, cannot enroll in another higher year of study until he/she passes those transferred exams.

**Article 118**  
**(Talented students)**

- (1) Student whose CGPA in any semester is equal or over 3.7 as per internal IUS scale, can be allowed to register additional courses in the next semester, up to the maximum of 42 ECTS, thus a student can complete his/her studies in a shorter period of time.
- (2) Registration and attendance of additional courses in accordance to this article grants Dean on the base of application by the student, provided that organizational and technical capacities allow this option and that student satisfies all prerequisite requirements for registration of additional courses.
- (3) Board of Trustees may set tuition fees for students who register additional courses over 30 ECTS per semester i.e. over 60 ECTS per academic year.

**Article 119**  
**(Special student status)**

- (1) Students with disabilities, students who are parents of children who need special care, single parents, pregnant women, puerperal, students who participate in international vacancy calls, students who are top athletes, students who are recognized artists, students who are coaches of top athletes, students with chronic diseases, have the right on acquiring the special student status at the University.
- (2) Students with a special status are granted the right to individualization in the process of realizing the teaching process, i.e. attending classes, pausing the study process, participating in the performance of certain teaching contents, as well as in the evaluation of student achievements.
- (3) Person with established disabilities can enroll any study program in all study cycles at the University, provides that the person:
  - a) passed the entrance exam,
  - b) capable of performing practical tasks in class,
  - c) acquired the right to enroll in the corresponding study cycle, and
  - d) submitted proof of the competent institution on the status of a person with a disability and the percentage of disability.
- (4) Rights referred to in paragraph (2) of this article specifically refer to additional consultations, a reduced percentage of mandatory class attendance and the possibility of assessing student knowledge on the entire teaching content of the course (comprehensive exam).
- (5) University assign tutor to candidates for enrollment and students with developmental difficulties and disabilities for the purpose of providing assistance in the course of application for enrollment process, attending lectures and assessments.
- (6) As a rule, special student status is acquired for one semester, i.e. one academic year, with the possibility of extension.

- (7) Procedure for acquiring the special student status is regulated in more detail by the study rules.

### **Article 120**

#### **(Circumstances in which the student's status ends)**

- (1) Student status ends in following situations:
- a) when student completes study cycle;
  - b) when student withdraws from the University;
  - c) when a disciplinary measure of Expulsion from the University is issued; i.e. student is expelled from the University following the procedure and conditions set in law, Statute or other University regulations;
  - d) when student fails to complete the study within the timeframe stipulated by law or other bylaws of the University;
  - e) when student, whom is not granted dormant status, fails to enroll in the next study year, or fails to renew enrollment into existing study year;
  - f) when student refuses or fails to sign Study Contract;
  - g) when student fails to fulfill requirements for conditional enrollment, and
  - h) in other circumstances stipulated by University's regulations.
- (2) For a student who previously lost student status, the University may allow re-establishment of student status, which is decided by the rector, considering organizational, staffing and other possibilities of the program.
- (3) Decision on reinstatement of the student's status includes obligations that student needs to fulfill in order to successfully complete the studies.
- (4) In appeal for reinstatement of the student's status, student is required to states circumstances which led to the loss of student status.
- (5) Detailed procedure on reinstatement of student status is regulated by the study rules.

### **Article 121**

#### **(Study Rules)**

Study rules determine organization and nominal duration of studies, admissions, dormant student's status, examination and grading procedure, conditions and procedure for conducting the defense of a final paper, appointment and replacement of mentors, appointment of committees in the process of acquiring academic titles, plagiarism check, conditions, method and procedure of awarding diplomas, rights and obligations of student, study documents and other relevant issues, and what is more precisely determined for each study cycle separately.

## **SECTION TWO - PREPARATORY ENGLISH LANGUAGE SCHOOL – ELS (ENGLISH LANGUAGE SCHOOL)**

### **Article 122**

#### **(English language school program)**

- (1) Within the framework of IUS LIFE, English Language School (hereinafter: ELS) program was established, which consists of four levels/sessions.
- (2) The goal of ELS is to advance the student's knowledge to the level at which he/she will be able to attend classes.
- (3) The duration of the ELS program is determined in relation to the current level of language knowledge of the participating students.
- (4) Meeting the ELS criteria is an integral part of every study program and is a unique prerequisite for taking courses at the University.
- (5) The conditions for attending the ELS, the criteria for passing the final English language exam ("Proficiency Exam"), as well as other issues related to the ELS, are more closely regulated by the study rules and a special general act of the ELS adopted by the Senate, with the approval of the Board of Trustees.

## **SECTION THREE - STUDENTS' RIGHTS AND OBLIGATIONS**

### **Article 123**

#### **(Students' rights)**

- (1) Student has right to actively participate in teaching and scientific-research activities, in cooperation with the academic staff, and in accordance with the study programs.
- (2) Besides the rights stipulated by Statute and law, students have the following rights:
  - a) be informed about their rights, obligations and duties at the beginning of each academic year;
  - b) attend lectures organized in accordance with the curricula, and in accordance with the teaching and examination schedules;
  - c) have equal rights in respect to conditions of study and treatment at the University;
  - d) complete their studies in the required timeframe, with regular completion of all their study obligations;
  - e) express their views in respect to the quality of teaching and quality of teachers' and assistants' work,
  - f) use libraries, computer equipment and other facilities and resources at the University.
  - g) right to protection against discrimination,
  - h) right to health care in accordance with the law,
  - i) right to consultations and assistance from academic staff in overcoming the teaching content,

- j) right to participate in student organizations and representative bodies in accordance with the law and the Statute,
  - k) other rights determined by the general acts of the University.
- (3) The Rector and deans of the faculty are responsible for realizing the rights of students from paragraph (1) and (2) of this article.

**Article 124**  
**(Students' obligations)**

Student has the obligation to:

- a) comply with all rules established by law, the Statute and general acts of the University;
- b) behave politely towards academic and administrative staff, as well as towards other students and visitors;
- c) observe the established code of conduct;
- d) complete the study in accordance with the prescribed deadlines;
- e) comply with other obligations established by law, the Statute and general acts of the University.

**Article 125**  
**(Disciplinary responsibility of students)**

Governing principles of student disciplinary responsibility, procedure for determining the disciplinary and material responsibility, severe and minor breaches of duties, disciplinary measures, competent authorities, as well as other relevant issues are regulated by the Book of rules on disciplinary and material responsibility of students, which is adopted by the Senate.

**Article 126**  
**(Student's mobility)**

- (1) A student of the University may be granted to study at other universities through international student exchange programs or bilateral student exchange programs or based on their own arrangements.
- (2) Governing principles of mobility of students of the University, as well as guest students of other universities, type and duration of mobility, application procedure, public documents, rights and obligations of students, as well as other issues related to realization of mobility are more precisely regulated by the Book of Rules on Participation in Exchange Programs.

**SECTION FOUR - STUDENTS' ORGANIZATIONS**

**Article 127**  
**(Students' Association)**

- (1) Students have right to organize themselves in the Students' Association which comprises representatives from all three cycles of study, in accordance with the Statute of the Students' Association.
- (2) Students' Association is engaged in the implementation and protection of the students' rights and interests, including those rights and interests in the domain of the students' standard and social life.

- (3) Through the Students' Association, students choose their representatives and appoint them in the University bodies (Senate, Council of the Faculty, Ethics Council, Office for Quality Assurance, Team for Quality Assurance, etc), which provide for the students' participation according to law and the University acts.
- (4) Procedure of election and dismissal of students' representatives in the University bodies is defined in the Statute of the Students' Association. Student representatives in the University bodies have equal rights and responsibilities as any other members of the University bodies. Student representatives have the same rights and obligations as other members of the University bodies.

#### **Article 128**

##### **(Providing support to the students' associations)**

University ensures financial support in work of the students' associations, and provides space for their functioning, in accordance with the Law on Students' Organizations in the Sarajevo Canton.

### **PART NINE - SYSTEM OF QUALITY ASSURANCE**

#### **Article 129**

##### **(System of Quality Assurance and its implementation)**

- (1) As a part of its strategic management, the University establishes The Policy on Internal Quality Assurance (hereinafter "Internal QA Policy") and ensures an effective internal system for its implementation.
- (2) Decision on establishment of Internal QA Policy referred to in Paragraph 1 of this Article is adopted by the Board of Trustees.
- (3) System of the internal quality assurance focuses on setting up of procedures and processes for continual improvement of the University with the intention to provide support to improvement of teaching and learning process, research and development of art, contribution to the society, as well as management and administrative processes.
- (4) The procedures for institutional and study programs' self-evaluation (hereinafter "self-evaluation procedures") are carried out continuously in accordance with law and the Book of Rules on Quality Assurance of the University.
- (5) Self-evaluation procedures take into consideration students' opinion as well as opinion of other internal and external interested parties.
- (6) Self-evaluation procedure of study programs implies assessment of the curricula and syllabi, teaching equipment, degree of accomplishment of learning outcomes and their relevance to the labor market, qualifications of the academic staff, methods of realization of the teaching process, students' pass rate at examinations, and other necessary indicators of success of the University work, which are defined in more detail in the Book of Rules on Quality Assurance at the University, which is brought by the Board of Trustees upon the proposal by the Senate.



**Article 130**  
**(External evaluation of quality)**

The process of external evaluation of the quality assurance system (institutional accreditation and accreditation of study programs) is carried out in accordance with acts, standards, guidelines and criteria for accreditation of higher education institutions and study programs, which are adopted by the Agency for the Development of Higher Education and Quality Assurance of Bosnia and Herzegovina and the Ministry, and in accordance with "Standards and Guidelines for Quality Assurance in the European area of Higher Education".

**PART TEN – APPOINTMENTS TO ACADEMIC TITLES**

**SECTION ONE - ACADEMIC TITLES AND APPOINTMENT PERIOD**

**Article 131**  
**(Academic titles)**

- (1) The University awards scientific-teaching and artistic-teaching titles, namely:
  - a) full professor;
  - b) associate professor;
  - c) assistant professor;
  - d) lector;
  - e) senior assistant;
  - f) assistant.
- (2) Persons who have been appointed to academic titles from paragraph (1) point. a), b) and c) of this article are teachers, and persons appointed to academic titles from paragraph (1) point. d), e) in f) of this article are associates.
- (3) The academic staff at the University is appointed for a specific period, namely:
  - a) assistant for a period of four years without the possibility of re-appointment to the same title;
  - b) senior assistant for a period of five years with the possibility of one re-appointment to the same title;
  - c) senior assistant in the artistic-teaching title for a period of five years with the possibility of one re-appointment to the same title only if after the appointment he achieves publicly presented forms of artistic creation, which is more closely regulated by the Guidelines;
  - d) lector for a period of five years with the possibility of re-appointment and the possibility of promotion to a senior proof-reader on the condition that he publishes three papers in relevant scientific journals;
  - e) assistant professor for a period of five years with the possibility of one re-appointment to the same title;
  - f) associate professor is elected for a period of six years with the possibility of one re-appointment to the same title;
  - g) a full professor in a scientific-teaching title is appointed to a permanent title;

h) a full professor in the artistic-teaching title is appointed to a permanent title.

## **SECTION TWO - CRITERIA FOR APPOINTMENTS TO ACADEMIC TITLES**

### **Article 132**

#### **(Guidelines for appointment to academic titles)**

- (1) Starting from the minimum criteria for appointment defined by law, the criteria for appointment to scientific-teaching titles at the University were developed in such a way that they take into account general scientific achievements and contribution, teaching abilities and contribution, contribution to the process of internationalization, and social contribution, and what is elaborated in detail in the Guidelines as binding generally accepted standards of the profession that are valid for appointment to academic titles at the University (hereinafter: Guidelines), adopted by the Senate of the University with the binding opinion of the Council of the Ministry of Higher Education in Sarajevo Canton.
- (2) The Guidelines from paragraph (1) of this article define in more detail the basic concepts related to appointment to academic titles, general criteria for evaluating quantitative and qualitative conditions for appointment to academic titles, general criteria for evaluation and a proposal for a list of relevant scientific databases and other scientific databases, general criteria for evaluating recognized publications and other forms and results of scientific and artistic work of academic staff, criteria, categorization and evaluation of scientific works published in recognized publications indexed in relevant and/or recognized scientific databases, criteria for evaluating publications of special social importance and interest that are recognized as relevant in the appointment procedure of those scientific and artistic branches which, due to the specificity of research and measurement of scientific and artistic results, have a special way of evaluating the conditions for appointment to academic titles, criteria for evaluating the results of scientific and research work of those scientific and artistic branches which, due to the specificity those researches and measurements of scientific and artistic results have a special way of evaluating the conditions for appointment to academic titles, they determine the evaluation of results related to the process of internationalization and the contribution to the improvement of the quality of life at the higher education institution and the community, they determine the methodology for evaluating the impact of the guidelines on the overall results of scientific research and artistic productivity and quality in the Canton, more closely regulate other relevant issues of generally accepted standards related to the appointment to academic titles.
- (3) The guidelines additionally determine the criteria related to the evaluation of the area of teaching ability and contribution, the area of contribution to the process of internationalization as well as the area of social contribution, taking special care of the specifics related to the appointment and evaluation of work results in scientific areas, fields and branches that due to the specificity of research and measurement of scientific results have a special way of evaluating the conditions for appointment to academic titles.

- (4) The Senate revises the Guidelines in cycles of at least five years. The revision is carried out based on an assessment of the impact of the Guidelines on the overall results of scientific research and artistic productivity and quality in Sarajevo Canton, with the aim of improving the quality of scientific research and artistic research work.

### **SECTION THREE – METHOD OF APPOINTMENT TO ACADEMIC TITLES**

#### **Article 133 (Vacancy call)**

The appointment of academic staff to academic titles is carried out in all cases by vacancy call, in accordance with the criteria and conditions established by the law and the Guidelines, as well as the procedure established by the law, the Statute and general act.

#### **Article 134 (Appointment of a member of the academic staff)**

- (1) A member of the academic staff is appointed for one or more related scientific/artistic branches within the scientific field, and may participate in the implementation of the teaching, scientific research, artistic and artistic research process only from teaching subjects that belong to the branch and/or branches for which the appointment was made.
- (2) The classification of scientific/artistic areas, fields, branches and related courses is adopted by the Senate, on the proposal of the faculty council, within one year from the date of adoption of the Statute.
- (3) For all members of the academic staff who were previously appointed to one of the academic titles for one or more courses, i.e. for scientific fields that were determined at the University before the classification of scientific/artistic fields, branches and courses, the Senate after adopting the classification referred to in paragraph (2) of this article, upon the proposal of the competent council, will carry out the equivalence of previous appointments to academic titles in the scientific/artistic field or branch/s within the field.
- (4) The affinity of scientific/artistic branches and fields in the sense of this article is determined by the faculty council.
- (5) In the process of establishing a new organizational unit until its bodies are fully operational, the Senate performs the duties of the Registry commission and makes decisions from the items (2), (3), and (4) of this Article.

#### **Article 135 (Appointment of a member of the scientific - research staff)**

- (1) A person who meets the conditions established by the law on scientific research activities may be appointed to a scientific and research title.
- (2) The appointment procedure for scientific and research positions is initiated at the initiative of the member council in the manner and under the conditions established by the Law on Scientific Research Activities.

- (3) The procedure for the appointment of scientific research staff employed at the University is carried out analogously to the procedure for the appointment of scientific teaching staff, in accordance with the general act.

### **Article 136**

#### **(English language competence as appointment criterion)**

- (1) Candidates for the appointment into an academic title are required to prove their ability to teach in English. In case it comes out before, during or after academic appointment process that professor or associate does not have the ability to teach in English, the University has the right to request an additional knowledge check, i.e. to determine measures for the necessary training of the employee.
- (2) In case employee declines or fails to bring evidence in respect to this Article, University can terminate employment contract with the employee on the following grounds:
  - a) employee declines to fulfill legal requirement to improve (termination of the employment contract due to the employee's fault);
  - b) employee does not maintain the necessary qualifications for the position within the current job classification; or
  - c) personal characteristics, shortcomings or inability to work (termination of work based on personal circumstances).
- (3) The procedure referred to in Paragraph (2) of this Article is carried out in accordance to general act of the University.

### **Article 137**

#### **(Rights and obligations arising from the academic appointment)**

- (1) In case candidate for academic appointment could not meet one of the following conditions: a published book, mentorship or original professional success such as a project, patent or original method, the stated condition may be replaced by meeting other criteria, in accordance with the Law.
- (2) Objective reasons and additional substitutes for scientific branches that, due to the specificity of research and measurement of scientific and artistic results, have a special way of evaluating and fulfilling the prescribed criteria will be more precisely determined by the Guidelines.

### **Article 138**

#### **(Extension of appointment period)**

The deadlines for the appointment of academic staff will be extended for the time spent on maternity leave, sick leave for more than six months, public duty, for the period of recognized professional development approved by the University, for the period of care of a member of the immediate family as well as due to extended administrative duties during the current election period and for other particularly justified reasons, which is considered in each case and decided by the Rector with the consent of the Board of Trustees and in accordance with the general act.

**Article 139**  
**(Early appointment)**

- (1) A member of the academic staff in the title of assistant professor and associate professor has the right to be elected to a higher title even before the end of the period for which he was elected if he/she satisfies the following criteria:
  - a) for associate professor in a scientific-teaching title: at least three years passed after the last appointment, all criteria satisfied for the regular academic promotion with no substitutes, and additionally published at least three scientific papers indexed in relevant databases,
  - b) for full professor in a scientific-teaching title: at least four years passed after the last appointment, all criteria satisfied for the regular promotion with no substitutes, and at least four scientific papers indexed in relevant databases,
  - c) associate professor and full-time professor in the artistic teaching title with additionally realized a publicly presented form/s of artistic creativity with international recognition.
- (2) Relevance of scientific bases and relevance of publicly presented forms of artistic creativity, as well as other relevant issues from paragraph (1) of this article, are defined in more detail by the Guidelines and general act.

**Article 140**  
**(Questions related to the appointment to academic titles)**

- (1) The conditions for appointment to academic title are considered only if they are produced in the time since the appointment to the last title.
- (2) The time since the appointment to the last title referred to in paragraph (1) of this article means the total period in which the member of the academic staff spent in his last title before applying for a higher title.
- (3) In terms of paragraph (2) of this article, a member of the academic staff in the title of assistant professor and associate professor may be appointed to a higher title if the conditions for the duration of the second appointment period are fulfilled, in which case such appointment will not be considered premature, but all works created during the time spent in the last academic rank (title) will be taken into account.
- (4) If a member of the academic staff was appointed more times and in a time discontinuity in the same academic title at several higher education institutions and passed the time condition for advancement, in the aforementioned case, all cumulative works achieved in that academic rank (title) will be taken into account.
- (5) Academic staff appointed to one academic title cannot hold an appointment in two or more different academic titles at the same time.
- (6) For candidates coming from countries where the system of appointment to academic titles is different in relation to the general levels of academic titles in Bosnia and Herzegovina, the Appointment Committee has the right to assess

the previous academic title, rank it and consider it in relation to the subject academic title that is in use in Sarajevo Canton.

- (7) In the process of appointment to academic title, a scientific paper is considered published in the case that an official certificate containing a DOI number has been issued by the publisher of the journal, i.e. if the paper has been accepted for publication, where such certificate must contain an indication of the expected publication date of the paper.
- (8) The appointed academic staff member is obliged to submit proof of publication to the competent dean no later than 7 days from the date of publication, otherwise, in accordance with the Statute, the dean initiates the procedure for revocation of the appointment, analogous to the procedure for revocation of the awarded title.
- (9) In terms of this article, co-authored publications and works are treated as copyright works, complying with the Guidelines scale.

## **SECTION FOUR– PROCEDURE FOR APPOINTMENT TO ACADEMIC TITLES**

### **Article 141**

#### **(Initiation of the procedure)**

- (1) The procedure for appointment to academic title is initiated by the faculty council, by determining the proposal for vacancy call.
- (2) The dean sends the proposal for publication to the Senate within 5 days from the date of adoption of the proposal.
- (3) Four months at the latest and six months at the earliest before the end of the period of appointment of an existing member of the academic staff, i.e. (without deadlines) in the case of a determined teaching need for the employment of new staff, the dean of the faculty announces a vacancy for the appointment to academic title within five days from the date of approval by the Senate.
- (4) Notice of the vacancy call is published in one daily newspaper, and the full text of the competition is published on the University's website.
- (5) The vacancy for the appointment of academic staff is announced depending on the established teaching needs and in any case based on the dynamic plan of needs for announcing the vacancy call for the appointment to academic title, which was approved by the Board of Trustees.
- (6) The vacancy calls for the appointment can be announced for:
  - a) employed professor in the same or higher title, including early appointment, or
  - b) a new professor or associate for whom an additional teaching need has been determined.
- (7) In terms of the vacancy call referred to in this article, the University may appoint a member of the academic staff even without concluding an employment contract, if there is no other possibility to satisfy the teaching need and if the candidate submits a statement that he/she is not able to conclude an employment contract after the appointment has been made, no later than the decision on the appointment.

## **Article 142**

### **(Content and deadline extension of the vacancy call)**

- (1) The vacancy call contains information about the academic title, conditions and other specifics related to the appointment to title, the scientific/artistic branch/es for which the candidate is chosen, the type of work engagement, the necessary documentation, the address of the University and the deadline for applications, which cannot be shorter of 7 days.
- (2) In case that none of the candidates applied for the vacancy call, the dean may decide to extend the deadline of the vacancy call.
- (3) In the regular course of the procedure, the faculty is obliged, through the competent bodies, to complete the procedure for appointment to academic title within 90 days from the deadline for submitting applications to the vacancy call.
- (4) If, for objective reasons, the procedure for appointment to academic title could not be completed within the period prescribed in paragraph (3) of this article, the same period may be extended by an additional 30 days by a special decision of the faculty council.
- (5) The objective reasons mentioned in the previous paragraph mean:
  - a) if a member of the committee appointed from another higher education institution is not able to complete his part of the work in the committee in a timely manner, i.e. submit the documentation required for the appointment procedure;
  - b) illness and/or death of the appointed member of the committee;
  - c) impossibility of securing the public for holding the introductory lecture;
  - d) and other objective reasons determined by a special decision of the faculty council, which are determined for each specific case.

## **Article 143**

### **(Professional service)**

- (1) The professional service of the faculty is obliged to confirm, in writing, the timeliness and orderliness of the received applications with the conditions established by the vacancy call, and to indicate the number of registered candidates, before submitting the received applications for the vacancy call to the Appointment Committee.
- (2) The written confirmation from paragraph (1) of this article is delivered to the dean before deciding on the appointment of the Appointment Committee and is an integral part of the report of the Appointment Committee.

## **SECTION FIVE – APPOINTMENT COMMITTEE**

## **Article 144**

### **(Appointment Committee)**

- (1) Within 15 days from the deadline for submission of applications, the dean is obliged to include the proposal for the formation of a Committee for preparing proposals for appointment to academic title (hereinafter: Appointment Committee) in the agenda of the council session.

- (2) The Appointment Committee for the appointment of member of the academic staff is appointed by the faculty council.
- (3) The Appointment Committee consists of at least three academic staff members in the same or higher title than the title for which the appointment is made in the scientific/artistic field.
- (4) The Appointment Committee members for the appointment of associates hold the title of assistant professor, associate professor or full professor.
- (5) Exceptionally, when it is not possible to form a Committee in accordance with paragraph (3) of this article, the Committee may be composed of academic staff members from a related scientific/artistic field for which the candidate is appointed, provided that the member's council in the specific case determines the relatedness of the scientific areas.

#### **Article 145**

##### **(Report of the Appointment Committee)**

- (1) Within 30 days from the date of appointment, the Appointment Committee is obliged to prepare and submit to the council a report with a proposal for appointment to academic titles.
- (2) The report from paragraph (1) of this article should contain at least the candidate's biography, the names of the Appointment Committee members, the candidate's previous academic title and an overview of relevant works during the last academic title, the candidate's achievements, the academic title and the field/branch of appointment, information on the degree of fulfillment or non-fulfillment of the conditions for the appointment, as well as other circumstances related to the appointment, and a reasoned proposal for the appointment or non-appointment of the candidate.
- (3) As a rule, the Committee prepares a bilingual report, in Bosnian and English.

#### **Article 146**

##### **(Introductory lecture)**

- (1) Candidate who has not participated in the teaching process at higher education institutions is required to give an introductory lecture from the relevant course or in the scientific or artistic field for which the candidate has applied for, in front of the students and the Appointment Committee appointed by Faculty Council.
- (2) The candidate applying for the first appointment to artistic teaching title is obliged to hold a sample artistic and artistic-pedagogical presentation in front of the Appointment Committee.
- (3) The Committee referred to in paragraph (1) and (2) of this article, in the candidate appointment procedure, evaluates the success of the introductory lecture, i.e. the sample artistic and artistic-pedagogical presentation, taking into account the results of the following criteria: successful communication in English, the ability to interest students in their lecture as well as the candidate's knowledge about the presented topic.



- (4) If one of the committee members from paragraph (3) of this article is prevented from attending the candidate's introductory lecture for justified reasons, the faculty council will appoint his deputy according to the same conditions as for the appointment of a member of the committee.
- (5) Knowledge of the English language is a criterion that must be considered and evaluated by the Committee during the appointment process for an academic title, and whose quality of implementation is continuously monitored by the University.
- (6) In the case of the appointment of a member of the academic staff to one or more related branches in the field of philology of a foreign language or other scientific/artistic fields, which due to their specificity require knowledge of other languages, the introductory lecture can also be held in one of the languages relevant to the appointment.
- (7) The topic of the introductory lecture is determined by the Appointment Committee in agreement with the candidate.
- (8) The university is obliged to announce the time of the introductory lecture in a public and transparent manner.
- (9) In case of non-appearance of interested students-attendants of the introductory lecture after proper notification, the same can be held in front of the committee without the presence of students.
- (10) A candidate who receives a negative evaluation from the committee at the introductory lecture does not participate in the further appointment process.

## **SECTION SIX - DECISION PROPOSAL ON APPOINTMENT TO ACADEMIC TITLE**

### **Article 147**

#### **(Decision proposal on appointment to academic title)**

- (1) Within 30 days from the date of appointment, the Appointment Committee is obliged to prepare and submit to the council a report with a proposal for appointment to academic titles.
- (2) The Council may, if it deems it necessary, ask the Committee to supplement the report or provide additional clarifications regarding the report.
- (3) The Council establishes a proposal decision on appointment to a title.
- (4) Decision on appointment issues within its jurisdiction are made by most votes from the total number of members, with the provision that members of the Council cannot abstain when voting.
- (5) In case that the Council does not find a positive proposal for a decision from paragraph (3) of this article, the council's decision is also submitted to the senate for decision.

### **Article 148**

#### **(Dean's obligation)**

The dean of the faculty has obligation to submit the proposal decision to the senate for further action, within five days from the day of the council session where the votes were taken on the proposal of the Appointment Committee for scientific-teaching/artistic-teaching/scientific research title.

## **SECTION SEVEN – DECISION ON APPOINTMENT TO ACADEMIC TITLE**

### **Article 149**

#### **(Decision on appointment to academic title)**

- (1) On the proposal of the faculty council/member, the decision on appointment or non- appointment to academic title is made by the University Senate.
- (2) The decision referred to in paragraph (1) of this article is made by a majority vote of the total number of members of the senate, and members of the senate cannot abstain from voting.
- (3) The Senate may, if it deems it necessary, ask the proposer to supplement the proposal or provide additional clarifications regarding the proposal.
- (4) The senate's decision on the appointment from paragraph (1) is forwarded to the organizational unit in order to deliver it to the candidates and inform them about the appointment.
- (5) The decision of the senate of the higher education institution is final and administrative proceedings may be initiated against it before the competent court in Sarajevo within 30 days from the date of receipt of the decision.

## **SECTION EIGHT – RESPONSIBILITY OF THE COMMITTEES**

### **Article 150**

#### **(Responsibility of the appointed Committees)**

- (1) All committees appointed by the University are obliged to perform the tasks entrusted to them conscientiously, in accordance with ethical principles and within the deadlines prescribed by general acts and the decision on appointment.
- (2) Persons from this article who are found to have acted in violation of the regulations defining entrusted activities and deadlines without justifiable reasons may be prohibited from participating in the work of bodies and committees appointed by the University for a certain period of time, and may be sentenced to and another measure in accordance with the general act of the University.

### **Article 151**

#### **(Procedure and reasons for revocation of an academic title)**

- (1) In case that, after the awarding of the academic title, the University gets a report that one or more papers, books or other publications listed in the report of the Appointment Committee were plagiarized or that the achievements or information presented in the report were based on false data, the faculty council will *ex officio* appoint a three-member committee to verify the allegations from the application.
- (2) After submission of the Committee's report from paragraph (1) of this Article, the council considers and decides on rejecting the allegations from the application or establishes a proposal for a decision on revocation or non- revocation of the academic title.

- (3) If the council determines the proposed decision from paragraph (2), it forwards it to the Senate of the University for final decision.
- (4) The Senate may, if it deems it necessary, ask the council to supplement the proposal or provide additional clarifications regarding the proposal.
- (5) The Senate is obliged to make a final decision within 60 days from the date of submission of the proposal.
- (6) As a rule, the decision from paragraph (5) of this article takes effect from the date of entry into force of the senate's decision, whereby the appointed member of the academic staff loses all rights related to the appointment to an academic position.
- (7) The decision to revoke the academic title is published in the official gazette.
- (8) The decision of the senate is final and administrative proceedings can be initiated against it before the competent court in Sarajevo within 30 days from the date of receipt of the decision.

## **SECTION NINE – FULL PROFESSOR**

### **Article 152**

#### **(Engagement of a full professor at the University)**

- (1) Full professor has emphasized teaching, scientific/artistic research, mentoring and social responsibility.
- (2) Full professor in a scientific-teaching title who, in cycles of seven years, has not published three scientific papers in publications in relevant scientific bases or one book or been a project manager, as well as achieved the prescribed results in connection with the contribution to the internationalization process and social contribution, cannot be in management positions.
- (3) Full professor in the artistic-teaching profession has the obligation to realize, in cycles of seven years, publicly presented forms of artistic creativity that significantly contribute to the development of culture and art or the raising of artistic staff and successes achieved during mentoring (solo engagements, successes at competitions, etc.).
- (4) Report on results and activities from paragraphs (1), (2) and (3) of this article, the full professor submits to the member council for adoption in cycles of seven years and is publicly available on the faculty's website.
- (5) Before submitting the report from paragraph (4), the full professor has the obligation to achieve a minimum positive evaluation of the work at the annual evaluations of the academic staff at the University, which forms an integral part of the report from the previous paragraph.
- (6) A report that does not contain a passing evaluation of a full professor during the seven-year cycle will not be considered in the sense of this article, and it will be the basis for the termination of the employment contract, which is regulated in more detail by the Rulebook on the evaluation of academic staff by the Senate upon the approval of the Board of Trustees and by the general act.

### **Article 153**

#### **(Employment of a full professor after reaching the age of 65)**

- (1) A member of the academic staff can remain employed at the University until he reaches the age of 65, or until the end of the study year if that member turns 65 during the study year.
- (2) If there is a demonstrated teaching need, there is possibility to extend employment for a maximum of two academic years to a full professor who has reached the age of 65 and has met the conditions prescribed in Article 163. of this Statute, with the prior approval of the University's Board of Trustees.

## **SECTION TEN - HONORARY DOCTORATE DEGREE**

### **Article 154**

#### **(Honorary doctorate)**

University can award an honorary doctorate degree Doctor of Philosophy (PhD) to outstanding scientists, prominent cultural activists, or other public figures from the country or abroad for their extraordinary contribution in particular areas of scientific-teaching, scientific-research, artistic, artistic-teaching, cultural, or any other form of public creativity.

### **Article 155**

#### **(Procedure to award the honorary doctorate degree)**

- (1) The decision on awarding an honorary doctorate is made by the Senate of the University.
- (2) The promotion of an honorary doctorate is carried out at a solemn ceremony presided over by the rector.
- (3) The content and form of the honorary doctorate diploma is determined by the Senate of the University.
- (4) The honorary doctorate diploma is signed by the rector of the University.
- (5) More detailed criteria and the procedure for awarding an honorary doctorate are prescribed by a general act passed by the Senate with the prior consent of the Founder.

### **Article 156**

#### **(Honorary doctorate degree diploma)**

Honorary doctorate degree diploma is written in one of the official languages in use in Bosnia and Herzegovina and in English language.

## **SECTION ELEVEN- PROFESSOR EMERITUS**

### **Article 157**

#### **(Criteria to award the honorary title)**

- (1) Upon the proposal by Faculty Council, Senate can award the honorary title of Professor Emeritus to outstanding scientists and prominent teachers who have distinguished themselves through their scientific or artistic work and achieved an

international reputation, i.e. retired from a domestic or foreign higher education institution.

- (2) Criteria for awarding the honorary title are number and quality of academic publications, number of PhD and Master mentorships, teaching and research results as well as overall contribution in particular fields of scientific-teaching, scientific-research, artistic, artistic-teaching, cultural, or any other form of public creativity.

#### **Article 158**

##### **(Committee for evaluation of the proposal for awarding the honorary title)**

- (1) Having received the proposal referred to in the preceding Article, Senate appoints Committee for evaluation of the proposal, consisting of at least three full professors.
- (2) Majority of the Committee members must be from the area related to scientific or artistic area/field of the proposed candidate.
- (3) Committee submits a written report to the Senate for review and adoption which contains Committee's evaluation and opinion and is signed by all the Committee members.

#### **Article 159**

##### **(Book of Rules on awarding honorary title of Professor Emeritus)**

Procedure to award honorary title of Professor Emeritus is defined in more detail in the Book of Rules on Awarding Honorary Title of Professor Emeritus, which is adopted by the Senate.

### **SECTION TWELVE – PROFESSIONAL ASSOCIATES**

#### **Article 160**

##### **(Types of professional associates)**

In order to train students to do practical and professional work and to help academic staff in the organization and realization of the teaching, scientific-research, artistic and artistic-research process, the University can, without vacancy call, engage the following professional associates:

- a) professional/artistic associates (methodologist, artistic associate, senior professional associate for language, independent artistic associate and accompanist),
- b) doctoral students,
- c) postdoctoral students,
- d) tutors, and
- e) experts from practice.

### **Article 161**

#### **(Procedure for engagement of professional associate)**

- (1) The need for engagement of a professional associate from Article 163 including what kind of professional associate is required, period of his/her engagement and courses for which engagement is needed, is established by the relevant Program Council and submitted to the Dean along with the CV of the proposed candidate for the position.
- (2) Dean decides on the proposal submitted by the Program Council or he/she can request additional information from the Program Council, program coordinator or the course holder.
- (3) Decision on engagement of a professional associate includes details such as type of professional associate, period of his/her engagement and courses for which engagement is approved.
- (4) Professional associate signs employment contract with the University for the period of engagement.

### **Article 162**

#### **(Conditions for engagement of a professional associate)**

- (1) Professional associate must possess adequate knowledge, skills and competencies required for the relevant type of the engagement.
- (2) Minimum criterion for engagement is possessing at least first cycle degree in a relevant academic area and proficiency in English language.
- (3) Study program council can also propose specific requirements for positions including professional experience, teaching experience or additional qualifications.

### **Article 163**

#### **(Period for engagement of professional associate)**

- (1) Professional associate is engaged for the period for which such engagement is needed.
- (2) Engagement periods can be for one semester, two semesters, academic year or in special circumstances for any other period if engagement is required for a specific period.
- (3) Conditions, engagement procedure and other issues related to the engagement of professional associates can be regulated in more detail by a general act.

### **Article 164**

#### **(Engagement of professional associates on the project)**

An associate, doctoral student, postdoctoral student and expert can be engaged on a project for a certain period, without announcing a vacancy call, where they retain that status depending on the duration of the project and are financed from the project's fund.

**PART ELEVEN – ENGAGEMENT OF ACADEMIC STAFF WITHOUT EMPLOYMENT CONTRACT**

**SECTION ONE – TYPES OF ENGAGEMENT**

**Article 165**

**(Engagement of academic staff without employment contract)**

- (1) The University can engage academic staff as a teacher from another domestic or foreign higher education institution without announcing a vacancy call, if no candidate has applied for the announced vacancy call for the appointment of a member of the academic staff or none of the candidates has been appointed according to the conducted vacancy call, until a new member of the academic staff is appointed in the vacancy process.
- (2) In order to realize the engagement referred to in paragraph (1) of this article, the competent council, on the proposal of dean, brings decision on the engagement in the relevant semester or academic year.
- (3) The name of the course and the course load of the appointed member of the academic staff must be indicated in the decision of the council.
- (4) The provisions of this article shall be applied analogously in case of consensual or unilateral termination of the employment contract, death, as well as other similar reasons, and no longer than one year from the occurrence of the circumstances.
- (5) Engagement from this article is carried out to the extent prescribed by Standards and Norms.

**Article 166**

**(Engagement of a person who has an academic title)**

- (1) If there is a determined teaching need, the University can engage a person with an academic title who is not employed within the higher education institution and who works in the real or public sector, provided that academic title of that member of the academic staff has not expired and with prior obtained consent of his employer.
- (2) The provision from paragraph (1) of this article also includes the case when the selected person obtained a title at the University but refused to establish an employment relationship.
- (3) The University does not have the obligation to obtain the consent of the employer from paragraph (1) of this article if at the time of engagement, the selected person is not in employment or is self-employed.

- (4) The final decision on the type of engagement of a member of the academic staff referred to in this article is made by the faculty council on the proposal of the faculty dean.

**Article 167**  
**(Experts from practice)**

- (1) In order to acquaint students with scientific/artistic achievements with the application of scientific results in practice, practical work and other types of professional development, or for the purpose of conducting certain specific lectures, conducting foreign language classes, exercises, seminars and other forms of work, the faculty can, on the proposal of the course holder, engage a distinguished scientific worker, artist, or expert from practice to participate in the implementation of part of the teaching in the subject.
- (2) Based on the proposal of the course holder, the faculty council decides on the engagement of the persons mentioned in paragraph (1) of this article.
- (3) Engaged persons from paragraph (1) of this article are not, as a rule, course holders.

**Article 168**  
**(Member of academic staff elected to a public duty)**

- (1) The University can engage a member of the academic staff who was appointed at the University or another higher education institution, i.e. elected to a public duty, as a course holder in the science-teaching/artistic-teaching process, for the duration of their public duty.
- (2) In the decision of the council by which the council gives consent for the engagement of a member of the academic staff from paragraph (1) of this article, it must be indicated that the member of the academic staff, for whom the consent is given, meets the legal requirements for engagement regarding the appointment to the academic title.
- (3) A member of the academic staff from paragraph (1) concludes a special contract on the implementation of teaching for a given semester, in accordance with the decision on teaching responsibilities.

**Article 169**  
**(Engagement of academic staff in other justified cases)**

- (1) The University can in justified cases such as maternity leave, sick leave longer than six months, professional development, public duty of a member of the academic staff, suspension, as well as in other justified cases determined by the council in each specific case, for the performance of the teaching process, in during the period of absence, without announcing a vacancy and establishing an employment relationship, to engage a member of the academic staff who has a suitable academic title.
- (2) In the case referred to in paragraph (1) of this article, the faculty council, upon the proposal of the dean, ascertains relevant circumstances and makes a



decision on the engagement of a member of the academic staff as a holder of the given course, according to the contract on the realization of classes in a specific course.

- (3) The dean who proposes the engagement of a member of the academic staff is obliged to submit appropriate evidence that the proposed teacher fulfills all the requirements regarding the appointment to the academic title.
- (4) In the decision of the council by which the council gives consent for the engagement of an academic staff member from another domestic or foreign higher education institution, it must be indicated that the academic staff member, for whom consent is given, meets the legal requirements for engagement regarding the appointment to the academic title.

#### **Article 170**

##### **(Visiting professors)**

- (1) The University can initiate a procedure for the temporary engagement of a teacher or researcher who comes from another domestic or foreign higher education institution as a visiting professor and who holds an academic title at the institution from which the visiting professor comes.
- (2) At the proposal of the competent faculty council, the Senate makes a decision on the appointment of a visiting professor, as a rule, in the title that person holds at the parent higher education institution (visiting full professor, visiting associate professor, visiting assistant professor, etc.).
- (3) In the case referred to in paragraph (2) of this article, the procedure, criteria and time of appointment that are applied for regular appointment and appointment to academic title will not be applied to visiting professors, but the assigned title will be assumed.
- (4) If the visiting professor obtains a satisfactory evaluation of his work by the University and students in the relevant year of engagement, the University can renew and extend such engagement.
- (5) The ratio of the number of visiting professors in classes and permanently employed academic staff is determined by Standards and norms.

#### **Article 171**

##### **(Awarding the title of *Honorary Professor*)**

- (1) In exceptional cases, the University can employ or engage as its academic staff a person whose scientific or artistic work is characterized as regionally, Europeanly and globally significant (*honorary staff*), and who would contribute to the improvement of the quality and development of the higher education institution and society through their engagement.
- (2) The significance and level of the scientific or artistic work referred to in paragraph (1) of this article is determined by the Senate with consent of the Board of Trustees, based on a reasoned proposal for a decision of the competent faculty council.
- (3) The decision of the senate from paragraph (2) of this article awards the title of honorary professor (*Honorary Professor*) which, as a rule, does not represent

a replacement for academic staff in teaching, but stating such a name serves exclusively the international scientific reputation and academic reference of the University.

## **PART TWELVE – RIGHTS AND OBLIGATIONS OF THE ACADEMIC STAFF**

### **Article 172**

#### **(Realization of teaching, research and other activities)**

- (1) Academic staff is obliged to regularly perform their teaching, research and other duties in accordance with the Law, Standards and Norms, this Statute, and bylaws of the University; and they must fulfill their obligations with respect to the scientific, artistic and professional work they have been hired for, in accordance with the timetable and 40-hour weekly workload.
- (2) Academic staff can perform the approved forms of scientific and professional work outside the University premises, in accordance with the Law and the Statute, where for each particular engagement a written request with explanation must be duly submitted by the teacher or the assistant to the Dean for approval.
- (3) Academic staff's workload within the 40-hour weekly workload can be temporarily rescheduled in accordance with the Book of Rules on Labor Relations and general act of the University.
- (4) Academic staff with its personal presence and commitment is obliged to fully implement the set curriculum and syllabus.
- (5) Exceptionally, for justified reasons accepted by the Faculty Council, in the implementation of the academic curricula and syllabi, appointed academic staff member can be substituted with another appropriate academic staff member proposed by the Dean, with the prior consent of the Council.
- (6) In terms of rights and obligations, as well as the protection of the rights of academic staff, the Labor Law applies.

### **Article 173**

#### **(Monitoring fulfillment of academic staff responsibilities)**

- (1) Methods for monitoring the execution of the teaching responsibilities:
  - a) reporting about the realized teaching through regular reports,
  - b) analysis of reports;
  - c) analysis of student feedback and student evaluation survey;
  - d) through electronic system which is tracking presence at the workplace;
  - e) other methods designed by the QA Office.
- (2) The methods of monitoring the fulfillment of the duties of the academic staff, reporting and archiving the examination material, can be more precisely determined by the general act of the University.

**Article 174**  
**(Realization of the syllabus)**

- (1) Syllabus for each subject must include description of the assessments that will be conducted during the semester and periods of assessments.
- (2) Students' assessments during semester are done by testing, homework, quizzes, presentations, and other forms of assessment.
- (3) Grading system for all activities and examinations must be clearly indicated in the course syllabus.
- (4) Records regarding fulfillment of student obligations during the semester referred to in the preceding Paragraph are kept by course teacher, or assistant.
- (5) If the course teacher is unable to administer final examination due to illness, force majeure or other justifiable reasons, then Dean of the Faculty may designate another teacher appointed to the same or a related scientific/artistic field/branch, to hold a final exam.

**Article 175**  
**(Analysis of passing rate)**

- (1) Faculty Dean has the right to request from the course holder a report on the success of the exams, if the ratio of passing and failing grades significantly deviates from the standard established by the senate.
- (2) Faculty Dean conducts the procedure for establishing reasons and circumstances that caused deviation from standards from the previous Paragraph.

**Article 176**  
**(Rights and responsibilities of the academic staff)**

In performing their duties in the scientific-teaching and artistic-teaching process, academic staff appointed as Assistant Professors, Associate Professors and Full Professors, have the right and responsibility to:

- a) conduct the teaching fully in accordance with the teaching schedule, in the number of hours set by the syllabus;
- b) keep records of the students' attendance, examinations and students' results;
- c) organize and carry out scientific research activities;
- d) recommend textbooks and handbooks in the subject they teach;
- e) conduct assessments at regular intervals according to the schedule, within the prescribed deadlines and by all the established forms of assessment;
- f) carry out consultations with the students for the purpose of mastering the teaching material live, via e-mail or one of the Internet platforms, for a minimum of 5 hours per week, with the obligation to transparently highlight the consultation hours;
- g) initiates harmonization and changes of the curriculum and the syllabi;
- h) propose topics of final papers and assists students in capacity of the mentor in preparation of their final graduation papers in the first, second and the third cycle of studies;

- i) pay special attention to students and encourage them in their independent work and involvement in professional, scientific and artistic work, and
- j) perform other duties specified by law, by the Statute and the general act of the University.

#### **Article 177**

##### **(Responsibilities of a course holder)**

- (1) For course that is taught by one teacher, that teacher is the responsible course holder (hereinafter: course holder).
- (2) For the courses that are taught by more teachers, all teachers are responsible for the part of teaching and assessments assigned to them, while one of them is held responsible for the course as the course holder.
- (3) Within one course, a part of the teaching can be conducted by the teacher from other department provided that the other teacher has been appointed into the title.
- (4) Academic staff can teach courses which belong to any study program under the condition that those courses are included in scientific/artistic branch for which he/she is appointed.
- (5) Exceptionally, rescheduling of teaching activities can also be ordered by the Rector's decision.
- (6) More precise obligations of the course holder in relation to the records of classes held, pre-exams (quiz, project, essay, seminar paper, homework, etc.) and examination activities of students (midterm, final and makeup exams), completion and delivery documentation, are prescribed by the special instructions issued by the Rector.

#### **Article 178**

##### **(Assignment of appointed academic staff)**

- (1) A member of the academic staff, i.e. the scientific research and artistic research staff, participates in the realization of the teaching, scientific research and artistic research process at the University in the courses and branches for which they have been appointed.
- (2) A member of the academic staff is obliged to teach in courses for which a subsequent decision of the faculty council or the Senate determined their affinity or compatibility with the subject field or branch of appointment.
- (3) Academic staff appointed at the University can be engaged in realization of teaching process at the other higher education institution, under the condition that they properly fulfill their obligations and obtain the approval of the relevant dean and with consent of the Rector, after submitting the appropriate request for such engagement.
- (4) Engagement permission can be declined to academic staff member who already has optimal or higher than optimal teaching workload prescribed in Standards and Norms and the general act.

## **Article 179**

### **(Rights and responsibilities of Senior Assistant or Assistant)**

In performing their duties in the scientific-teaching and the artistic-teaching process, the academic staff appointed as Senior Assistants or Assistants have the rights and responsibilities to:

- a) prepare and perform tutorials under the supervision of the course holder;
- b) assist the teacher in preparing the scientific-teaching process;
- c) keep records of the students' attendance in tutorials;
- d) assist course teacher in organization of all forms of student assessments;
- e) carry out consultations with the students for the purpose of mastering the teaching material live, via e-mail or one of the Internet platforms, for a minimum of 5 hours per week, with the obligation to transparently highlight the consultation hours;
- f) work on the personal professional and scientific development in order to prepare for the independent teaching and scientific research work in order to acquire a higher academic title;
- g) perform other duties in compliance with the Law, this Statute and the general acts of the University.

## **Article 180**

### **(Paid and unpaid leave)**

- (1) University academic staff member can be granted paid or unpaid leave of up to two semesters for the purpose of preparing a master's or doctoral thesis, scientific, artistic or professional training or performing activities of special interest to the University.
- (2) For a period of absence longer than a month, prior consent of the Board of Trustees is required.
- (3) In addition to the reasons from paragraph (1) of this article, other reasons for approving a paid or unpaid leave of absence of a member of the academic staff can be established by a general act.
- (4) Before planned leave, employee has to submit a written request with explanation why he/she is requesting leave approval and has to obtain formal approval by the Rector for a specific period of time of the paid/unpaid leave.
- (5) Conditions, manner, time and scope of education, training and professional development shall be determined by a general act and specified in each specific case by the decision of the Rector.

## **Article 181**

### **(Reorganization of workplaces)**

In accordance with the indicated need or circumstances of reducing the teaching process, the University can assign workers to other workplaces, i.e. it can take measures of internal reorganization and systematization of workplaces, in accordance with the law and the general act.

**Article 182**  
**(Medical examination)**

- (1) In cycles of at least two years, and even earlier upon request of the Rector, every employee of the University is required to undergo a sanitary and medical check-up in a competent health care institution and submit the medical report to the University, which keeps their personal files.
- (2) University cannot allow any individuals to be involved in the teaching process if he/she fails to take appropriate systematic medical examination in accordance with the prescribed deadlines from paragraph (1) of this article, i.e. an individual who is determined by appropriate medical documentation to be an alcoholic, addicted to narcotics or suffers from an infectious or mental illness.
- (3) University employee suffering from health anomalies referred to in paragraph 2) of this Article will be removed by Rector's decision from the work process, and will be sent to the appropriate medical treatment.
- (4) Having successfully completed the treatment, the employee has the right to return to the same or similar position, or another position in accordance with the needs of the University and in accordance with law.
- (5) In case medical conditions referred in Paragraph 2) of this Article are established, University can terminate employment contract if those conditions are not curable.

**PART THIRTEEN – EVALUATION OF ACADEMIC STAFF**

**Article 183**  
**(Annual evaluation of academic staff)**

- (1) Academic staff at the University are subject to the annual work evaluation procedure.
- (2) Evaluation of the work of academic staff is carried out in three main areas:
  - a) teaching;
  - b) administrative work and public engagement, and
  - c) research/artistic work.
- (3) Academic staff members who, through three evaluations, do not achieve the expected evaluation of work at the University, may have their employment contract terminated, in the procedure and in the manner prescribed by the general act.
- (4) The principles, criteria, procedure, effects of the evaluation of the work of the academic staff as well as other relevant issues are more precisely determined by the Rulebook on the evaluation of the academic staff, adopted by the Senate of the University upon the consent of Board of Trustees.

## **PART FOURTEEN – NON-ACADEMIC STAFF**

### **Article 184**

#### **(Protection of the rights of non-academic staff)**

Regarding the rights and obligations from the employment relationship of non-academic staff and professional services of the University, the provisions of the Labor Law and the Rules of Procedure of the University are applied.

### **Article 185**

#### **(Evaluation of non-academic staff)**

- (1) Evaluation of non-academic staff is usually done at the end of the calendar year.
- (2) More detailed regulation of the method and scope of evaluation of the achieved results of the work of non-academic staff are regulated by the Book of Rules on the evaluation of non-teaching staff of IUS.

### **Article 186**

#### **(Professional Development)**

Non-academic staff has the obligation of constant training, and the forms and method, as well as the exercise of the right to training, are defined in more detail by general act.

### **Article 187**

#### **(Documentation and records)**

- (1) The University keeps the main register books and records on the issued diplomas of students, regardless of the type of study.
- (2) The Book of Rules on the content and appearance, the way of keeping register books and records of issued diplomas is adopted by the Ministry on the proposal of the University.
- (3) In addition to the documentation from paragraph (1) of this article, the University also keeps records on exams, student success and other records established by law, this statute and other general acts.
- (4) All documentation from paragraphs (1) and (3) of this article are also kept in electronic form in the manner determined by the Book of Rules from paragraph (2) of this article.
- (5) Register books and records on issued diplomas are kept permanently, and the procedure, way of keeping and keeping other types of records, i.e. documentation is decided by the University.
- (6) Data in registers and records are classified by gender.

### **Article 188**

#### **(Public documents)**

- (1) In matters in which it issues public documents, the University exercises public powers.
- (2) Public documents, in the sense of the Law, are: the appropriate identification document, diploma on acquired title, diploma supplement, certificate of passed exams, certificate of acquired title, certificate of equivalence of a previously

acquired title with a new title, certificate of completion of a program of lifelong and of non-cyclical education, "micro-qualifications", decision on academic recognition of qualifications, certificate of completed short study program and acquired competences and other public documents in accordance with the law.

- (3) The Book of Rules on the content of public documents is adopted by the Ministry, upon the proposal of the higher education institution.
- (4) Public documents are issued in one of the official languages of Bosnia and Herzegovina and in English, in the manner defined by the Book of Rules from paragraph (3) of this article.
- (5) Academic titles, scientific/artistic and professional titles on public documents issued by a higher education institution are stated in both masculine and feminine grammatical gender.
- (6) The University, on the basis of data from the records, issues a duplicate diploma of the acquired title after the declaration of the original diploma as invalid in the "Official Gazette of the Canton of Sarajevo", with an indication that it is a duplicate diploma, which is regulated as closely as possible by the Book of Rules on the Procedure for Issuing Duplicate Diplomas which is adopted by the Senate.

#### **Article 189**

##### **(Annulment and declaration of diploma as invalid)**

- (1) The university is obliged to annul and declare invalid the diploma, the diploma supplement and the certificate of the acquired title in case that the holder of the diploma has not fulfilled all the examination obligations of the study in the manner and according to the procedure established by the regulations in the field of higher education that were in force at the time of issuing the public document, law and the study program of the higher education institution.
- (2) Declaration the invalidity of the diploma, diploma supplement and certificate of the acquired title is published in the "Official Gazette of the Canton of Sarajevo".
- (3) If the diploma, supplement to the diploma and the certificate of the acquired title contain an error in the name, number, writing, as well as other formal inaccuracies, the correction shall be made in accordance with the law.
- (4) The conditions, method and procedure for annulling diplomas and declaring them invalid, as well as other relevant issues, are regulated in more detail by a general act brought by the Senate.

#### **PART FIFTEEN – BUSINESS SECRET**

#### **Article 190**

##### **(Notion of the business)**

- (1) Pursuant to the Law on free access to information, a certain information and documentation at the University can be assigned as confidential.
- (2) Business secret is any information which could have detrimental effects on the business interests or reputation of the University and/or its organizational units,



or reputation of employees and students, should it be released or provided to unauthorized person.

- (3) Classification of confidentiality is determined by an act brought by the Board of Trustees.
- (4) University or its faculties shall refuse to make public any information should such information be regarded as a business secret.
- (5) Having received the approval by the Board of Trustees, the Rector is authorized to remove the label “confidential” from a document or information.

#### **Article 191**

##### **(Duty to keep the business secret)**

- (1) University employees are obliged to keep documents and information which have been classified by a competent authority as a business secret.
- (2) Obligation to keep the business secret remains even after the termination of the employment relationship or after a person is not engaged in a function anymore, in accordance with the law and general acts of the University.
- (3) Breach of the business secret is a breach of labor discipline.
- (4) Documents which represent the business secret, and which are labeled as such are kept and recorded in the separate archives, registered under separate numbers and kept by individuals particularly authorized to do so by the Rector of University.

#### **PART SIXTEEN – UNIVERSTIY REGULATIONS**

#### **Article 192**

##### **(Bylaws)**

In accordance with the Law and the Statute, the University brings the following:

- 1) Book of Rules on Labor Relations;
- 2) Rules of Procedure for Activities of the Board of Trustees;
- 3) Book of Rules on Lifelong Learning at IUS;
- 4) Study Rules for the First Study Cycle;
- 5) Study Rules for the Second Study Cycle;
- 6) Study Rules for Doctoral Studies at IUS;
- 7) Rulebook on Organization of the Council of Doctoral Studies;
- 8) Rules of Procedure for Activities of the Senate;
- 9) Procedure on academic Appointments and Promotion;
- 10) Book of Rules on adoption, changes and evaluation of study programs at IUS;
- 11) Book of Rules on Essential Elements Contained in the Study Contract;
- 12) Book of Rules on Quality Assurance at IUS;
- 13) Book of Rules on Disciplinary and Material Accountability of Students at IUS;
- 14) Book of Rules on Recognition of Foreign Higher Education Qualifications;
- 15) Book of Rules on the Procedure for Evaluation of Academic Staff at IUS;
- 16) Book of Rules on the Procedure for Assessment of IUS Students;

- 17) Book of Rules on Recognition of Duly Passed Examinations and Equivalence of the IUS;
- 18) Book of Rules on the Business Secret at IUS;
- 19) Book of Rules on Transparency of Work at IUS;
- 20) Code of Ethics of IUS;
- 21) Book of Rules on Publishing Activities;
- 22) Book of Rules on Awards;
- 23) Book of Rules on Work of Scholarship Assistants;
- 24) Book of Rules on Procedures for Granting the Honorary Title of Professor Emeritus;
- 25) Book of Rules for Part-time and Distance Learning Studies;
- 26) Book of Rules on the Procedure for Evaluation of Work of Non-Academic Staff;
- 27) Book of Rules on Establishing Students' Clubs and their activities;
- 28) Book of Rules on Official Correspondence and Archiving at IUS;
- 29) Book of Rules on the Procedure for Issuing Diploma Duplicates;
- 30) Rules of Academic Failure;
- 31) Rules on Internships and Professional Practice During Studies;
- 32) Book of Rules on Participation in Exchange Programs; and
- 33) Other bylaws brought subsequently in accordance with the law and this Statute.

## **PART SEVENTEEN – TRANSITIONAL AND FINAL PROVISIONS**

### **Article 193**

#### **(Interpretation of bylaws)**

- (1) Authentic interpretation of the Statute and other general acts of the University is provided by the authority which has adopted them in accordance with the law.

### **Article 194**

#### **(Enactment)**

- (1) This Statute enters into force on the following day from the date of its adoption.
- (2) On the date of entry into force of this Statute, the statute number: IUS-SENAT-11-1980/2018 dated 13.08.2018. 08/13/2018 shall expire.
- (3) All general and individual acts adopted on the basis of law or the statute from the paragraph (2) of this article shall be applied until the adoption of new acts, except in the part in which they are in conflict with the applicable law and this Statute.

**CHAIRMAN OF THE SENATE**

**Prof. Dr. Ahmet YILDIRIM**

## **CONFIRMATION ON ANNOUNCEMENT OF THE STATUTE**

A copy of the Statute is announced by being posted on the notice board of the International University of Sarajevo on October 22<sup>nd</sup>, 2024, at 8:30 o'clock.

A copy of this Statute is announced by placing the same text on the International University of Sarajevo web page on October 22<sup>nd</sup>, 2024, at 8:30 o'clock.

**CHAIRMAN OF THE SENATE**

**Prof. Dr. Ahmet YILDIRIM**