



- SENAT -

Broj : IUS-SENAT 11-1044-1/14
Sarajevo, 04.04.2014. godine

Na osnovu člana 53. stav (3) Zakona o visokom obrazovanju Kantona Sarajevo („Službene novine Kantona Sarajevo“, broj: 42/13- Prečišćeni tekst), Senat Internacionalnog univerziteta u Sarajevu, na 38. sjednici održanoj 04.04.2014. godine, utvrđuje:

M E T O D E ZA PRAĆENJE IZVRŠAVANJA OBAVEZA AKADEMSKOG OSOBLJA

I

Ovime se utvrđuju metode za praćenje izvršavanja obaveza akademskog osoblja i realizacije utvrđenih planova i programa na povjerenim predmetima, i to kako slijedi:

Metoda	Izvršioci
1. Arhiviranje i dostupnost svih ažuriranih studijskih programa i pojedinačnih nastavnih programa za svaku akademsku godinu i semestar	<ul style="list-style-type: none">• Program koordinatori
2. Dostupnost nastavnog opterećenje osoblja	<ul style="list-style-type: none">• Dekan
3. Dostupnost rasporeda predmeta	<ul style="list-style-type: none">• Dekan
4. Redovno praćenje rasporeda predmeta i njihove provedbe	<ul style="list-style-type: none">• Faculty QA Team / Fakultetski tim za osiguranje kvaliteta
5. Semestralno analiziranje efikasnosti nastavnog procesa akademskog osoblja	<ul style="list-style-type: none">• Program koordinatori• Dekan• Faculty QA Team / Fakultetski tim za osiguranje kvaliteta• Vijeće Fakulteta
6. Studentske ankete	<ul style="list-style-type: none">• QA Office
7. Analiza rezultata studentskih anketa	<ul style="list-style-type: none">• Program Koordinatori• Faculty QA Team / Fakultetski tim za osiguranje kvaliteta• QA Office• Vijeće Fakulteta



	<ul style="list-style-type: none">• Senat
8. Analiza prolaznosti	<ul style="list-style-type: none">• Program koordinator• QA Office• Faculty QA Team / Fakultetski tim za osiguranje kvaliteta• Vijeće Fakulteta• Senat
9. Analiza Studijskog Programa	<ul style="list-style-type: none">• Program koordinator• QA Office• Faculty QA Team / Fakultetski tim za osiguranje kvaliteta• Vijeće Fakulteta• Senat

II

Sve metode za praćenje izvršavanja obaveza akademskog osoblja i realizaciju utvrđenih planova i programa na povjerenim predmetima implementiraju se putem internih pravilnika koji detaljnije reguliraju navedene metode i postupke.

III

Danom usvajanja ovih metoda prestaje primjena metoda usvojenih od strane Senata IUS-a, broj: IUS-SENAT 11-925-1/13 od 04.04.2013. godine

REKTOR

Prof. Dr. Yücel Oğurlu

Dostavljeno:

- 1x Dekani fakulteta
- 1x Akademsko osoblje
- 1x Ured za osiguranje kvaliteta
- 1x a/a



- SENATE -

No. IUS-SENAT 11-1044-1/14

Date: April 4, 2014

Pursuant to Article 53 paragraph (3) of the Law on Higher Education ("Official Gazette of Sarajevo Canton", no 42/13 – Consolidated text), Senate of the International University of Sarajevo, at its 38th meeting held on April 4, 2014, adopts the following

METHODS
For monitoring academic staff activities

I

The methods for monitoring academic staff activities and realization of the adopted curricula are hereby determined as follows:

Method	Executors
1. Archiving and making available the updated study programs and individual curricula for each academic year and semester	<ul style="list-style-type: none">• Program Coordinators
2. Availability of the teaching workload document	<ul style="list-style-type: none">• Dean
3. Availability of the course schedule	<ul style="list-style-type: none">• Dean
4. Regular monitoring of the course schedule and its implementation	<ul style="list-style-type: none">• Faculty QA Team
5. Semester analyses of the effectiveness of teaching process	<ul style="list-style-type: none">• Program Coordinators• Dean• Faculty QA Team• Faculty Council
6. Student surveys	<ul style="list-style-type: none">• QA Office
7. Student survey results analyses	<ul style="list-style-type: none">• Program Coordinators• Faculty QA Team• QA Office• Faculty Council



	<ul style="list-style-type: none">• Senate
8. Student success rate analyses	<ul style="list-style-type: none">• Program Coordinator• QA Office• Faculty QA Team• Faculty Council• Senate
9. Study program analyses	<ul style="list-style-type: none">• Program Coordinator• QA Office• Faculty QA Team• Faculty Council• Senate

II

All methods for monitoring academic staff activities and realization of the adopted curricula are implemented through internal regulations which regulate these methods and procedures in details.

III

As of the date of adoption of these methods, the previous methods adopted by the IUS Senate no IUS SENATE 11-925-1/13 of April 4, 2013, are no longer applicable.

RECTOR

Prof. Dr. Yücel Oğurlu

Delivered to:

- 1x Deans
- 1x Academic staff
- 1x QA Office
- 1x a/a