

INTERNATIONAL UNIVERSITY OF SARAJEVO
Internacionalni univerzitet u Sarajevu

No. IUS-SENAT-11-2412/18

STUDY RULES
FOR THE FIRST STUDY CYCLE

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 session held on September 28, 2018, adopted the following

STUDY RULES FOR THE FIRST STUDY CYCLE

General provisions

Article 1

- (1) These Rules specify organization and realization of the undergraduate programs at International University of Sarajevo (hereinafter: **University**), evaluation of students’ work, duration of studies, procedure of writing and defending graduation project, issuing and awarding diploma, and regulating other matters significant for the organization of the undergraduate study at the University in accordance with the Law and the Statute.
- (2) These rules apply to graduate studies in matters that are not regulated by study rules for master and doctoral studies.

Organization of studies

Article 2

Undergraduate studies at the University are organized in accordance with the Law on Higher Education of the Sarajevo Canton (hereinafter Law) and on European Credit Transfer System (ECTS).

Language of lecture delivery

Article 3

- (1) Lectures in undergraduate study programs at University are delivered exclusively in English language with the American English spelling.
- (2) In order to be able to competently attend study program courses, student is required to possess B2 level of English language skills.
- (3) Students that do not possess adequate English language skills are required to attend Preparatory English Language School (ELS), which is considered as a prerequisite course for all other courses in the study program and integral part of curriculum.
- (4) Student can prove their English language skills by passing proficiency exam organized at IUS or by providing proof of English language skills stipulated in Book of Rules of ELS, and those students are exempted from passing the prerequisite course referred to in previous paragraph.

Study programs

Article 4

- (1) Study program represents curriculum which covers one or more scientific and/or artistic areas, whose delivery is performed in scientific-teaching and/or artistic-teaching process, and which leads to one of academic levels in accordance with Law.
- (2) Final decision on adopting study program rests with the Senate of the University.

Division of study program and number of ECTS

Article 5

- (1) Study programs are divided into study years and semesters.
- (2) In accordance with the ECTS, a study program consists of 60 ECTS study credits for one study year, and 30 ECTS study credits for one semester.
- (3) The number of study credits for a particular course is determined by taking into account the following: a number of teaching hours (lectures, practical work, seminars); time which student needs to spend on individual tasks; time required for preparation for assessments and examinations; and the time which academic staff need to spend in assisting students to acquire required knowledge.
- (4) One ECTS study credit represents 25 hours of the total student's workload in all forms of work for a particular course, or 30 hours of the total workload for study programs related to medical sciences.
- (5) Study cycles and programs leading to acquiring an academic title and a professional and scientific qualification offered by the University are flexible so that they ensure students' mobility in appropriate study stages by awarding ECTS study credits and/or qualifications, depending on the work results achieved by the student.
- (6) A student has status of "freshman" until he/she completes at least 48 ECTS credits, has "sophomore" status when at least 48 ECTS credits are completed, has a "junior" status when at least 108 ECTS credits are completed and has status of a "senior" when 168 ECTS credits are completed. Freshman students primarily take university courses.

Organization of study year

Article 6

- (1) Study year is organized in two semesters: fall semester and spring semester. Fall semester is generally the first semester of the study year and spring semester is the second one.

- (2) Calendar of organization and realization of study programs curricula (further: Academic Calendar), adopted by the Senate, can determine simultaneous beginning of the study year so that spring semester is designated as the first (odd) semester and the fall semester as the second (even) semester of the particular study program.
- (3) For students who are enrolling into study program in spring semester, first study year starts with spring semester, in accordance with the date set in Academic Calendar.
- (4) Students referred to in paragraph (3) are entitled to full load in the semesters they attend, in accordance with the adopted curricula.

Duration of studies

Article 7

- (1) Undergraduate studies lasts four years and it carries overall 240 ECTS study credits.
- (2) Within the teaching process, a 40-hour week is stipulated, where the student's involvement in classes is determined by curriculum.

Acquiring student status

Article 8

- (1) Student status is acquired by enrolling into a relevant study program at the University.
- (2) Ranking, admission and enrollment into the first year of a study program is done by relevant Committee appointed by Faculty Council based on the final results of open competition, in accordance with the Law, the Statute, these Study Rules and the competition criteria.
- (3) Detailed procedure and other issues regarding student admission and enrollment procedures are stipulated by Rector.
- (4) All citizens of Bosnia and Herzegovina who have completed their four-year high school or associate degree program are entitled to take part in this open competition.

Enrollment terms

Article 9

- (1) Students submits application for admission for one of two enrolment terms
 - a. Enrolment term with beginning of studies in fall semester and

- b. Enrolment term with beginning of studies in spring semester.
- (2) Senate establishes deadlines for application submissions and publishes them in the Academic Calendar of the particular study year.

Foreign citizens' right to enroll

Article 10

- (1) Foreign citizens who have completed adequate high school education are also entitled to take part in the open competition, according to law, conventions and international agreements and treaties which require Bosnia and Herzegovina to act in accordance with the manner and the conditions referred to in the Law.
- (2) Students who are obliged to take SAT exam or its equivalent in their home countries cannot take any exams at the University until they pass SAT exam or its equivalent in their home countries, and they produce proof to that fact.

Entitlement to participate in the public competition prior to having the candidate's foreign qualifications recognized

Article 11

- (1) Candidates who completed their high school education outside of Bosnia and Herzegovina have the right to participate in the public competition for enrollment into the First Study Cycle prior to having their foreign high school diploma being recognized.
- (2) Candidates referred to in Clause 1 of this Article who meet the criteria of the public competition and are shortlisted for enrollment as candidates who passed the entrance examination within the approved quota of the students to enroll in the University, may enroll in the first study year of the First Study Cycle after their high school qualifications have been recognized, prior to the beginning of the study year at latest.
- (3) In exceptional circumstances, candidates referred to in Clause 2 of this Article may conditionally enroll in the first study year even prior to having their high school qualifications recognized, with presentation of the document confirming that they have applied for recognition procedure and that they are not responsible for any delay in making the relevant decision thereof.
- (4) Candidates who meet the criteria of the public competition for enrollment in the second or third study cycle may have the right to enroll, or enroll conditionally, in accordance with the legal provisions referred to in Clauses 2 and 3 of this Article.
- (5) The procedure of validation or recognition of foreign educational certificates, diplomas and other public documents confirming completion or commencement of education is

carried out in accordance with the Law, or on the basis of bilateral or multilateral agreements binding for Bosnia and Herzegovina.

Study contract

Article 12

The University as an institution and the student conclude a study contract which specifies their mutual rights and obligations, in accordance with the Rulebook of establishing fundamental elements of study contracts.

Student Fees

Article 13

- (1) Tuition fees are determined by the Founder every academic year.
- (2) Student is responsible for paying tuition as specified in his/her study contract.
- (3) Student who fails to pay tuition fees in accordance to study contract cannot register courses in the semester for which tuition fee is overdue.
- (4) University may reject requests for issuing official documents to student with overdue tuition fee payment.

Students' rights and obligations and students' standard of living

Article 14

- (1) Students have the right and obligation to study in accordance with adopted and approved study rules, curricula and syllabi, and to be examined and assessed in accordance with rules which are transparent, just and accessible to all students.
- (2) Students have the right to:
 - a) attend all forms of teaching activities;
 - b) have a good quality teaching process which complies with the adopted and approved curricula and syllabi;
 - c) have timely and accurate information about all the matters relevant to the study;
 - d) have equal rights in terms of studies and treatment at the University, as well as to all the benefits arising from the student status;
 - e) be different and to be protected from discrimination;
 - f) have access to health care in accordance with law;
 - g) use the library and other services provided to students at the University which are in accordance with the higher education institution acts;
 - h) have consultations provided by the academic staff in relation to acquiring the knowledge, and in preparing the final paper in particular;

- i) have freedom of thought and expression of personal views related to the content of teaching during the realization of teaching;
- j) evaluate work of the academic staff;
- k) have their study credits recognized and transferred between universities for the purpose of ensuring students' mobility, according to IUS regulation;
- l) participate in the procedure of election for the students' representative body and other bodies established by the Statute of the University;
- m) participate in work of the students' organizations;
- n) participate in work and decision making within the University bodies, in accordance with the Statute;
- o) have protection of their rights, should their rights be violated, in the manner stipulated by law or by general acts of the University;
- p) have other rights specified by the Statute and other general acts of the University.

(3) Students have the obligation to:

- a) adhere to all the study rules as stipulated by the University;
- b) meet study and other requirements assigned to students;
- c) respect the rights of academic and non-academic staff, as well as rights of other students at the University;
- d) regularly complete their study obligations and participate in academic activities;
- e) timely regulate their residency status in Bosnia & Herzegovina (otherwise they will be barred from taking examinations and other student activities);
- f) to collect signatures of all the authorized persons on the form confirming fulfillment of financial and other student's obligations (Clearance Form) after passing all courses and defending final thesis (if required);
- g) to register and attend equivalent courses, or newly introduced ones, in case of the change of curriculum during study period;
- h) obey the house rules and the Code of Ethics of the University;
- i) other obligations specified by the Statute and other general acts of the University.

Total student involvement

Article 15

Total student involvement consists of: attendance to classes (lectures, practical work, practical experience, seminars, and others), individual work (tests, examinations, final examinations) and other forms of student engagement.

Attendance policy

Article 16

(1) A minimum 70 percent class attendance in lectures and 80 percent attendance in other course components like tutorials, workshops, lab hours, and application classes are mandatory, regardless of reason for absence (medical or any other).

- (2) Course lecturer takes attendance and evaluates attendance records before the beginning of each exam. Students who do not fulfill attendance requirements may be barred from taking the midterm and final examinations.
- (3) Exchange students are required to have at least 50 percent attendance in all course activities, regardless of reason for absence (medical or any other).
- (4) Student who is barred to take examination due to absenteeism, will receive mark "N/A" for that course.
- (5) Student appeal for rescheduling of exam (quiz, midterm, final and makeup) due to medical and other reasons is reviewed and resolved by relevant course lecturer.
- (6) In order for appeal to be considered by course lecturer, it has to be given within one week from the exam date and it has to be supported by convincing documentation proving student's inability to take exam for the reasons that could not be attributed to the student.
- (7) Course lecturer resolves these appeals in accordance to his/her best judgment.

Special considerations for students with disabilities

Article 17

- (1) Students with disabilities have the right for individualization during enrollment process and in the process of studying, i.e. attendance at lectures, participation in certain learning activities, and in assessments of knowledge based on individualization demands.
- (2) Based on the individualization demands, Dean appoints tutor to a student to assist him/her in lectures and in examinations.

Curricula and syllabi

Article 18

- (1) First study cycle at the University is carried out in accordance with the curriculum and syllabi adopted by the Senate on the proposal by Faculty Council.
- (2) Faculties are required to fully implement adopted curriculum and syllabi.
- (3) A curriculum stipulates course names, course codes, course statuses (required or elective), number of ECTS credits and total number of hours required for lectures, practical work and other necessary forms of teaching process for each course.
- (4) A syllabus determines the content of the course, methods of lecture delivery, examinations and other forms of assessment of student's acquisition of knowledge,

required and recommended textbooks, handbooks, and other reference materials needed for acquisition of knowledge and used for carrying out examinations and evaluations for particular course, name, code (e.g. LAW 101), status (required, elective), level (I, II, or III cycle), short description of the course, prerequisite course(s) (for attending course and taking exam), examination schedule, assessment criteria, year of study and semester, names of (possible) teachers and assistants for the course, ECTS value and anticipated student workload (per student involvement type), tabular presentation of progression scheme (through study program), and goals and learning outcomes.

- (5) Implementation of the curricula and the syllabi is monitored by the relevant Faculty Council, or by another competent professional body of the University, which also proposes its amendments.
- (6) Changes to the curricula and syllabi are carried out in accordance to the Law and Book of Rules on Accepting and Monitoring Study Programs.
- (7) The University is required to announce the curriculum on the University web page.

Study courses

Article 19

- (1) Study courses at the first study cycle can be: university, faculty, program and free elective courses.
- (2) University, faculty and program courses may be compulsory or elective, whereas the electives are compulsory only for the students who opted for them.
- (3) Electives are introduced in the syllabus and recommended to students as an opportunity to extend the student's professional knowledge, education and general culture.
- (4) Lecture delivery of university courses may be organized at the University level, which organizes such teaching activities in co-operation with the relevant faculty of the University for respective course.
- (5) Lectures and examinations in particular course may be performed at another faculty which holds that course, as regulated by the Statute, or by another general act of the University.
- (6) University can determine that certain courses are included in curricula of more than one study programs so that students attending complementary study program can gain common knowledge in particular scientific/artistic field.

Course registration

Article 20

- (1) Registration of courses must be done in registration week announced in academic calendar.
- (2) Students have right to amend registration list of courses by adding or dropping courses from the list during add/drop period announced in academic calendar.
- (3) Dropped course will not be shown on student transcript.
- (4) Student can withdraw from course that he/she registered during withdrawal period announced in academic calendar.
- (5) Withdrawn course will appear on student transcript with remark "W" and will not have effect on student's GPA.

Organization of teaching

Article 21

- (1) Teaching activities in the fall and spring semesters last for 15 continuous weeks. The Regular final Exam is organized in the seventeenth and eighteenth week, while the sixteenth week is free and is set for preparing students for the regular final exams. Exam timetable for regular final exam and make up exam has to provide at least two weeks between the date of regular final exam and the date of makeup exam.
- (2) Teaching activities are organized and performed according to the adopted teaching schedule.
- (3) University and faculties are required to announce the teaching schedule referred to in Clause 1 of this Article, no later than ten days prior to the beginning of the teaching activities.
- (4) Teaching schedule contains: name of study program, study year, name of course, time (day, hour) of classes, venue of teaching activities (room, laboratory), names of the academic staff who are engaged in the activities, and other instructions about the courses.

Syllabus

Article 22

- (1) Course teacher is required to distribute course syllabus to students in the first week of classes in which he/she will inform students about the goals, content and methods of delivering lectures for the relevant course, as well as about methods and criteria for monitoring, assessing and evaluating students' work and achievements.
- (2) Assessment tasks scheduled for individual student's work (seminar papers, projects, presentations, homework, and other forms of realization of student's obligations) must be evenly distributed throughout the semester.
- (3) Total workload in tasks referred to in Clause 2 of this Article must be in accordance with the total course workload and ECTS rules.
- (4) Course teacher is obliged to assist students during course delivery, completion of their individual tasks, and preparation to comprehend scientific-educational content for the exams, by organizing and maintaining regular, and if necessary upon request of students, by providing additional office hours.
- (5) Schedule for student consultations during the week must be in line with the teaching schedule so that it complies with the duties of academic staff, as well as the students' needs. Consultations can be arranged in the teacher's office as office hours, or in the classroom, or by using e-mail and other forms of electronic communication, provided that at least 5 hours a week are planned for the office hours.
- (6) In general, changing the class schedule and work plan during the semester is not allowed.
- (7) In case of any necessary changes in the class schedule and work plan, course teacher is obliged to notify students in a public and transparent manner at least 24 hours before the change.
- (8) Course teacher is responsible for carrying out all forms of teaching activities – lectures, tutorials, seminars, practical work, as well as for monitoring students' activities and assessing their knowledge, in accordance with the curriculum and syllabus.

Implementation of ECTS system, organization of examinations, practical training and internship

Article 23

- (1) Implementation of ECTS system means that a student will be awarded ECTS credits after successful completion of each course and study program in general.
- (2) In order to award appropriate ECTS grade, learning outcomes of a course will be

valORIZED by awarding points to student for every activity that include, but not limited to, written exams, oral exams, practical work, seminar papers, tests, projects, participation, colloquiums, performance and portfolios.

- (3) Teaching staff will keep record on all student activities for which points are awarded. It is advised that teaching staff keep record and award weekly points in order to motivate students for continuous work and learning.
- (4) Grading methods are developed by teacher, and students are informed about them in the context of passing thresholds defined in the Law. Details of student assessment procedures for particular course are part of respective syllabus.
- (5) When teaching activities, or particular forms of teaching activities, are organized in form of „distance learning“, examination must be held at the faculty location.
- (6) Examinations in art courses may be carried out outside of the University location, in case that the examination is carried out in form of a public manifestation such as a concert, an exhibition, a performance, or as other forms of presentation of artistic work.
- (7) Practical training and internship may be organized and carried out as an integral part of teaching at the University premises, at the place of their realization, or at the faculty's location, in accordance with the [Practical Training/Internship Rules and Regulations](#).
- (8) In case of any type of examinations before a Committee, Dean may allow that one of its members actively participates in its work via the means of real-time electronic communication.

Academic staff duties

Article 24

- (1) Academic staff is obliged with their personal presence and commitment to fully implement adopted syllabus of the course for which they are elected or hired.
- (2) Exceptionally, for justified reasons, appointed academic staff member for the implementation of the curriculum and syllabus referred to in Clause 1 of this Article can be substituted by another appropriate academic staff member proposed by the course teacher or the dean, with the prior consent of the Faculty Council.

Students' assessment grading system

Article 25

- (1) At the end of the semester, course holder assigns one of the below listed letter or numerical marks as a final grade to student.

(2) The IUS grading system is as follows:

Grading Scale	Letter Grade per International Grading System	IUS Grade Coefficient	Letter Grade per Grading System in Bosnia and Herzegovina	Numerical Grade per Grading System in Bosnia and Herzegovina
0 - 44	F	0.0	F	5
45 - 54	E	1.0		
55 - 64	C	2.0	E	6
65 - 69	C+	2.3	D	7
70 - 74	B-	2.7		
75 - 79	B	3.0	C	8
80 - 84	B+	3.3		
85 - 94	A-	3.7	B	9
95 - 100	A	4.0	A	10

(3) Letter marks which are not affecting student's CGPA:

- a) **"IP" – In progress** is assigned for recording unfulfilled student obligations related to thesis preparation.
- b) **"S" – Satisfactory** is assigned to student who passed the examinations that are not numerically graded, or whose written assignment has been accepted.
- c) **"U" – Unsatisfactory** is assigned to student who failed to pass the examinations that are not numerically graded.
- d) **"W" – Withdrawal** signifies that student has withdrawn from the relevant course.

(4) Additional letter mark that affects student's CGPA is **"N/A" – Not attending** and it is assigned to student who is suspended from the course or who does not meet minimal requirement for attendance on lectures or tutorials.

(5) Student's final achievements shown in column *Letter Grade per Grading System in Bosnia and Herzegovina* as above are graded in line with the following criteria:

- a) 10 (A) – exceptional achievement, without errors, or with minimal errors, 95 – 100 points;
- b) 9 (B) – above average achievement, with a few errors, 85 – 94 points;
- c) 8 (C) – average achievement, with noticeable errors, 75 – 84 points;
- d) 7 (D) – generally good achievement, with significant imperfections, 65 – 74 points;

- e) 6 (E) – meets minimal criteria for achievement, 55 – 64 points;
- f) 5 (F, FX) – does not meet minimal criteria, less than 55 points.

Modes of assessment of students' performance

Article 26

- (1) Modes of student assessments may be: written, oral, or practical.
- (2) In general, assessments are in written form and conducted by a test or as a written assignment.
- (3) Lecturer must announce exam results on the notice board within five days from the examination date with the notification to students about the time for reviewing written/practical exam work.
- (4) Notice board as stated in the previous paragraph refers to one or more of the following: notice board of Student Affairs Office, notice boards of each IUS faculty, areas near course holder's office which are visible to all IUS visitors (door, wall, etc.), virtual notice board created by IUS or course holder (e.g. Student Information System's page where all concerned parties access the grades or page of a Learning Management System used in realization of a course).
- (5) The grade announcement in the Student Information System is done by submitting signed Course Grade List to the Dean's Office and to Student Affairs Office, which keeps report of exact date of the announcement.
- (6) The final grade is considered as the one which is verified in Student Information System within three days after announcing final exam results or after resolving student complaint on final exam result.
- (7) All forms of assessments are public.
- (8) As a rule, exams in art courses are taken in front of a committee.
- (9) Students' written exam papers are kept at least until the end of the academic year.
- (10) University is obliged to organize and establish terms of the exams so that students can have only one exam on the same day.
- (11) Course teacher cannot administer the final exam in presence of only the student who is examined.

Examination procedure and grading

Article 27

- (1) Students' work is graded continuously during semester and final grade is determined at the final examination.
- (2) Students receive credits for each form of activity and assessment during the semester as well as on their final exam, when the final grade is determined.
- (3) In the structure of the total number of points, activities done during the semester account for at least 50 percent of the final grade in the semester. At the final exam student is not evaluated on matters which he/she successfully completed during semester, unless he/she is willing to improve achieved grade.
- (4) Final examination accounts for maximum 50 percent of the final grade.
- (5) If a student during the semester accrues the number of points which meet the criteria for a pass grade and which are achieved through planned activities, then the student is not required to sit for the final examination.
- (6) Student who did not achieve overall passing mark from in-semester evaluations and student who would like to increase his /her grade can request to be evaluated on all course matters (hereinafter referred as comprehensive final exam).
- (7) Student who sit for comprehensive final exam, will receive course grade based solely on the comprehensive final exam, i.e. 100 percent of his/her grade will be on the basis of the comprehensive final exam.
- (8) In order to sit for comprehensive final exam, student has to submit written request to course holder at least ten days prior to examination period.
- (9) If student chose to sit on comprehensive final exam, overall grade received from all in-semester evaluations will be overwritten with the result of comprehensive final exam.

Final examinations

Article 28

- (1) The following final examinations are organized at University:
 - a) Regular final examination,
 - b) Makeup examination
 - c) September makeup examination
 - d) Second September makeup examination
- (2) Regular final examination is organized in the seventeenth and eighteenth week of each semester.

- (3) Students who failed a course, or who would like to improve course grade are entitled to sit for the makeup exams, except for specific professional-artistic courses determined by faculty council for which re-sitting is not deemed feasible due to the nature of the teaching process.
- (4) If necessary, course holder may organize consultations with students to assist students to prepare for makeup exam in the period between regular final exam and makeup exam. Also, if necessary, additional lectures can be organized during summer time (Summer School), in order to help students preparing for September examinations, which is defined by decision brought by the Senate.
- (5) Makeup exams are organized two weeks after the regular final exam in the fall or spring semester. Students who have not sat for the final examination or have failed course are entitled take the makeup exam.
- (6) Student who passed a course but who wants to improve his/her grade can take makeup exam. In this case, latest grade will count, even if it is lower than the one from the final examination.
- (7) Final exam schedules are approved by the Rectorate and announced at least two weeks before the examination period begins. The exams are held at the set time and place as announced.
- (8) Student can choose to take final exam in one course in the Second September makeup examination.

Repeating a Course

Article 29

- (1) To raise CGPA, a student may be allowed to repeat the courses which he/she has already completed. The maximum study load must be taken into account. When a course is repeated, only the most recent grade is valid and included in CGPA calculation.
- (2) Upon approval of a student advisor, student may replace any course with other courses as long as it satisfies all requirements of the relevant study program.

Procedures for Written Examinations

Article 30

- (1) Each student must follow instructions by responsible supervisor (invigilator) and submit to control measures that he/she may deem necessary for the proper conduction of the exam.

(2) Student and responsible supervisor (invigilator) have to adhere to the following examination rules:

- a) Examination starts and ends at the exact times announced.
- b) Students should be in the indicated classroom at least five minutes before the start of the examination.
- c) Invigilator is authorized to decide where each student will be seated. He/she may change the seating of any student if needed.
- d) Handbags, briefcases, coats, etc. shall be removed from the surrounding of the desks and placed elsewhere.
- e) Mobile phones must be collected at the beginning and cannot be used as a calculator.
- f) Each student is responsible to check before and during the examination that only those aids indicated on the examination paper are exposed on or around the desk.
- g) No material (books, sheets etc.) related to the course should be accessible to the student during the examination without the permission of the invigilator.
- h) If a student has questions about a certain aid, he/she may ask the responsible person/invigilator in the classroom solely and not to communicate with some other student for any reason.
- i) Invigilator can make random checks during the examination.
- j) Talking to or contacting with another student is prohibited and considered as an act of cheating.
- k) Aids, writing material, calculators, pencils, erasers etc. cannot be exchanged between students during the examination. In the exceptional cases the exchange can only be carried out through invigilator.
- l) If the books with mathematical formulas or tables or any other references are allowed during the exam, students are not allowed to write their own notes on them.
- m) It is responsibility of each student to make sure that the exam papers are submitted at the time stated, otherwise exam paper will not be evaluated.
- n) Student must write his/her name on each answer sheet and ensure that all sheets are numbered.

(3) The disciplinary measures will be taken against the student who tries to use prohibited aids, suspicious technical items or those who disturb or obstruct safe and peaceful examination.

(4) Depending on the nature of violation, invigilator can warn or immediately collect the exam paper of a student who violates any of the regulations above and report the case to the relevant Dean for further action.

(5) The disciplinary procedure will be carried out in accordance with the Statute.

Examination principles

Article 31

Examination is carried out in accordance to the following principles:

- a) Seating arrangement is vital.
- b) Number and position of students in the exam room is fundamental.
- c) Number of students per invigilator is essential (25 or less is ideal).
- d) Active involvement of course teacher during exam is required; assistants should not be left alone for invigilation for the duration of the exam.
- e) Invigilators must carefully study the exam room in advance and make plans for the proper seating. If the room is not adequate for the number of students, it must be changed or additional room has to be requested.
- f) Students should be placed far apart from each other and they must form a perfect line when you look from the front, no angle for easy viewing or easy reach to another student.
- g) Invigilators have to have easy access to any student in the exam.
- h) Rooms must be ready for the exam 15 minutes before the exam begins, invigilators' coming to the exam classroom after the students is not acceptable.
- i) Invigilators are the ones to decide where and how the students are seated. If they have any doubts about student seating, they should ask them to leave the room, arrange the room, and invite them back.
- j) Invigilators have to take attendance that shows the seating arrangement in the exam and to be very careful during the exam to monitor any suspicious behavior.
- k) If student refuses to obey, invigilators will take a note to write his/her name and write what happened and inform and invite the course teacher if needed. Invigilators or the course teacher will take student's papers and prepare a report on the incident.
- l) Exam must be self-explanatory; it is not the invigilator's duty to clarify questions. Invigilators should invite the course teacher if there is a common problem that raises many questions.
- m) If the exam is in multiple rooms, there must be a free (roving) invigilator, typically the course teacher.
- n) Any violations in the exam must be recorded in writing, signed by the invigilator, explaining what happened and who was involved.
- o) Invigilators must not allow any disorder at the end of the exam and they have to make sure that students hand in exam papers before they leave.
- p) When collection of all papers is done, invigilators must count them immediately and compare it with the number of students existed in the room. If the numbers do not match, a report should be written immediately and all invigilators should sign it before leaving the room. If there is more than one classroom for the exam, then the invigilators should plan in advance to meet in one of these rooms after the exam and evaluate the situation.

Sitting for the exam before the examination committee upon the student's request

Article 32

- (1) Student who is not satisfied with his/her achieved grade at the exam, can file a written appeal to retake the exam in front of the committee to the Student Affairs Office, within two working days from the grade announcement.
- (2) The appeal referred to in Clause 1 of this Article to retake the exam has to be explained by student.
- (3) Dean will appoint a chair and two members of the committee within two working days from the receipt of the appeal if he/she finds that the student's appeal referred to in Clause 1 of this Article has merits.
- (4) Course teacher, with whose evaluation the student had not been satisfied, cannot be the chair of the committee, while one committee member must teach another course, but from the same or relevant scientific/artistic area.
- (5) Dean sets the examination date within three days after receiving justified appeal from the student.
- (6) In the case of appeal referred to in Clause 1 of this Article, the 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. Student must retake the oral exam or a part of the oral exam before the committee.
- (7) In the course of establishing the final grade, committee will take into account all other verified evaluations of activities and academic performances achieved by the student during semester.
- (8) In case student's appeal pertains to a grade for practical component of the exam which cannot be repeated, the committee appointed by the dean and composed of teachers from the relevant field, will reassess the grade assigned by the teacher who graded the exam in the first instance by using audio/video recording or other forms of documented evidence from the exam and make the final decision on the grade.
- (9) For courses referred to in Clause 8 of this Article, the University or the faculty is required to ensure video/audio recording or another relevant form of documenting the assessments.
- (10) The decision by the committee is made by a majority of votes.

Dean's and Rector's list

Article 33

- (1) Students who have a CGPA of at least 2.00 and who have successfully completed at least 30 ECTS credits in a semester are placed in the Dean's (honour) list, provided that their semester GPA is 3.50 – 3.79. They are placed in the Rector's (high honour) list if the GPA is 3.80 – 4.00 for that semester.
- (2) A student cannot be placed on any honor list if there is an F grade in the transcript for that semester.

Verification of the semester and of the study year

Article 34

- (1) The number of ECTS credits the student has achieved is recorded by Student Affairs Office during the verification of the semester.
- (2) Fall semester is verified (and enrollment into spring semester is done) after the completion of the teaching activities in fall semester, before the beginning of spring semester, the latest.
- (3) Spring semester is verified (and enrollment into fall semester is done) after the end of examination period in spring semester, and no later than the beginning of the next semester.

Course registration and transition to the next study year

Article 35

- (1) Every student is assigned an advisor appointed by the respective Dean. The advisor observes and records the student's progress and advises the student on the compulsory and elective courses he/she is supposed to take to ensure a smooth progress in the study program.
- (2) During registration and re-registration, student plans his/her courses with the advisor and needs to get approval of the course list by the advisor.
- (3) Students enroll in the next study year based on the ECTS credits accrued in the previous study year in accordance to the Law.

Attending courses that are not passed with courses from the next academic year

Article 36

Students can transfer a maximum of 12 ECTS study credits within the first study cycle to the next academic year, or two pending courses, regardless of their ECTS value, under

the condition that transferred course is not prerequisite for taking another course in the next academic year.

Prerequisites

Article 37

- (1) A study program can specify prerequisite courses which student has to pass in order to be allowed to take other course determined by the study program (next-level course).
- (2) Study program curriculum can allow students who failed prerequisite course but who achieved certain number of points to take next-level course.

Repeating a study year

Article 38

- (1) Students who are repeating academic year are obligated to attend lectures for those courses that they did not pass.
- (2) Student advisor can allow student who is repeating the study year within the same cycle of study to attend classes and to take exams in courses from the following study year under condition that the maximum student workload does not exceed 30 ECTS study credits per semester.
- (3) Students who do not achieve ECTS study credits from a particular course are required to register again that course if it belongs to the group of compulsory courses. If failed course belongs to the group of elective courses, students can register again the same course, or they can select another elective course to accrue the required number of ECTS study credits from elective pool of courses.

Dormant student status

Article 39

Student's rights and obligations may remain dormant for a maximum of one academic year at a time under conditions and reasons stipulated by the Statute.

Change of study program

Article 40

- (1) University students, as well as students from other universities, may be allowed to transfer from one study program to another one.

- (2) Request for change of the study program has to be filed 15 days prior to beginning of lectures, or with the dean's approval after the start of the lectures.
- (3) With the application regarding transfer from the study program student must provide evidence on the student status and on the achieved results in the study program from which the transfer is requested.
- (4) Recognition of credits for courses passed at previous study program is done in accordance to relevant IUS regulations or government by-law.
- (5) With the courses transferred from another institution, the grade is not transferred, while the number of achieved credits is transferred in accordance with the ECTS rules and value of corresponding courses at IUS.
- (6) With the course transferred from IUS, the grade is transferred and affects student CGPA, while the number of achieved credits is transferred in accordance with the ECTS rules and value of corresponding courses.

Circumstances in which the student's status is terminated

Article 41

- (1) Student status is terminated by:
 - a) completing the study cycle;
 - b) withdrawing from the University;
 - c) imposing disciplinary measures for termination of the student status, i.e. expulsion from the University, by carrying out the procedure and under conditions in compliance with law, the Statute or other by-laws of the University;
 - d) not completing the study within the timeframe stipulated by law, the Statute or other by-laws of the University;
 - e) not completing the English Language School in accordance with general acts of the University;
 - f) not enrolling in the following year of the study, or failing to renew the enrollment/registration for the current year in a timely manner, where the rights and obligations do not remain dormant according to the Law and the Statute;
 - g) refusal or missing to sign study contract in the timeframe stipulated by general acts, or not fulfilling the financial obligations arising from student status, timely and to the full extent;
 - h) failing to provide appropriate document on recognition of his/her foreign qualification as a legal requirement for enrollment;
 - i) other circumstances stipulated by general acts of the University.

- (2) Decision on termination of the student's status, except for circumstances stipulated by general act, is issued by Rector.
- (3) Student is not allowed to file petition against Rector's decision based on item g) paragraph (1) of this Article.

Regaining student status

Article 42

- (1) Students who lose their status at the University may be able to regain student's status as per decision issued by Rector or by another authorized body of the University, if:
 - a) University has technical and personnel capacities to enable fulfillment of regular student's duties
 - b) Student will continue with studies in accordance to the curriculum valid at the time student status is acquired again. Exceptionally student can be allowed to continue according to previous curriculum.
 - c) Student has no outstanding balance towards the University.
- (2) In order to regain student status student has to submit application for reinstatement of the student's status with detailed explanation regarding circumstances which lead to the loss of student status.

Study Minor

Article 43

- (1) Students can choose to gain knowledge in the field which does not belong to the students' major study field by completing minimum five core courses from the other program as their IUS elective courses (Minor).
- (2) Students can request formal approval of their Minor if their CGPA is at least 2.5 CGPA. Formal approval of the minor needs to be requested at the beginning of the third semester earliest, with minimum 60 ECTS credits earned, and not after students earned 204 ECTS credits.
- (3) Request for Minor must be submitted 15 days before the beginning of the semester.
- (4) Dean of the Faculty where the student is enrolled decides on application for the Minor after prior approval from the Program coordinator of the student's Major study program and from program coordinator of the Minor's study program.
- (5) Study Minor is entered into the students diploma supplement.

Students' mobility

Article 44

- (1) Students are entitled to spend a certain period of time (a semester or a study year) during their studies at another higher education institution in the country or abroad, through international programs for student exchange programs, or on the basis of bilateral agreements between universities or based on students' own arrangement, provided that all conditions set in Law and in [Book of Rules on Participation in Exchange Programs](#) are met.
- (2) Earned ECTS credits are recognized in accordance with the learning agreement which student concludes with the University and host university.

Article 45

Students' mobility between universities does not imply awarding diploma by the host university, unless there is agreement in place between universities by which dual or joint diplomas are issued.

Graduation Project

Article 46

- (1) Curriculum of a first study cycle program may require completion of the final graduation project.
- (2) Graduation project is a course which senior students do in small teams supervised by course instructor/coordinator and project supervisor.
- (3) Student can chose topic of his/her final graduation project from the list of topics issued by the faculty before the beginning of each academic year or suggest its own topic in coordination with the project supervisor. Project topics can be derived from the ongoing research, project or proposed in cooperation with the industry or business entity.
- (4) Project teams consisting of two to four members are assembled by course instructor/coordinator by taking into account student proposals, if such proposals are provided by students.
- (5) Graduation project consists of stages which have to be finished by students and evaluated by course instructor/coordinator and project supervisor. Detailed structure of graduation project and methods of evaluation of student's individual and team work is defined by Graduation project syllabus.

Academic title, scientific and professional qualification

Article 47

Having completed studies of the first study cycle, the student is entitled to be awarded a relevant academic title; specifically, scientific and professional qualification, as defined in the Rulebook on the use of Academic Titles in Sarajevo Canton.

Completion of the First Study Cycle

Article 48

It is considered that the first study cycle has been successfully completed when student fulfils all requirements stipulated in the study program curriculum, including course work and internship/practical training.

Issuance of diploma

Article 49

- (1) University is authorized to organize first study cycle and to issue diplomas for which it has been licensed and accredited.
- (2) Having completed the first study cycle, the student is issued a diploma confirming that he/she completed the first study cycle and that he/she therefore met the requirements to be awarded a relevant academic title and professional and scientific qualification.
- (3) Besides diploma, diploma supplement is also issued to the student.
- (4) Diploma issued by the University represents a public document.
- (5) Until diploma is issued, student is issued a graduation certificate as a public document confirming that he/she fulfilled all the requirements to obtain the title pertaining to completion of the first study cycle.
- (6) Graduation certificate is issued within seven days from the date of completion of the first study cycle and student's request for its issuance. Graduation certificate is valid until diploma and diploma supplement are issued.
- (7) Conditions, manners and procedures for the issuance, revoking or cancellation of the diploma after completion of the study cycle are determined by the Law and the Statute.

Other documents

Article 50

- (1) Upon student's request, other documents are issued confirming student's status, as well as other information contained in the official records of the University.
- (2) Student Affairs Office keeps records on issued documents.

Student ID

Article 51

- (1) University issues student identification card to students as a proof that a particular person is a student of the University, which entitles the holder to:
 - a) have access to all facilities where study programs and other programs are conducted;
 - b) use the library, computer classrooms, unless other specific rules require that student is registered in another manner;
 - c) have access to sport and other facilities used by the University;
 - d) use the services of the student canteen, etc.
- (2) Student identification card replaces the student identification document/course record (referred in Law as *indeks*).

Students' organizations

Article 52

- (1) University students may organize student bodies for the purpose of representing students' interests at University bodies.
- (2) Student bodies' objectives can also include contribution in satisfying students' educational, learning, scientific, cultural, academic or any other socially useful needs.
- (3) Student bodies are based on democratic principles and are in accordance with law and University regulations.

Amendments and additions to the Rules

Article 53

Amendments and additions to these Rules are performed in the same procedure and in the same manner stipulated for their adoption.

Transitional and final provisions

Article 54

- (1) These Rules enter into force on the day they are adopted.
- (2) On the day these Rules became effective, the Book of Rules on First Study Cycle at IUS No. IUS-SENAT-11-802/11 and the Student Assessment Procedure No. IUS-SENAT-11-823/11 are no longer in force.

Article 55

These Study Rules are done in Bosnian and English languages. In case of any discrepancies between the two official versions of the Study Rules, the Bosnian version will apply.

PRESIDENT OF THE SENATE

Prof. Dr. Ahmet YILDIRIM

CONFIRMATION ON ANNOUNCEMENT OF THE RULES

A copy of these Rules was posted on the notice board at the International University of Sarajevo on _____. _____. _____ at _____ o'clock;

A copy of these Rules was published by posting it on the International University of Sarajevo website on _____. _____. _____ at _____ o'clock.

PRESIDENT OF THE SENATE

Prof. Dr. Ahmet YILDIRIM