

No. IUS-SENAT-11-979-1/2020

**STUDY RULES**  
**FOR SECOND CYCLE STUDIES AT**  
**INTERNATIONAL UNIVERSITY OF SARAJEVO**

**June 2020**

*Pursuant to Article 56, Clause 1 of the Law on Higher Education ("Official Gazette of Sarajevo Canton", issue 33/17), Senate of the International University of Sarajevo (hereinafter: the Senate) on its 125<sup>th</sup> session held on June 12<sup>th</sup> 2020, adopted*

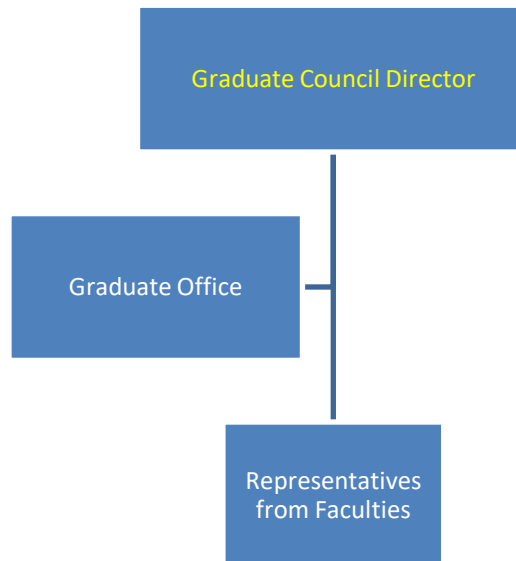
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**Article 1- Definitions**

Mentor	Person appointed as such by the Faculty Council
Co-mentor	Person appointed by the Faculty Council to work with the mentor in supervising the master student
Academic advisor	Professor who acts as an advisor until the Faculty Council appoints the official mentor for the student
Academic Master Program	Research-oriented master program in which students are required to plan, organize, and conduct research
Professional Master Program	Study program which prepares student for successful professional carrier in dynamic and often interdisciplinary environment of modern labor market
Master thesis defense committee	Committee before which the Master thesis defense will take place
Master thesis/project defense	Public session of the master thesis/project defense committee in which the candidate defends thesis/project in order to be awarded the Master degree
Graduate Office (GO)	Administrative unit responsible for day-to-day business concerning graduate students and supporting Graduate Council
Program Council (PC)	Basic academic unit composed of the academic staff of study program which interests represents Program Coordinator.
Program Coordinator	Program Coordinator is authorized to decide on behalf of Program

## Article 2- Organization of the Graduate Council

- (1) Graduate Council (GC) is a permanent body of IUS responsible for execution of second and third cycle of study at IUS.
- (2) The Graduate Council is run and headed by its Director.
- (3) Other members of the Graduate Council are representatives from faculties.



- (4) Graduate Council Director (GCD) is appointed by the Senate on Rector's proposal for the period of four years with the possibility of reappointment.
- (5) GCD can be dismissed by the Senate based on the Rector's proposal.
- (6) Representatives from faculties are appointed by the Faculty Council on Dean's proposal for the period of four years with the possibility for reappointment.
- (7) Representatives from faculties can be dismissed by respected Faculty Council on the proposal of Graduate Council Director.
- (8) Decisions of Graduate Council are adopted by a simple majority of its voting members.
- (9) GCD can be given right to decide on behalf of GC in a certain subject matters upon the previous written authorization by GC.

(10) Graduate Office supports work of Graduate Council and does day-to-day business concerning graduate students.

### **Article 3- Scope (Extent) of Second Cycle Studies**

- (1) Second cycle studies include academic/professional master program tracks (hereinafter: academic/professional master program).
- (2) Second cycle is organized in one year (60 ECTS credits) or two years (120 ECTS credits) so that combined with the First Study Cycle it values to the total of minimum 300 ECTS credits.
- (3) After completion of the Master Studies, an academic degree of master (in related field) is obtained which is regulated by the Book of Rules on Using Academic Titles and Obtaining Scientific and Professional Titles at Higher Education Institutions in Sarajevo Canton.

### **Article 4- Determination of Quotas and Announcement for Student Enrollment**

Program Councils propose quotas for the second study cycle (Master) to respective Faculty Councils and then faculty council proposes the quotas to the Graduate Council. Upon approval of the Graduate Council and the Founder, Senate gives the final approval of quotas for graduate studies which is a base for a public announcement of graduate studies.

### **Article 5- Evaluation of Applicants and Enrolment**

- (1) Program Councils review and rank candidates who apply in accordance with the announcement for the second cycle studies by applying the IUS admission regulations and by proposing solution of any outstanding issue regarding the fulfillment of the IUS rules and regulations. In case of rejection, application for master studies along with a written explanation is forwarded to the Dean's Office for review and final decision.
- (2) Successful candidates sign the Study Contract which specifies their mutual rights and obligations in accordance with the Book of Rules on establishment of the necessary elements of the Study Contract at IUS.

## **Article 6- Mentor Appointment and Responsibilities**

- (1) Candidate may contact directly the IUS professor that s/he would be interested to work on specific research project. If agreement is established between the professor and candidate that s/he will mentor the candidate during her/his Master studies, the form is signed by both, mentor and candidate and submitted to the Graduate Office which forwards it to the Graduate Council and subsequently to the Faculty Council for final approval and appointment.
- (2) In the case that the above procedure was not followed, the Program Council appoints an academic advisor to the enrolled master students until the Program Council proposes mentor in line with the procedure from the previous item.
- (3) Master student chooses a mentor from the body of IUS professors (assistant professors, associate professors, full professors and professor emeritus) with PhD, for scientific areas, or full time IUS teachers with at least MA, for artistic areas.
- (4) Request for mentor/co-mentor appointment must be submitted to Graduate Office within the first semester of master studies.
- (5) A second mentor can be appointed to act as a co-mentor by the same procedure and terms as the mentor appointment.
- (6) Exceptionally, mentor or co-mentor can be a PhD holder from outside of University, with or without academic affiliation, provided that student submits a letter of consent by the proposed mentor/co-mentor and his/her eligibility for mentorship. In this case, one of the professors chosen for mentorship/co-mentorship must be appointed from the body of IUS professors.
- (7) For master's student in the field of arts, mentor can also be MA holder from outside of University, with or without academic affiliation, provided that student submits a letter of consent by the proposed mentor and his/her eligibility for mentorship.
- (8) Close family members with affinity up to and including the fourth degree or other parties with close relationship to the Master student will be considered as not eligible to act as mentor or co-mentor.
- (9) Master student can submit a written appeal for mentors or co-mentor change or to Graduate Council. Petition must be signed by appointed mentor and by a newly proposed mentor. In case of dispute and possible refusal of the mentor to approve the appeal, Graduate Council makes a final decision on the appeal and sends the proposal to the Faculty Council for approval and for the appointment of new mentor/co-mentor.

- (10) Student is allowed to change a mentor/co-mentor only once during studies. Exception to this rule can be approved by Faculty Council if an obligatory situation occurs (such as death, retirement, or obligatory leave of mentor/co-mentor etc).
- (11) Mentor is responsible for supervising a Master student throughout the entire Graduate Program. There will be regular consultations between the Master student and his/her mentor. The supervision is aiming to ensure that:
- a. graduate study is conducted in accordance with IUS rules and regulations;
  - b. draft dissertation/Master thesis is submitted and approved within a reasonable time period after the beginning of the graduate study;
  - c. no plagiarism is present in any of work of Master students;
  - d. master student follows and successfully completes the all requirements of Graduate Program;
  - e. All relevant reports and agreements made are submitted to the Graduate Office.
- (12) If a co-mentor has been appointed, the duties and authority described in these Regulations will be exercised jointly by the mentor and co-mentor. In that case, the use of the term mentor in these Regulations will also include the co-mentor where applicable.

#### **Article 7- Academic Master Programs**

- (1) Academic master programs (AMP) are research-oriented programs in which students are required to plan, organize, and conduct research in order to graduate. The programs require a Master thesis to be presented and successfully defended.
- (2) Academic Master Program consists of six courses and master thesis which carries 24 ECTS.
- (3) Academic Master Program requires completion of 60 ECTS in total.
- (4) Academic master thesis must satisfy the following criteria:
  - a. Demonstrate a scientific approach in the research area;
  - b. Use a scientific/artistic methodology/approach in Master thesis work;
  - c. Obtain new results and/or outputs by applying scientific methodology.
- (5) Student can take 50% of the courses from the same Professor during graduate study.

- (6) Master students must attend the courses in accordance to the IUS rules applied to undergraduate studies.
- (7) Master students can take at most three undergraduate courses with the condition that not taking the courses before while registered in undergraduate programs.
- (8) Students are required to submit their thesis proposal, accompanied by consent of mentor, to the Graduate Council at latest by the end of first semester. Thesis proposal is finalized with the approval of the Graduate Council and submitted to the Graduate Office.
- (9) Student who successfully completes required coursework must prepare and submit a thesis in order to receive a master degree. Thesis must be duly prepared in line with the Manual adopted by the Graduate Council.
- (10) Defense Committee is appointed by respective Dean upon proposal of Faculty Council with the consent of Graduate Council at latest a month before the thesis defense date. The Defense Committee consists of 3 or 5 faculty members where; one of them is the student's mentor/co-mentor. If the Committee is consisted of three members, then only mentor or co-mentor can be a member of Committee. In the case Committee is consisted of five members, then mentor and co-mentor jointly can be members of the Committee. One substitute member from IUS should be assigned to the Committee. Master thesis defense date, time and place are announced at the IUS website at least seven days prior to the public thesis defense.

### **Article 8- Professional Master Programs**

- (1) Aim of the Professional Master Program (PMP) is to prepare student for successful professional carrier in dynamic and often interdisciplinary environment of modern labor market.
- (2) Professional Master Program consists of eight courses and a professional project which carries 12 ECTS.
- (3) Professional Master Program requires completion of 60 ECTS in total.
- (4) Professional project must satisfy the following criteria:
  - a. Demonstration of a systematic understanding and mastering of knowledge in the field of study/discipline;

- b. Application of knowledge, understanding, and problem solving abilities in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their field of study.
- (5) Master students must attend courses in accordance to IUS rules applied to undergraduate studies.
- (6) Master students can take at most three undergraduate courses with the condition that not taking the courses before while registered in undergraduate programs.
- (7) Defense Committee is appointed by Dean upon the proposal of Faculty Council at latest 2 weeks prior to the project defense date. The project must include final presentation in which case it is open to public and announced at the IUS website at least 7 days prior to the public defense.

#### **Article 9- Plagiarism Issues and Suspension of Student**

- (1) Mentors will send plagiarism report from the adopted software to the GO prior to the defense of master thesis/project.
- (2) The threshold of 30 % will be applied, meaning that in the case software is detecting more than 30 % of similarity, the Program Council will discuss the case and write the report that will be sent to the GC.
- (3) In the case from preceding item, GC will make final decision regarding the plagiarism case, confirming or rejecting it.
- (4) In the case plagiarism is confirmed then master student will be suspended for one year.
- (5) Plagiarism definition is given as addendum to these Rules.

#### **Article 10 - Defense flow**

- (1) Thesis/project defense starts with presentation of the thesis/project (30 minutes max.), and it is followed by question and answer session. It is open to the public including the possibility of organizing online and live presentations via different platforms and programs.
- (2) When organizing thesis/project defense via online and live platforms or programs, the public who wish to attend the candidate's thesis/project defense will be provided with the link in order to ensure their access. The final recording of the final defense of the



thesis is submitted to the Students Affairs Office and Graduate Office by the Information Technology Center of IUS. At the end of the thesis/project defense, Defense Committee decides in closed session by majority of votes if the defense was “Successful”, “Successful with minor corrections”, and “Successful with major corrections” or “Unsuccessful”. The chair of the Committee or the mentor submits the defense report to the Graduate Office 24 hours after the defense, the latest.

- (3) Defense Committee will evaluate defense of thesis/project as “Successful with minor corrections” if candidate successfully wrote and defended thesis/project, but Defense Committee concludes that candidate needs to make some small technical corrections in the text of the paper such as: small formatting corrections, correcting minor typographical errors, or other corrections that do not extend to the content of the thesis/project.
- (4) For this type of decision, Defense Committee will give candidate up to one month to make necessary corrections after which the Defense Committee will verify whether the thesis is corrected in compliance with Committee’s remarks.
- (5) If the final version of thesis/project is still not in compliance with Committee’s remark, then Defense Committee will decide on time extension to the candidate to make all required corrections until thesis is corrected to Committee’s satisfaction.
- (6) If corrected thesis is in compliance with committee’s remarks, then Defense Committee will replace decision “Successful with minor corrections” with the decision “Successful” and process it in accordance to IUS procedures.
- (7) Candidate will not be required to defend thesis again and grade will be entered in the semester in which defense took place.
- (8) Defense Committee will evaluate defense of thesis as “Successful with major corrections” if candidate successfully wrote and defended paper, but Defense Committee concludes that candidate needs to make corrections on thesis/project including the content of the thesis/project. These corrections include: change of one or more chapters, modifying parts of the thesis/project, performing additional work to correct paper/project deficiencies, further analysis, etc.
- (9) For this type of decision, committee will give candidate up to three months to make necessary corrections after which the candidate will have another defense. If candidate is not ready to defend the thesis/project in given time period, Defense Committee can extend set deadline for another three months.

- (10) Candidate has to register thesis/project course in semester(s) in which he/she is making required corrections and having repeated thesis/project defense.
- (11) If candidate's second thesis defense is evaluated as "Unsuccessful" or "Successful with major corrections", candidate will be dismissed from the University.
- (12) Student who successfully defended his/her thesis/project must submit three hard copies of the thesis to the GO, Library and his/her mentor. If a member of Defense Committee requires a copy of thesis/project, than a graduate is obliged to deliver additional one/s.

### **Article 9 - Transfer between Master's Degree Programs Tracks**

Transfer applications between Professional Master Programs and Academic Master Program are accepted with the approval of the Program Council. In order to transfer to another Master Program track, student must complete at least one semester in the firstly registered program and meet the requirements set by the respective Program Council. In this case, the passed courses can be transferred to new master program track.

### **Article 10- Admission through Transfer**

- (1) Transfer applications from one to other programs in IUS or from universities in Bosnia and Herzegovina are processed in accordance with the transfer regulations at IUS.
- (2) When student applies for transfer from foreign university, then the procedure for equivalency and/or diploma recognition adopted by Sarajevo Canton will be implemented.
- (3) All candidates applying for transfer must submit the necessary documentation prior to the beginning of the semester and after completing procedure defined in the Law and general acts of IUS.
- (4) (4) Equivalency of the graduate or undergraduate diplomas received from a higher education institution in abroad pass through approval by Centre for Information and Recognition of Qualifications in Higher Education (CIP) of Bosnia and Herzegovina.(5) Condition for transfer from other higher education institutions to IUS; or between programs in IUS is that the student had successfully completed at least one term in the registered graduate program.

## **Article 11- Termination of Student Status**

- (1) Student's status is terminated in the following circumstances:
- a. Completion of studies;
  - b. Withdrawal from IUS;
  - c. Expulsion from IUS in the procedure and under conditions stipulated by law or another appropriate IUS general act;
  - d. When the student fails to complete the studies in the timeframe stipulated by law, the Statute, these Rules, or IUS general act;
  - e. In any other circumstances stipulated by law, the Statute, these Rules, or other IUS general act.

## **Article 12- Final and Transitional Provisions**

- (1) In other matters related to the organization of studies, methods of teaching, students' rights and obligations during the studies etc. which are not defined by these Study Rules, then First Cycle Study Rules or IUS by-laws shall apply.
- (2) These Study Rules enter into force on the date they are adopted and effect all students from the 2020-2021 academic year.
- (3) On the case by case basis, Graduate Council may approve to the students who enrolled the studies before fall semester of 2018 completeness of the procedure in line with the Study Rules [no. IUS-SENAT-11-2488-2/2014 and No. IUS-SENAT-11-1153/2018].
- (4) These study rules extends its validation to any of the previously missing or wrongly implemented study procedure/s if it appears that these Rules are more favorable or flexible to student [then those which were in the effect when enrolled]. In such case, it will be considered an automatic legal validation of the related procedural step, upon the condition that it complies at least with these Rules.

**CHAIRMAN OF THE SENATE**

***Prof. Dr. Ahmet YILDIRIM***

## **CONFIRMATION ON ANNOUNCEMENT OF THE RULES**

A copy of these Study Rules was posted on the notice board at the International University of Sarajevo on;

A copy of these Study Rules was published by posting it on the International University of Sarajevo website on.

**CHAIRMAN OF THE SENATE**

***Prof. Dr. Ahmet YILDIRIM***

## ADDENDUM TO STUDY RULES FOR SECOND AND THIRD STUDY CYCLE

### PLAGIARISM DEFINITION

*“Plagiarism is presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.”*

#### **Verbatim (word for word) quotation without clear acknowledgement**

Quotations must always be identified as such by the use of either quotation marks or indentation, and with full referencing of the sources cited. It must always be apparent to the reader which parts are your own independent works and where you have drawn on someone else’s ideas and language.

#### **Cutting and pasting from the Internet without clear acknowledgement**

Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.

#### **Paraphrasing**

Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism if you do not give due acknowledgement to the author whose work you are using.

A passing reference to the original author in your own text may not be enough; you must ensure that you do not create the misleading impression that the paraphrased wording or the sequence of

ideas are entirely your own. It is better to write a brief summary of the author's overall argument in your own words, indicating that you are doing so, than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarizing. You must also properly attribute all material you derive from lectures.

### **Collusion**

This can involve unauthorized collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.

### **Inaccurate citation**

It is important to cite correctly, according to the conventions of your discipline. As well as listing your sources (i.e. in a bibliography), you must indicate, using a footnote or an in-text reference, where a quoted passage comes from. Additionally, you should not include anything in your references or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (for example, Bradshaw, D. Title of Book, discussed in Wilson, E., Title of Book (London, 2004), p. 189).

### **Failure to acknowledge assistance**

You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources.

This need not apply to the assistance provided by your tutor or supervisor, or to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.

### **Use of material written by professional agencies or other persons**

You should neither make use of professional agencies in the production of your work nor submit material which has been written for you even with the consent of the person who has written it. It is vital to your intellectual training and development that you should undertake the research process unaided. Under Statute XI on University Discipline, all members of the University are prohibited from providing material that could be submitted in an examination by students at this University or elsewhere.

### **Auto-plagiarism**

You must not submit work for assessment that you have already submitted (partially or in full), either for your current course or for another qualification of this, or any other, university, unless this is specifically provided for in the special regulations for your course. Where earlier work by you is citable, i.e. it has already been published, you must reference it clearly. **Identical pieces of work submitted concurrently will also be considered to be auto-plagiarism.**

