

INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU

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Sarajevo, August 13, 2018

STATUTE
OF
INTERNATIONAL UNIVERSITY OF SARAJEVO

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Pursuant to Article 31 (5) of the Law on Higher Education („Official Gazette of the Sarajevo Canton“, issue No. 33/17); upon the prior opinion by the Board of Trustees of the International University of Sarajevo, No. IUS- IUS-UO 08-01/2018, dated March 20, 2018 and Opinion by Ministry of Education, Science and Youth of Canton Sarajevo, No. 11-05-38-15441-1/18, dated August 6, 2018, Senate of the International University of Sarajevo on its 102nd session held on August 13, 2018, adopted

STATUTE

OF THE INTERNATIONAL UNIVERSITY OF SARAJEVO

PART ONE - PRELIMINARY 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 which offers academic degrees in all three study cycles and is engaged in 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: the 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 and location 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) In all official correspondence, documents and public documents, the full name of the University can be used, or instead of full name, University can use short names:
 - a) in Bosnian language: INTERNACIONALNI UNIVERZITET U SARAJEVU or
 - b) in English language: INTERNATIONAL UNIVERSITY OF SARAJEVO.
- 4) Abbreviated name or short names of the University can be used, besides its full name, in the logo, as necessary, and in other forms of non-official correspondence.

Article 4

(Main 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 *Bašćaršija* 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 its 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 Bosnian language in Latin script, and in English language. In the center of the stamp is a contour of *Sebilj* at *Bašćaršija* 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 Clause (2) of this Article.
- 5) Range of authorities referred to in Clause (4) of this Article may also be defined by Book of Rules on Internal Organization and Job Classification with short descriptions of jobs at IUS, which is adopted by Board of Trustees.

Article 7
(Official language of teaching at the University)

- 1) In order to implement realization of the curricula and study programs, instructions in all academic subjects at the University are delivered exclusively in English.

- 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.

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) University uses English language for all internal documents, documentation and record keeping, and, if necessary, in Bosnian language in Latin alphabet.
- 5) Should in the course of official correspondence any inconsistencies occur in regards to 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

(University license and accreditation)

University acquires the right to perform higher education activities by obtaining the license and accreditation from the Ministry of Education, Science and the Youth (hereinafter referred to as: Ministry), in accordance with the current Law on Higher Education of the Sarajevo Canton (hereinafter referred as: Law).

Article 10

(Openness of the University to the public)

- 1) Work of the University and its bodies is public.
- 2) University has the right and obligation to act openly towards the public; to promote respect and affirmation of human rights; and to develop the awareness for social responsibility amongst its students, academic staff and other employees.
- 3) University performs its activities in compliance with the principles of the academic autonomy and academic freedom, in accordance with the Constitution and the Law.

- 4) Public is informed about all important events at the University through the web page and public media.
- 5) Rector, as well as other individuals authorized by the Rector, may provide official statements for the public through the public media about any issues important for the University activities in accordance with the Communication Strategy at International University of Sarajevo.

Article 11

(Official website)

- 1) University has its official website: 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) Previous paragraph does not apply to 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 means for the University operations)

- 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

(University 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 fees)

- 1) Tuition fees are determined by the decision of the Board of Trustees of the Founder which is submitted to the Ministry.
- 2) Until adoption of the bylaw by the Ministry, decision on types of services offered to students by the University is made by the Board of Trustees of the Founder, which is further submitted to the Ministry.

PART TWO - GOALS AND OBJECTIVES OF THE UNIVERSITY

Article 18
(Goals and objectives)

- 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) 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.
- 3) 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
(University vision)

University is scientific-research and educational institution aiming to achieve distinctive character and recognition in the world by:

- a) ensuring interactive educational teaching process which enables bridging traditional educational borders between particular scientific disciplines, preparing students for life in the world where fast changes are becoming a norm, not an exception;
- b) emphasizing the notion of interdisciplinary, especially in profiles important for democratic and modern technological development;
- c) structuring educational processes so that they facilitate an efficient acceptance of students of different educational profiles, from different cultures, holding different cultural and civilization values, and educating them successfully in the field of their choice;

PART THREE - RIGHTS AND RESPONSIBILITIES OF THE UNIVERSITY

Article 20

(Rights and responsibilities of the University)

- 1) University has the following rights and responsibilities in respect to carrying out its activities in accordance with the Constitution and law:
 - a) to assure quality in all segments of University activities by establishing the bodies and procedures for quality assurance;
 - b) to bring into force/adopt a Strategic Plan and to set up an effective system to ensure its implementation, regular monitoring and further development;
 - c) to develop a strategy for international aspects of its activities, which is harmonized with the university Strategic Plan;
 - d) to acquire assets, manage the assets and use them in accordance with law;
 - e) to have at its disposal financial resources which the University acquires through its own activities;
 - f) to propose a decision on the type and cost of its services to students to the Founder;
 - g) to set the remuneration rates for granting concession to use the University name, logo and other symbols of the University;
 - h) to select administrative and managerial bodies and to determine their authorities, in accordance with law;
 - i) to determine the organization of work at the University, in accordance with law and University bylaws;
 - j) to conclude study contracts which regulate in more detail mutual rights and responsibilities of students and the University;
 - k) to organize and deliver study programs, implement ECTS transfer system, and issue relevant diplomas and diploma supplements, or other public documents, in accordance with law;
 - l) to conclude employment contracts and make decisions on engagements of individuals and legal entities, in accordance with law.
- 2) The assets acquired through performing registered activities of the University, as well as assets acquired through bequeaths and donations or in any other manner, are the University assets.

Article 21

(Freedom in the education process)

In compliance with law and the Statute, University is free to apply innovative methods in providing services of higher education, and to offer programs for acquisition of skills necessary for the purposes of realizing goals of higher education and the concept of lifelong learning.

PART FOUR - UNIVERSITY ACTIVITIES AND ORGANIZATION

Article 22

(University operations)

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 (Tertiary 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;

Activity: 85.42 – Higher education - University is performing this activity as activity which is of particular significance to Canton Sarajevo.

- 2) University will perform other activities listed in this Article of the Statute if they are for the purpose of education, scientific-teaching or scientific-research activities.
- 3) University will provide foreign trade services within its registered activity.

Article 23

(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 24

(Work program of the University)

- 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 25

(Rector's Office)

- 1) 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); and
 - c) Secretariat.

Article 26

(Organizational units and scientific and professional titles)

University contains the following organizational units on which teaching and research activities are conducted:

NAME OF THE ORGANIZATIONAL UNIT /DEPARTMENT/ STUDY PROGRAME	PROFESSIONAL/ACADEMIC TITLE TO BE ACQUIRED		
I. FACULTY OF ARTS AND SOCIAL SCIENCES			
DEPARTMENT OF ARTS			
<i>Visual Arts and Visual Communications Design</i>	<i>Bakalaureat vizualnih umjetnosti i dizajna vizualnih komunikacija</i> <i>Bachelor of Arts (B.A.) in Visual Arts and Visual Communications Design</i>	<i>Magistar vizualnih umjetnosti i dizajna vizualnih komunikacija</i> <i>Master of Arts (M.A.) in Visual Arts and Visual Communications Design</i>	<i>Doktor umjetnosti iz oblasti vizualnih umjetnosti i dizajna vizualnih komunikacija</i> <i>Doctor of Philosophy (Ph.D.) in Visual Arts and Visual Communications Design</i>
DEPARTMENT OF SOCIAL SCIENCES			
<i>Psychology</i>	<i>Bakalaureat psihologije</i> <i>Bachelor of Arts (B.A.) in Psychology</i>	<i>Magistar kliničke psihologije</i> <i>Master of Arts (M.A.) in Clinical Psychology</i>	<i>Doktor nauka iz oblasti psihologije</i> <i>Doctor of Philosophy (Ph.D.) in Psychology</i>
<i>Social and Political Sciences</i>	<i>Bakalaureat politologije i sociologije</i> <i>Bachelor of Arts (B.A.) in Political Sciences and Sociology</i>	<i>Magistar politologije i sociologije</i> <i>Master of Arts (M.A.) in Political Sciences and Sociology</i>	<i>Doktor nauka iz oblasti politologije i sociologije</i> <i>Doctor of Philosophy (Ph.D.) in Political Sciences and Sociology</i>
DEPARTMENT OF CULTURAL STUDIES			
<i>English Language and Literature</i>	<i>Bakalaureat engleskog jezika i književnosti</i> <i>Bachelor of Arts (B.A.) in English Language and Literature</i>	<i>Magistar engleskog jezika i književnosti</i> <i>Master of Arts (M.A.) in English Language and Literature</i>	<i>Doktor nauka iz oblasti engleskog jezika i književnosti</i> <i>Doctor of Philosophy (Ph.D.) in English Language and Literature</i>
<i>Cultural Studies</i>	<i>Bakalaureat kulturoloških studija</i> <i>Bachelor of Arts (B.A.) in Cultural Studies</i>	<i>Magistar kulturoloških studija</i> <i>Master of Arts (M.A.) in Cultural Studies</i>	<i>Doktor nauka iz oblasti kulturoloških studija</i> <i>Doctor of Philosophy (Ph.D.) in Cultural Studies</i>

II. FACULTY OF BUSINESS AND ADMINISTRATION			
DEPARTMENT OF ECONOMICS AND MANAGEMENT			
<i>Economics</i>	<i>Bakalaureat ekonomije</i> <i>Bachelor of Arts (B.A.) in Economics</i>	<i>Magistar ekonomije</i> <i>Master of Arts (M.A.) in Economics</i>	<i>Doktor ekonomskih nauka</i> <i>Doctor of Philosophy (Ph.D.) in Economics</i>
<i>Management</i>	<i>Bakalaureat menadžmenta</i> <i>Bachelor of Arts (B.A.) in Management</i>	<i>Magistar menadžmenta</i> <i>Master of Business Administration (MBA)</i>	<i>Doktor nauka iz oblasti menadžmenta</i> <i>Doctor of Philosophy (Ph.D.) in Management</i>
<i>International Business and Finance</i>	<i>Bakalaureat međunarodnog poslovanja i finansija</i> <i>Bachelor of Arts (B.A.) in International Business and Finance</i>	<i>Magistar međunarodnog poslovanja i finansija</i> <i>Master of Arts (M.A.) in International Business and Finance</i> <i>Magistar međunarodnog poslovanja - Master of Arts (M.A.) in International Business</i> <i>Magistar međunarodnih finansija - Master of Arts (M.A.) in International Finance</i>	
DEPARTMENT OF INTERNATIONAL RELATIONS AND PUBLIC ADMINISTRATION			
<i>International Relations</i>	<i>Bakalaureat međunarodnih odnosa</i> <i>Bachelor of Arts (B.A.) in International Relations</i>	<i>Magistar međunarodnih odnosa</i> <i>Master of Arts (M.A.) in International Relations</i>	<i>Doktor nauka iz oblasti međunarodnih odnosa</i> <i>Doctor of Philosophy (Ph.D.) in International Relations</i>

III. FACULTY OF ENGINEERING AND NATURAL SCIENCES			
DEPARTMENT OF NATURAL SCIENCES			
<i>Genetics and Bioengineering</i>	<i>Bakalaureat - inženjer genetike i bioinženjeringa</i> <i>Bachelor of Science (B.Sc.) in Genetics and Bioengineering</i>	<i>Magistar - diplomirani inženjer genetike i bioinženjeringa</i> <i>Master of Science (M.Sc.) in Genetics and Bioengineering</i>	<i>Doktor nauka iz oblasti genetike i bioinženjeringa</i> <i>Doctor of Philosophy (Ph.D.) in Genetics and Bioengineering</i>
DEPARTMENT OF ENGINEERING			
<i>Industrial Engineering</i>	<i>Bakalaureat - inženjer industrijskog inženjeringa</i> <i>Bachelor of Science (B.Sc.) in Industrial Engineering</i>	<i>Magistar - diplomirani inženjer industrijskog inženjeringa</i> <i>Master of Science (M.Sc.) in Industrial Engineering</i>	<i>Doktor nauka iz oblasti industrijskog inženjeringa</i> <i>Doctor of Philosophy (Ph.D.) in Industrial Engineering</i>
<i>Electrical and Electronics Engineering</i>	<i>Bakalaureat - inženjer elektrotehnike i elektronike</i> <i>Bachelor of Science (B.Sc.) in Electrical and Electronics Engineering</i>	<i>Magistar - diplomirani inženjer elektrotehnike i elektronike</i> <i>Master of Science (M.Sc.) in Electrical and Electronics Engineering</i>	<i>Doktor nauka iz oblasti elektrotehnike i elektronike</i> <i>Doctor of Philosophy (Ph.D.) in Electrical and Electronics Engineering</i>
<i>Mechanical Engineering</i>	<i>Bakalaureat - inženjer mašinstva</i> <i>Bachelor of Science (B.Sc.) in Mechanical Engineering</i>	<i>Magistar - diplomirani inženjer mašinstva</i> <i>Master of Science (M.Sc.) in Mechanical Engineering</i>	<i>Doktor nauka iz oblasti mašinstva</i> <i>Doctor of Philosophy (Ph.D.) in Mechanical Engineering</i>
<i>Architecture</i>	<i>Bakalaureat - inženjer arhitekture</i> <i>Bachelor of Science (B.Sc.) in Architecture</i>	<i>Magistar - diplomirani inženjer arhitekture</i> <i>Master of Science (M.Sc.) in Architecture</i>	<i>Doktor nauka iz oblasti arhitekture</i> <i>Doctor of Philosophy (Ph.D.) in Architecture</i>

<i>Computer Sciences and Engineering</i>	<i>Bakalaureat - inženjer računarstva i inženjeringa</i> <i>Bachelor of Science (B.Sc.) in Computer Sciences and Engineering</i>	<i>Magistar - diplomirani inženjer računarstva i inženjeringa</i> <i>Master of Science (M.Sc.) in Computer Sciences and Engineering</i>	<i>Doktor nauka iz oblasti računarstva i inženjeringa</i> <i>Doctor of Philosophy (Ph.D.) in Computer Sciences and Engineering</i>
<i>Software Engineering</i>	<i>Bakalaureat - inženjer softverskog inženjeringa</i> <i>Bachelor of Science (B.Sc.) in Software Engineering</i>	<i>Magistar - diplomirani inženjer softverskog inženjeringa</i> <i>Master of Science (M.Sc.) in Software Engineering</i>	
<i>Civil Engineering</i>	<i>Bakalaureat - inženjer građevinarstva</i> <i>Bachelor (B.Eng.) in Civil Engineering</i>		

IV. FACULTY OF LAW			
<i>Law</i>	<i>Bakalaureat prava</i> <i>Bachelor of Law</i>		
<i>Comparative Public Law</i>		<i>Magistar prava (komparativno javno pravo)</i> <i>Master of Law (Comparative Public Law)</i>	
<i>Comparative Private Law</i>		<i>Magistar prava (komparativno privatno pravo)</i> <i>Master of Law (Comparative Private Law)</i>	

V. FACULTY OF EDUCATION			
DEPARTMENT OF LANGUAGES AND LITERATURE			
English Language Teaching	<i>Bakalaureat engleskog jezika i književnosti – nastavnički smjer</i> <i>Bachelor of Education (B.Ed.) in English Language Teaching</i>	<i>Magistar engleskog jezika i književnosti – nastavnički smjer</i> <i>Master of Education in English Language Teaching</i>	<i>Doktor nauka iz oblasti engleskog jezika i književnosti – nastavnički smjer</i> <i>Doctor of Philosophy (Ph.D.) in English Language Teaching</i>
DEPARTMENT OF EDUCATION AND INFORMATION TECHNOLOGIES			
Computer Education and Information Technology	<i>Bakalaureat računarskog obrazovanja i informacijske tehnologije</i> <i>Bachelor of Education (B.Ed.) in Computer Education and Information Technology</i>	<i>Magistar računarskog obrazovanja i informacijske tehnologije</i> <i>Master of Education in Computer Education and Information Technology</i>	<i>Doktor nauka iz oblasti računarskog obrazovanja i informacijske tehnologije</i> <i>Doctor of Philosophy (Ph.D.) in Computer Education and Information Technology</i>

VI. RESEARCH INSTITUTE

Article 27

(Authorities and responsibilities of the organizational units)

- 1) Faculties 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 University bylaws.

Article 28

(Authorities of the sub-organizational units)

- 1) Department is sub-organizational unit of the University established for the purpose of realization of educational, scientific-teaching and artistic activities and lifelong learning in one or more related scientific disciplines.
- 2) Department is established to integrate groups of related scientific disciplines.
- 3) Department does not represent individual administrative units within Faculties; however, it is assigned with a functional and executive authority for the purpose of realization of the study programs.
- 4) Department fulfills its role by proposing in due time to the bodies of its main Faculty measures necessary for improvement of activities in the scientific areas/subjects which are realized at the Department.
- 5) Department is responsible for the realization of study programs which are realized within the Department, as well as for the courses which are delivered to students from other faculties or study programs whose main Faculty or Department is different one.
- 6) Department is in charge for courses from the scientific fields that are taught in departments, regardless in which study programs these courses are included.

Article 29

(Department Head and Program Coordinator)

- 1) Department is represented by the Department Head who is appointed by the Faculty Council, upon the proposal by the Department academic staff. Department Head is appointed for a two-year term of office, with a possibility of re-appointment.
- 2) Department Head role includes responsibility of teaching coordination which is assigned to elected member of academic staff. The Department Head is accountable to the Faculty Council and is responsible for at least one study program within the Department.
- 3) Department Head's authority lies in his/her responsibility to teach, to oversee the realization and consistency of the content of all study programs which are taught at the Department, and to monitor the scientific-research activities and professional development of the academic staff, as well as to implement the Council's decisions.
- 4) Should there be more study programs to be realized within the Department, then the Dean can appoint a Program Coordinator for a specific study program, with

the same rights and responsibilities outlined in Clauses (2) and (3) of this Article, in respect to the relevant study program.

- 5) In the case referred to in the preceding Clause, the Program Coordinator is accountable to the Dean, and is appointed for a two-year term of office, with a possibility to be re-appointment or to be relieved of duty at any time.
- 6) Appointing and relieving of duty of the Head of Department and Program Coordinator is conducted by the Faculty Council with the Rector's consent.

Article 30

(Research Institute with Centers)

- 1) Research Institute with Centers (hereinafter referred to as: the Institute) is organizational unit of the University.
- 2) The role of the Institute is to assist in better cooperation between industry and University and to facilitate organization of interdisciplinary research and projects.
- 3) Institute directly cooperates with the academic staff of the University and thus facilitates sooner application of scientific results. Study components related to practical work of the first, second and third cycle of studies can be organized at the Institute.
- 4) Appointments into the scientific-research titles are done by the Senate based on public competition for appointments to scientific-research titles, in accordance to procedural requirements stipulated by the Law, and clauses of the Law on Scientific-Research Activities stipulating minimum requirements for appointments to the scientific-research titles.
- 5) The Institute comprises the following Centers:

Title in Bosnian	Title in English
Centar za bosansku kulturu i nacionalnu sigurnost	Center for Bosnian Heritage and National Security
Centar za privrednu i javnu upravu	Center for Business and Public Administration
Istraživački centar za tehničke nauke i inženjering	Engineering Research Center
Istraživački centar za informacione tehnologije	Information Technologies Research Center

Article 31

(Director and Scientific Council of the Institute)

- 1) Board of Trustees can establish other Centers as sub-organizational units of the Institute.
- 2) Institute is managed by the Director of the Institute. Centers within the Institute are managed by centers' directors.

- 3) Institute Director is appointed by the Scientific Council of the Institute, and the decision on the appointment is signed by the Rector of the University.
- 4) Director of the center is appointed by Director of the Institute with Rector's consent.
- 5) Organization and activities, the manner of appointment of directors of the Institute as well as any other relevant matters are stipulated more precisely by the bylaws of the Institute issued by the Board of Trustees.

Article 32

(Other operational units)

University has in its structure the following operational units aimed to complement its core activities in the field of higher education:

- a) Lifelong Learning Center – IUS Life
- b) IUS Basketball Club

PART FIVE - UNIVERSITY BODIES

Article 33

(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 34

(Composition of Board of Trustees)

- 1) Board of Trustees of the University is the governing body which is appointed for the term of four years.
- 2) Board of Trustees of the University consists of eleven members, one of whom is the President of the Board of Trustees.
- 3) Ten 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) Rector and Vice Rectors have no voting rights at the Board of Trustees meetings.

- 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 35

(Authorities of the Board of Trustees)

- 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 Book of Rules on Labor Relations;
 - c) adopts other bylaws in accordance with the Law and the Statute;
 - d) establishes financial and development plans of the University;
 - e) adopts semi-annual and annual work report by Rector containing semi-annual and annual financial reports;
 - f) adopts annual plan of the University work, upon the proposal by the Senate, and monitors its realization;
 - g) adopts financial plan;
 - h) request from Rector/Dean reports related to specific task or period;
 - i) guides, monitors and evaluates Rector's work in the area of financial management and takes necessary measures and activities to ensure legality of financial and business activities of the University;
 - j) decides on issues regarding relationship between University and Founder;
 - k) makes decisions on expenditures exceeding the limit of the Rector's authority, which is set in the Statute;
 - l) decides on employees' complaints and appeals to the decisions made by the first instance University bodies in regards to the rights, obligations and responsibilities of employees derived from their employment status;

- m) submits to the Founder semi-annual and annual reports on the financial aspects of the University operations;
 - n) concludes an employment contract with the Rector;
 - o) provides consent on appointment of the Rector;
 - p) performs other tasks in accordance with the Law, the foundation act and the Statute.
- 5) All University bodies have to provide Board of Trustees upon its request all information and/or any documents necessary for performing its functions and unobstructed work.

Article 36

(Authority to relieve Rector/Dean)

- 1) Board of Trustees can relieve Rector/Dean of his/her duties in following situations:
 - a) In case Rector/Dean does not abide by laws and bylaws or if he/she is applying them inappropriately, which resulted with financial obligations to University;
 - b) If Board of Trustees does not accept annual or semi-annual report;
 - c) If Rector/Dean rejects or fails to implement Board of Trustees' or Founder's decisions or resolutions;
 - d) If Rector/Dean conducts activities and actions which are exceeding his/her authority, or if Rector is conducting financial transactions without authorization of the Board of Trustees when such transaction amount is exceeding the amount Rector is authorized to use by Statute;
 - e) If Rector/Dean inflicts financial or other damages to the University, or put in jeopardy reputation of University;
 - f) If Rectors/Dean manages University irresponsibly, so that University fails to earn revenue from realization of international or national projects, or he/she mismanages funds received from the project;
- 2) In case Board of Trustees adopts decision on relieving Rector of his/her duty, one of the Vice-Rectors will act as a Rector with obligation to call Senate meeting session within seven days on which Acting Rector will be appointed and public announcement for the election of Rector will be adopted.
- 3) In case Board of Trustees adopts decision on relieving Dean of his/her duty, one of the Vice-Deans or Head of Departments will act as a Dean with obligation to call Faculty Council meeting session within seven days on which Acting Dean will be appointed and public announcement for the election of Dean will be adopted.

SECTION TWO - SENATE

Article 37

(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) Senate comprises:
 - a) Rector, as chairperson;
 - b) dean of each faculty;
 - c) one representative from each faculty from amongst the teachers elected by each faculty council (hereinafter referred to as: Council) for a term of two years, with a possibility of re-election; and
 - d) one student representative from each study cycle (first, second and third study cycles), provided that they have status of full-time students of the University, for a term of one year.
- 3) Vice-rector, general secretary and deputy general secretary have no voting rights at Senate sessions.
- 4) In case that at the end of the term of an appointed member of the Senate a new member is not elected, previously elected member shall continue with his/her duty as a full member until appointment of a new member, but no longer than one year.

Article 38

(Authorities of the Senate)

Senate has the following authorities:

- a) to make decisions on all academic matters, and in particular on issues related to educational, scientific, artistic, or professional activities of the University, within plans and programs of operations set by the Board of Trustees;
- b) to adopt Statute of the University in accordance with the Law and under prior opinion provided by the Board of Trustees;
- c) to analyze semi-annual and annual reports on University operations including financial information and submit it for adoption to Board of Trustees;
- d) to adopt Code of Ethics and other University bylaws in accordance with the Law and the Statute, with the right of the Founder to request obtaining its preliminary consent prior to adopting particular bylaw;
- e) to monitor realization of the University development in regards to the realization of teaching, scientific-teaching, artistic-teaching, scientific-research, artistic and professional activities through analyses of semi-annual and annual reports provided by the faculty deans, and by other means;
- f) to propose to the Board of Trustees establishment and development of system for quality assurance;

- g) to propose to the Board of Trustees annual plans of University activities;
- h) to adopt curricula and syllabi for all study cycle programs, upon proposals by the faculty Councils, and to monitor the realization of those curricula thereafter;
- i) to review proposals by faculties for realization of study programs in cooperation with domestic or foreign higher education institutions which could lead to the issuance of dual or joint diplomas and to issue its opinion per those proposals;
- j) to elect the Rector under prior consent by the Founder;
- k) to elect vice-rectors of the University upon Rector's proposal;
- l) to appoint one member of the Board of Trustees;
- m) to give consent on publication of vacancy announcements for academic positions which are submitted by the faculties, in accordance with programs and plans adopted by the Board of Trustees;
- n) to appoint academic staff upon proposal by the faculty Councils, and in accordance with programs and plans adopted by the Board of Trustees;
- o) to decide on engaging academic staff from other higher education institution in the status of visiting professor at University;
- p) to appoint members of the committee in the process of acquiring doctoral degree;
- q) to grant a honorary title of professor emeritus, or the honorary title of, Doctor of Philosophy (PhD), under prior opinion provided by the Founder;
- r) to send to Board of Trustees initiatives regarding organization and re-organization of the University;
- s) to adopt decision on primary responsibilities of faculties over specific scientific or artistic areas established by the Ministry;
- t) to adopt the list of required and recommended books, textbooks, and other literature which is used by students to prepare for examination;
- u) to adopt Academic Calendar for organization and realization of the study programs for the academic year, at latest 60 days prior to commencement of lectures;
- v) to submit to the Scientific Council of Sarajevo Canton proposed Registry of Relevant Scientific Data Bases;
- w) to appoint committee members for final decision making on issues of acquired academic or student rights and obligations, as well as to make decisions on grounds and legality of those issues after it has been established that the prior decisions had been made by unauthorized University bodies;
- x) Senate decides on the number of students for each academic year to enroll in all cycle studies and integrated study as full-time, part-time or students in the distant education program, based on the prior consent provided by the Founder;

y) to perform other duties in accordance with the Law and the Statute.

Article 39

(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 has to be held within 15 days from the date request is received.

Article 40

(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 particular 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 Clause adopt decision on accepting/rejecting the resignation.
- 6) In case referred to in the preceding Clause, decisions are submitted to the Senate for the informational purpose.
- 7) In case representative loses the authorization for representation, the body referred in Clauses (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 41

(Election of the Rector)

- 1) Procedure to elect Rector is initiated by the Senate with the adoption of a decision on publishing a public announcement for the election of the Rector.
- 2) Public announcement for the election of the Rector is published in at least three daily newspapers and on the University web site at least three months before the end of term of current Rector but not earlier than four months prior to the end of term.
- 3) Decision on publishing a public announcement referred to in Clause 1 of this Article must include the appointment of a Selection Committee consisting of three members who are required to submit a complete report to the Founder specifying the list of duly received applications; i.e. the list of candidates who fulfill selection criteria.
- 4) Founder reviews report referred in previous paragraph and decides on giving prior consents to the applicants, which together with the report forwards to Senate.
- 5) Senate elects rector by secret vote from the candidates who were given prior consent by the Founder.
- 6) Holder of academic title of Full Professor at University is eligible for election to the position of the Rector, provided that candidate signs a statement that he/she would sign an employment contract with University if appointed to Rector's position.
- 7) Rector is elected by majority vote of all Senate members who have voting right, by secret voting.
- 8) After electing the Rector, at the same session, Senate will vote to authorize a Senate member who will sign Senate decision on the election of the Rector.
- 9) Within seven days from the date of the decision to elect the Rector, the Senate member referred to in the preceding Clause of this Article is obliged to sign decision on appointment of the Rector and forward it to the Legal Department, which will in due time, through the General Secretary, forward the information about the appointment to the candidates who have applied for the position of the Rector. The same decision will be forwarded by the Legal Department to the Board of Trustees for the purpose of concluding employment contract with the Rector of the University.
- 10) Rector is appointed for a term of (4) four years, with a possibility of one more consecutive re-appointment.
- 11) Rector's insignia are the Rector's chain and the Rector's robe, the form and content, or appearance of which, are defined in a general act brought by the Senate.

- 12) Besides meeting requirements defined by law and the Statute, the applicant for the position of the Rector must be proficient in English language.

Article 42

(Procedures in case of unsuccessful election of the Rector)

- 1) In case Rector is not successfully elected, or in case that Rector's term of office ceased due to his/her resignation, early release from duty, or an appointment to another function which is not compatible with the Rector's position, Senate will without public competition, with the prior consent from the Founder, appoint Acting Rector from amongst full-time professors of the University who are employed at the University. The period of appointment can be for the maximum of 6 (six) months.
- 2) Proposal for Acting Rector referred to in Clause 1 of this Article can be made by any member of the Senate, and election is made with majority vote of the total number of the Senate members with voting right by secret voting.
- 3) Having elected the Acting Rector, the Senate of the University votes at the same session to authorize a member of the Senate who will sign decision on electing the Acting Rector.
- 4) Concomitant to the election of the Acting Rector, Senate will adopt decision at the same session to announce a public competition for election of a Rector.

Article 43

(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 semi-annual and annual reports on University work including financial information;
 - d. issues individual acts in accordance with laws and the Statute;
 - e. proposes University bylaws in accordance with law and the Statute;
 - f. proposes improvement measures to the University bodies;
 - g. proposes measures to the Board of Trustees for efficient and lawful operation of the University;
 - h. proposes elements of the University work plans and development programs to the Board of Trustees and to the Senate;
 - i. proposes to the Board of Trustees internal organization and job classification;
 - j. implements the decisions of the Board of Trustees and other bodies of the University;
 - k. decides on usage of financial assets up to the amount allowed by the Statute;
 - l. adopts University teaching workload for academic year/semester;

- m. makes decisions on: hiring of new employees, concluding employment contracts with the University, as well as on employees' rights, obligations and responsibilities arising from their employment status in accordance with law and with development plans set by the Board of Trustees;
 - n. submits reports to the Senate on academic issues at the University;
 - o. issuing orders in regards to the implementation of the financial plan set by the Board of Trustees;
 - p. participates in activities at the Bosnia and Herzegovina Rectors' Conference;
 - q. performs other duties in accordance with law and the Statute.
- 2) Rector calls the Senate meetings and presides over Senate sessions.
 - 3) Rector is assisted by Vice-Rectors, General Secretary, and other bodies set by the Law and the Statute.
 - 4) Rector is entitled to make independent decision within the scope of his/her authorities, and is responsible for its legality.
 - 5) Rector is responsible for legality and implementation of decisions made by responsible authorities and the University bodies in performing its registered activities.
 - 6) Rector is obliged to annul or suspend decision made by a head of the organizational unit or by another body of the organizational unit should it be contrary to law, bylaws or implementation acts or to the Statute, and within seven days from making such decision he/she has to inform Senate or the Board of Trustees in accordance with their authorities, as well as a government body in charge of supervising legality of University work.
 - 7) In case that criminal charge is confirmed against individual holding position at University bodies or academic position for criminal act for which provisions of the current Criminal Law of Federation of Bosnia and Herzegovina / Bosnia and Herzegovina allow imprisonment in the duration of six or more months, Rector or Board of Trustees if it is suspension of the Rector, are obliged to suspend such individuals from scientific-teaching process until criminal proceedings are over.
 - 8) Rector is obliged to issue decision on termination of employment contract for individuals referred to in the preceding Clause of this Article in case they have been found guilty by court for one or more criminal acts referred to in the preceding Clause, and to inform thereof in writing Board of Trustees, Senate, faculty council of relevant Faculty and government body in charge of supervising legality of University work.
 - 9) Rector is authorized to suspend the head of the organizational unit for not fulfilling his/her obligations in a lawful and conscientious manner as stipulated by law, the Statute or by other bylaws of the University, and within 24 hours from issuing decision notify thereof the following subjects:
 - a) Board of Trustees and the Senate of the University,
 - b) Faculty Council, and
 - c) Government body in charge of supervising legality of University work.

- 10) In the case of previous paragraph Rector is obliged to convene faculty council session within the seven days from the day of suspension for the purpose of appointing acting Dean during suspension period.
- 11) Rector is entitled to initiate the procedure to verify responsibilities of the Dean for any breaches of law, or the Statute or another general act.
- 12) During their term of office, neither the Rector nor the Vice-Rector can exercise the functions of either the Dean or the Vice-Dean, or a member of the Board of Trustees.

Article 44

(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 45

(Cessation of the Rector's term of office)

- 1) 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.
- 2) Senate can decide to relieve Rector of duty before the expiry of his/her term of office in the following circumstances:
 - a) In case of poor business results;
 - b) If there is a legally-binding verdict against him/her for having committed a criminal act;
 - c) If he/she does not perform duties set by law and the Statute, or if he/she performs them contrary to their provisions;
 - d) If Rector rejects or fails to implement Board of Trustees' or Founder's decisions or resolutions;
 - e) If he/she oversteps his/her authorities, inflicting damage to the University on a large scale, which is stipulated in more details in point (10) of this article.
 - f) If he/she absent or being prevented from performing his/her duty in a continuous period longer than three months;
 - g) If his/her behavior violates the reputation of the office of the Rector.
- 3) Proposal explaining reasons for relieving Rector of his/her duty under one or more grounds referred in Clauses 1 and 2 of this Article, can be submitted to the Senate by:
 - a) Founder of the University;
 - b) Minimum one third of members of the Board of Trustees;

- c) Minimum one third of members of the Senate;
- d) At least three councils of organizational units.
- 4) Rector is obliged to call a Senate session within fifteen days from the date of receipts of the proposal referred in Clause 3 of this Article and to inform the Founder and the Board of Trustees thereof.
- 5) In case of Rector's death, or incapacity to call Senate session, Senate convenes the oldest Senate member or one of the Vice Rectors.
- 6) On the proposal to relieve Rector of his/her duty, Senate decides by secret voting where majority of votes of the overall number of the Senate members is required to adopt decision on relieving Rector of his/her duty.
- 7) At the same Senate session, after adopting decision on the relieving Rector of his/her duty, or on accepting Rector's resignation, Senate makes a decision on the appointment of an Acting Rector.
- 8) When adopting decisions referred to in the preceding Clauses of this Article, Senate is obliged to make a decision at the same session on announcing a vacancy for the position of a Rector according to the procedure defined by the Law and the Statute.
- 9) In case when Rector is relieved of his/her duty prior to the expiry of his/her term of office, the term of office of the appointed Vice-Rectors expires at the appointment of the new Vice-Rectors selected upon the proposal of the newly appointed Rector.
- 10) Term infringing authorities and inflicting damages to the University on a large scale means that legal procedures have not been adhered, making expenditures exceeding the limits approved by the Statute, or assuming responsibilities exclusively assigned to the Board of Trustees of the University or to the Founder.

SECTION FOUR - VICE-RECTOR(S)

Article 46

(Election and relieve of duty of the Vice-Rector)

- (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; and
 - b) Vice-Rector for International Cooperation and Research,
 - c) Vice-Rector for General Affairs.
- (2) In exceptional cases University can appoint less than three vice-rectors.
- (3) 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-Rector must hold the academic title of Assistant Professor, Associate Professor or Full Professor.
- (5) All Vice-Rectors are elected and relieved of duty by the Senate, upon the Rector's proposal.
- (6) Election is carried out by majority vote of all the Senate members with voting right.
- (7) Term of office of all Vice-Rectors, except in extraordinary circumstances, is concomitant to that of the Rector's. 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 Clause, 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 47

(Vice-Rector's Authorities)

- 1) Vice rectors have the following responsibilities:
 - 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
- a. to coordinate activities at University level which are related to University organizational structure and coordination of administrative services in line with University needs;
 - b. to propose measures for implementation of higher education standards at University.
- 2) Besides responsibilities listed in the Statute, Vice Rector's responsibilities are stated in the Book of Rules on Internal Organization and Job Classification at the University (which is adopted by the Board of Trustees).

SECTION FIVE - OTHER PROFESSIONAL AND ADVISORY BODIES OF THE UNIVERSITY

Article 48

(Professional and Advisory Bodies)

The following professional and advisory bodies are established at University:

- a) University Council
- b) Research Development Center
- c) International Relations Office
- d) Quality Assurance Office
- e) Leadership and Entrepreneurship Center
- f) Balkans Studies Center
- g) Office of Sponsored Projects
- h) University Secretariat
- i) Ethics Committee

Article 49
(University Council)

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

Article 50
(Research Development Center)

- 1) Research Development Center is professional body responsible for:
 - a) managing and coordinating activities at the University level related to establishing Strategy for development of scientific-research of the University and carrying out its implementation;
 - b) monitoring realization of scientific-research activities, proposing and taking measures for improvement of infrastructure for the scientific-research;
 - c) coordinating realization of scientific-research, research-development and other projects at the University level;
 - d) seeking and finding opportunities for University and its organizational unit to apply for scientific-research, research-development and other projects, and providing relevant and timely information thereof;
 - e) taking activities for the purpose of creating conditions for optimal work of junior researchers, aiming at their further academic advancement and enabling their participation in realization of scientific-research, research-development and other projects;
 - f) creating and taking appropriate activities, including making and submitting relevant proposals to the responsible authorities at the University, aiming at improvement of scientific/research work at the University, with the purpose of optimal utilization of existing knowledge and its application in all areas of work;
 - g) proposing making of general legal acts and bylaws related to scientific-research activities;
 - h) performing other tasks which are by their nature related to scientific-research matters;
 - i) performing other activities in accordance with the Law and the Statute.

Article 51
(International Relations Office)

- 1) International Relations Office is responsible for:
 - a) initiating and coordinating actions and measures at the university level, including proposals submitted to the authorities which are aimed at establishing cooperation regarding teaching in joint projects with other universities at home and abroad;

- b) proposing creation of general legal acts and bylaws related to the inter-university collaboration;
- c) implementation of the students and academic staff mobility;
- d) performing other duties in accordance with the Law and the Statute.

Article 52

(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 53

(Leadership and Entrepreneurship Center)

Leadership and Entrepreneurship Center is realizing activities in order to improve development process of the entrepreneurship and management capacities of organizations and institutions in private and public sector, as well as providing consultancy services in the field of management and entrepreneurship.

Article 54

(Balkans Studies Center)

- 1) Balkans Studies Center's aims are:
 - a) To support research activities on the countries of the Balkans region,
 - b) To help publicize these activities on national and international fronts through publications and meetings,
 - c) To perform educational and advisory activities on the subject of the Balkans region,
- 2) Balkans Studies Center's spheres of activity are:
 - a) To realize or promote national or international level research and publication in line with the Balkans Studies Center's goals,
 - b) To organize seminars, conferences and symposia,
 - c) To provide advisory services to public and private institutions and international organizations and persons,
 - d) To provide support to national and international projects.
- 3) Organization of Balkans Studies Center is regulated by rulebook adopted by Board of Trustees.

Article 55

(Office of Sponsored Projects)

- 1) Office of Sponsored Projects is University body that defines and maintains standards and processes related to project management within University. It monitors the implementation of projects by checking whether the project targets are met, commitments fulfilled and budget spent accordingly.

- 2) Organization of work for Office of Sponsored Projects is regulated by rulebook adopted by Board of Trustees.

Article 56

(University Secretariat)

- 1) Administrative-legal and technical tasks at the University are performed by the University Secretariat through its offices.
- 2) University Secretariat is managed by the General Secretary of the University 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) investment buildup;
 - h) ceremonial affairs and public relations;
 - i) information and documentation activities;
 - j) accounting and technical services;
 - k) facilities management and the security;
 - l) 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 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 57

(Ethics Committee)

- 1) Ethics Committee is a permanent body of the Senate, with the following responsibilities:
 - a) to monitor implementation and adherence to ethical principles by individuals to whom the principles of the Code of Ethics (hereinafter referred to as: the Code) apply;
 - b) to safeguard rights, safety, dignity and well-being of research participants and for this purpose it has the right to review applications for research and give

- opinion about proposed participants' involvement in the research and whether the research is ethical;
- c) to carry out procedures for establishment of existence of breach of some of the principles defined in the Code;
 - d) to propose to the Senate issuance of appropriate measures when breach of ethical principle defined in the Code has been found;
 - e) to propose to the Rector issuance of other sanctions/measures if breach of ethical principles defined in the Code is also breach of employment duty;
 - f) to review current Code and to propose to the Senate amendments and additions of the Code in line with established needs;
 - g) to perform other duties in accordance with the Statute and the Code.
- 1) Ethics Committee comprises of members of the academic community and one representative of students from the University, who are appointed by the Senate with a (4) four - year term of office and with the possibility of re-appointment.
 - 2) Ethics Committee performs the tasks from its range of responsibilities at sessions which, as the need arise, are called by the Chair of the Ethics Committee.

Article 58

(Appointment of 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 Clause, 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 RESPONSABILITIES OF THE ORGANIZATIONAL UNITS

Article 59

(Faculty Bodies)

- 1) Faculty bodies are:
 - a) Faculty Council;
 - b) Dean of the Faculty;
 - c) Other professional and advisory bodies:
 - (1) Vice-Dean(s);
 - (2) Executive Council and
 - (3) Program Council.

SECTION ONE – FACULTY COUNCIL

Article 60 (Faculty Council)

- 1) Faculty Council consists of:
 - a) Academic staff in the rank of assistant professor, associate professor and full professor;
 - b) One representative of senior assistants, assistants and lectors;
 - c) One representative of students;
 - d) Academic staff in the rank of assistant professor, associate professor and full professor who is employed in the institution which has status of teaching institution of the University, as defined by Law, and which is engaged in teaching process at the faculty and holds academic appointment at the faculty;
- 2) Academic staff employed at University or in the institution with the status of teaching institution of the University as defined by Law, can be member of only one faculty council.
- 3) In case that disciplinary measure was imposed against elected representative of senior assistants, assistants and students, faculty council can reject acceptance of such member into the faculty council and request selection of another representative.
- 4) Faculty Council is in particular responsible:
 - a) to make decisions on all academic, teaching, scientific, artistic and professional matters within the scope of its responsibilities;
 - b) to initiate, review and propose the curricula and syllabi for all study cycles;
 - c) to elect and relieve of duty Dean and Vice-Dean;
 - d) to elect and relieve of duty Department Head and Program Coordinator;
 - e) to elect and relieve of duty Faculty representatives in the University bodies, in the manner defined by the Statute and the University acts;
 - f) to adopt bylaws of the Faculty;
 - g) to propose to the Board of Trustees of the University internal organization and job classification for the Faculty;
 - h) to propose to the Senate of the University programs for scientific-research and artistic activities, as well as programs for professional development of the academic staff and other employees;
 - i) to propose committees to be appointed in the process for acquiring academic titles and professional titles in the third cycle of studies, or the titles of Bachelor, Master and PhD;
 - j) to consider applications and set proposals for professional development of the academic staff in the country and abroad;

- k) to propose the number of students for enrollment in the first year of all three study cycles, by taking into account proposed enrolment quotas initiated by Graduate Council;
- l) to determine proposal of plan on delivering teaching activities before the beginning of study year;
- m) to analyze students' pass rate per examination schedules within a semester and at the end of the academic year, and to set measures to improve the students' pass rate;
- n) to analyze and evaluate successfulness of teaching delivery as per curricula and syllabi;
- o) to propose measures for improvement of teaching process;
- p) to 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;
- q) to propose faculty's development and work plan;
- r) to analyze report on work of the faculty, including financial aspects of faculty's operations;
- s) to 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; and
- t) to perform other tasks in accordance with the Law, the Statute, and the University regulations.

Article 61

(Faculty Council sessions)

- 1) Faculty Council carries out activities from its scope of work at sessions which are held when needed, but 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 62

(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, or to give its prior opinion 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, or should the Vice-Deans have not been appointed, by a teacher authorized by the Dean.

SECTION TWO – DEAN

Article 63

(Election of the Dean)

- 1) Dean is elected based on the results of a public competition published by the Faculty Council in a daily newspaper and on the web page of the Faculty and the University six months prior to expiry of the Dean's term, the latest.
- 2) Faculty Council initiates election of the Dean by adopting a decision to publically announce open vacancy for dean's position.
- 3) After the public competition has been announced, Faculty Council appoints a Selection Committee, which consists of at least three members, as well as the Faculty secretary, in capacity of a minute keeper.
- 4) Within 15 (fifteen) days from the competition closing date, Selection Committee prepares a list of candidates who are meeting the criteria set in the public competition and it submits it to the Rector and Board of Trustees for obtaining preliminary consent for appointment.
- 5) Faculty Council appoints Dean with the consent of the Rector and Board of Trustee.
- 6) Dean of the Faculty is elected from the members of the academic staff holding academic title of Full Professor, Associate Professor, or Assistant Professor, who is employed on a full-time basis at the University and who is realizing most of his/her teaching duties at that faculty.
- 7) Full-time base referred in the preceding Clause is defined as 40 hours work per week.
- 8) Election is made by secret vote where simple majority of the total members of the relevant Faculty Council voting for the election is needed for election.
- 9) Having made the decision on the election of the Dean, Faculty Council submits the decision to the Rector of the University for endorsement.
- 10) Rector is obliged to endorse the decision on appointment and forward it to the faculty in order to inform the applicants thereof. Information has to be sent within seven days from the day endorsed decision is received.
- 11) Appeal against the decision referred in the preceding Clause can be submitted by applicants to the Senate within 15 days from the day they received the decision.

- 12) Appeal against the decision made by the Senate per the appeal referred to in the preceding Clause of this Article is not allowed, but an administrative dispute can be initiated at the competent court in Sarajevo within 30 days of the receipt of Senate decision.
- 13) Dean is elected for a four-year term of office, with a possibility of one more consecutive re-election.
- 14) Dean's insignia are: the Dean's Chain and the Dean's Toga (Robe), the shape and content of which, and their appearance, are defined by the general act adopted by the Senate.
- 15) Dean is accountable for his/her work to Faculty Council, the Rector and the Board of Trustees of the University.
- 16) In performing his/her duties, the Dean is assisted by Vice-Deans and Faculty secretary, as well as by other bodies determined by the Statute.
- 17) Dean is responsible for the application of law and execution of the decisions adopted by Faculty Council, University bodies and competent authorities, in accordance with law and the Statute.

Article 64

(Appointment of the Acting Dean)

- 1) In case the Dean is not appointed following the procedures outlined in the preceding clauses of the Statute, Faculty Council shall, without the Competition, by secret vote appoint Acting Dean from the teachers employed at the University.
- 2) Faculty Council submits its decision on appointing Acting Dean to the Board of Trustees and Rector for consent.
- 3) Rector is obliged to sign decision on appointment of Acting Dean to which consent referred in preceding clause is given.
- 4) Procedure of appointment of the Acting Dean of this Article shall apply also in the case of an irrevocable resignation of the Dean or Acting Dean.
- 5) After deliberating and adopting resignation, Faculty Council shall appoint an Acting Dean whose mandate lasts maximum six months from the date of his/her appointment.
- 6) Acting Dean has the same rights and responsibilities as an elected Dean.

Article 65

(Rights and responsibilities of the Dean)

- 1) Dean has the following rights and responsibilities:
 - a) Dean represents the Faculty and has the rights and responsibilities set by law and this Statute.
 - b) to propose plans for work and development of the Faculty,
 - c) to propose annual plan of Faculty activities,

- d) to propose change and expansion of Faculty's activities,
 - e) to propose teaching arrangements for the following academic year,
 - f) before the beginning of study year, prepare and submit to Rector and Board of Trustees dynamical plan of needs for announcing academic staff vacancies,
 - g) to call and chair the Faculty Council sessions,
 - h) to decide as first instance authority issues related to students' rights and obligations, and issue official documents in that respect;
 - i) to be responsible for preparation of examination schedules for the following academic year,
 - j) to propose to the Rector internal organization and job classification at the Faculty,
 - k) to submit a report to Faculty Council and to the Rector about completion of teaching activities and financial operations of the Faculty for the previous academic year by 15th March of the coming academic year, the latest. The report must contain elements regarding success of the Faculty in teaching, scientific-research or artistic activities, financial operations, and any other elements deemed necessary in accordance with the form stipulated by the Ministry.
 - l) 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, the following subjects:
 - (1) Faculty Council,
 - (2) Rector,
 - (3) Senate and Board of Trustees of the University.
 - m) to initiate the disciplinary procedure regarding the manager of the sub-organizational unit for breaches of law, Statute, or any other general act of the University,
 - n) to implement decisions, conclusions and other acts made by the responsible authorities;
 - o) 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 any decision made by the manager of the sub-organizational unit, or any other body of the Faculty, should it be contrary to law bylaws, or implementation acts, or to the Statute of the University, and to inform thereof the Senate or the Board of Trustees in accordance with their authorities, within seven days from the date of making such a decision
- 3) During the Dean's absence or unavailability to manage the faculty in respect to the academic matters, the Dean is substituted by the teacher authorized by a

written authorization by the Dean, and solely in the matters stated in the authorization.

Article 66

(Cessation of Dean's term and procedure for discharging Dean)

- 1) Dean's term of office cease in the following circumstances:
 - a) At expiry of his/her term of office;
 - b) By his/her resignation;
 - c) By being relieved from duty before expiry of his/her term of office;
 - d) By an appointment to another office which is incompatible with the office of the Dean.
- 2) Faculty Council can decide to relieve Dean of his/her duty before the expiry of his/her term of office in the following circumstances:
 - a) In case of poor results due to his/her management;
 - b) If there is a legally-binding verdict against him/her for having committed a criminal act;
 - c) If he/she does not perform duties set by law and the Statute, or if he/she performs them contrary to their provisions;
 - d) If he/she rejects or fails to implement Rector's or Board of Trustees' decisions or resolutions;
 - e) If he infringes on his/her authorities, and by doing so, inflicts damage to the Faculty or to the University;
 - f) If he/she is absent or prevented from performing his/her duty in a continuous period longer lasting than three months;
 - g) If his/her behavior violates reputation of the office of the Dean.
- 3) Proposal supported by arguments for the relieving Dean of his/her duties, for one or more of the reasons referred to in Clauses 1 and 2 of this Article, can be submitted to Faculty Council by:
 - a) Founder of the University;
 - b) minimum one third of members of the Board of Trustees;
 - c) minimum one third of members of the Senate;
 - d) Rector;
 - e) at least one third of members of Faculty Council.
- 4) Dean is obliged to call Faculty Council session within fifteen days from the date of receiving the proposal referred to in the preceding Clause of this Article and to inform the Rector, Founder, and the Ministry of thereof.
- 5) On the proposal for an early relieve of duty of the Dean, Faculty Council makes a decision by secret vote where majority of votes of the overall number of Faculty Council members is required a for adoption of the decision for relieve Dean of his/her duty.
- 6) At the same Faculty Council session, after adopting decision on relieving Dean of his/her duty, a decision on the appointment of an Acting Dean is adopted. Proposal for an Acting Dean can be made by any member of the Faculty Council.

Acting Dean is selected by secret vote for a period of up to six months, where majority of votes of the overall number of Faculty Council members is required to adopt the decision on appointment of Acting Dean.

- 7) In case of making the decisions referred to in the preceding Clauses of this Article, Faculty Council is obliged to make a decision at the same session on announcing a vacancy for the position of a Dean, according to the procedure defined by the Statute.
- 8) In case of the relieve of duty of the Dean prior to the expiry of his/her term of office, the term of office of the previously elected Vice-Deans expires at the appointment of the new Vice-Deans at the proposal of the newly appointed Dean.

SECTION THREE - VICE-DEAN

Article 67

(Election 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 elected from the academic staff of the University holding employment relationship with the University and work predominantly at that faculty.

Article 68

(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 general and specific responsibilities of the Vice-Dean(s).

Article 69

(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 Book of

Rules on 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 analyze students' pass rate after each examination period and at the end of the academic year and to submit reports on that to Faculty Council;
- h) to cooperate with other organizational and sub-organizational units;
- i) to realize cooperation with students' organizations of the University;
- j) 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;
- k) 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;
- l) to propose program for publishing activities of the Faculty;
- m) to carry out duties related to procurement plans;
- n) to perform other duties assigned by Dean.

Article 70

(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) Faculty Council votes per the proposal for relieving Vice-Dean of his/her duty, and the majority vote of the total number of the Faculty Council members is required to adopt such decision.
- 4) Having made a decision on relieving Vice-Dean, Faculty Council can propose at the same session, upon the Dean's proposal, another teacher to the position of the Vice-Dean, who must meet the criteria stipulated by the Law and Statute.

SECTION FOUR - EXECUTIVE COUNCIL

Article 71

(Definition of Executive Council)

- 1) Executive Council is Faculty body comprised of Dean, Vice Deans, heads of departments, 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 72

(Definition of Graduate Council)

- 1) Graduate Council is a permanent body of University responsible for execution of second and third study cycles at University.
- 2) Graduate Council is managed and headed by the Director.
- 3) Other members of the Graduate Council are representatives from faculties, one representative from each faculty.
- 4) Graduate Office is administrative office of the Graduate Council responsible for providing administrative and technical support to Graduate Council.

Article 73

(Appointment of Graduate Council members)

- 1) Graduate Council Director is appointed by the Senate on Rector's proposal for the period of four years with the possibility for reappointment. Director can be dismissed by the Senate on the Rector's proposal.
- 2) Representatives from faculties are appointed by the Faculty Council on Dean's proposal for the period of four years with the possibility for reappointment.
- 3) Representatives from Faculties can be dismissed by the respected Faculty Council on the proposal by Graduate Council Director.

Article 74

(Responsibilities of Graduate Council)

Graduate Council has the following responsibilities:

- a) Propose the number of students which should be enrolled into first year of second and third study cycle;
- b) Assists faculties during enrolment process for second and third cycle students;
- c) Oversees all processes and keep separate records related to second and third cycle studies;
- d) Other responsibilities stipulated by study rules and University regulations;

SECTION SIX - PROGRAM COUNCIL

Article 75

(Definition of Program Council)

- 1) Program Council is core academic structure that deals with issues relating to the educational and scientific/artistic activities of particular study program.
- 2) Program Council consists of all full-time teachers engaged in realization of the core courses of the study program.
- 3) Head of Department/Program Coordinator calls Program Council meetings and he/she may invite senior assistants/assistants to the meetings.

Article 76

(Program Council responsibilities)

- 4) Program Council has the following responsibilities:
 - a. reviews program objectives,
 - b. prepares/suggests proposals for the improvement of the program.
 - c. organizes regular lab/project meetings regarding ongoing research projects, seminars, and journal clubs.
 - d. Processes student appeals and propose decision to Dean on how to resolve them.
 - e. Decides on other matters in accordance to University regulations.

SECTION SEVEN - SCIENTIFIC COUNCIL OF THE RESEARCH INSTITUTE

Article 77

(Composition of the Scientific Council of the Research Institute)

- 1) Scientific Council of the Research Institute (hereinafter referred to as: the Scientific Council) comprises:
 - a) Director of the Institute, and
 - b) four members holding scientific-teaching or scientific-research titles appointed by the Senate.
- 2) Scientific Council adopts decision by majority vote of its members.
- 3) As a rule, the Director of the Institute chairs the Scientific Council.
- 4) Legal provisions on the manner of work and decision making powers of the Faculty Council apply simultaneously to the Scientific Council.
- 5) Work and decision-making of the Scientific Council is stipulated in more details by a general act issued by the Board of Trustees of the University.

Article 78

(Lifelong Learning Center Programs – IUS Life)

- 1) Upon decision made by the Board of Trustees, a Lifelong Learning Center – IUS Life is established, with the aim to realize the concept of lifelong learning (in form of a non-cycle education), and whose particular programs are adopted by the Rector.
- 2) Particular programs can also be realized within specific Departments / Study Courses in a way which would enable participants to find out about the latest achievements in the field, providing in this way participants with professional development.
- 3) The programs are delivered through seminars, courses, professional meetings, workshops, and in other suitable ways.
- 4) Issues related to lifelong learning programs are defined by the Book of Rules on Lifelong Learning at the University, adopted by the Senate.

Article 79

(Lifelong Learning Center Activities)

- 1) Lifelong Learning Center – 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 business people;
 - 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) performs other activities related to the lifelong learning activities in accordance to law.

Article 80

(Managing Lifelong Learning Center – IUS Life)

- 1) Lifelong Learning Center - IUS Life is managed by the Director who has the rights and obligations determined by law, Statute and bylaws.
- 2) Director is appointed by the Board of Trustees per Rector's proposal, for a four-year term, with a possibility of re-appointment.
- 3) Board of Trustees can suspend Director for the same reasons as those stated in Article 36 (a) of the Statute.
- 4) Director is accountable for his/her work to the Rector of the University.
- 5) Director is responsible for legality of work and implementation of decisions made by the University bodies and responsible authorities, in accordance with law and the Statute.
- 6) Lifelong Learning Center – IUS Life does not have the legal entity status; however, it can act in the name and on behalf of the University, in accordance with its authorities defined in the founding act.

PART SEVEN - ORGANIZATION AND REALIZATION OF STUDY PROGRAMS

SECTION ONE - ORGANIZATION OF STUDY PROGRAMS

Article 81

(Definition and the content of a study program)

- 1) Studying in all three study cycles is realized through study programs at faculties or departments.
- 2) A study program represents a curriculum encompassing one or more scientific areas, whose completion through scientific-teaching/art-teaching process leads to one of the three academic levels, in accordance with the Bologna process. Final decision for adopting a study program is made by the Senate, under a prior consent by the Founder.
- 3) Proposing, adopting, monitoring and implementing of study programs at the University is done in accordance with the Book of Rules on Accepting and Monitoring Study Programs, adopted by the Senate.
- 4) Study rules, which are adopted by the Senate, define in more detail the organization and duration of studies, procedure of assessments and grading, conditions and procedure for doing final papers, documents related to studies and any other relevant issues for each study cycle.

Article 82

(Program major and interdisciplinary principle)

- 1) Principles of horizontal and vertical interdisciplinary features within organizational or sub-organizational units are applied at the University.
- 2) Interdisciplinary features apply in the manner that lectures and examinations are done at the Faculty which is principal for a particular subject areas.
- 3) Feature of being the principal subject in respect to the preceding Clause is decided by the Decision on scientific/artistic areas and subjects which they contain, and which are the basis for election of the staff into the teaching titles at the University.

Article 83

(Procedure of organization of joint studies)

- 1) University may organize study programs in all study cycles in cooperation with domestic or foreign higher education institutions, in accordance with the Law.
- 2) Senate may approve, under a prior consent by the Board of Trustees, organizing a joint study program in cooperation with other accredited universities, after which a joint diploma or dual diplomas are issued, which is further defined in a written agreement between the University and another university, and in accordance with the Law.
- 3) For realization of studies referred to in this Article, University is required to obtain prior opinion provided by the Board of Trustees and consent by the Ministry.
- 4) Cost of such studies is determined by special decision by Board of Trustees, and the Ministry must be informed thereof.

Article 84

(Application of the European Credit Transfer System – ECTS)

- 1) Study programs apply 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 particular 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 activities in the particular course.

Article 85

(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 four year study program (240 ECTS credits), or three year study program (180 ECTS), which followed completion of secondary school;
 - 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 year, (60 ECTS credits), or two years (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 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 180 ECTS credits.
- 2) One study semester is worth 30 ECTS credits in each study cycle.
 - 3) University can organize vocational study programs in accordance with the Law and Statute.

SECTION TWO - ORGANIZATION AND DELIVERY OF TEACHING ACTIVITIES

Article 86

(Venues of teaching activities)

Teaching activities at the University are conducted at the appropriate University classrooms which are owned by the Founder, or at other locations with the consent of the relevant University bodies

Article 87

(Organization of joint, practical and other teaching activities)

- 1) Students from different University faculties can attend particular 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, or a contract concluded between the University and legal entities at whose premises those activities are realized.

Article 88
(Curricula and syllabi)

- 1) Study at the University is delivered in accordance with the curricula and syllabi adopted 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 faculty notice boards, or the University and faculty's website, or in other appropriate manner.
- 3) Changes to the curricula and syllabi are made in accordance to the same procedure as for their adoption and it 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.

PART EIGHT - STUDY RULES AND STUDENTS' RIGHTS

SECTION ONE – STUDENT/STUDY INFORMATION

Article 89
(Info catalogue)

University publishes Info catalogue for students in which it informs them on the following:

- a) General information:
 - (1) name and address,
 - (2) description of the institution,
 - (3) academic authorities,
 - (4) academic calendar,
 - (5) list of study programs offered,
 - (6) admission requirements, including language policy, and registration procedures,
 - (7) ECTS credit allocation policy (institutional credit framework),
 - (8) arrangements for academic guidance.
- b) Resources and services:
 - (1) student affairs office,
 - (2) accommodation/housing,
 - (3) meals,
 - (4) cost of living,
 - (5) financial support for students,
 - (6) medical facilities,
 - (7) insurance,
 - (8) facilities for students with disabilities and special needs,
 - (9) learning facilities,
 - (10) international mobility possibilities,
 - (11) practical information for incoming mobile students,
 - (12) language courses,
 - (13) work placement possibilities,
 - (14) sports and leisure facilities,
 - (15) student associations.
- c) Information on study programs:

- (1) qualification awarded,
 - (2) length of study program,
 - (3) number of credits,
 - (4) specific admission requirements,
 - (5) profile of the study program,
 - (6) study program learning outcomes,
 - (7) study program structure diagram with credits,
 - (8) mode of study,
 - (9) examination regulations and grading scale,
 - (10) work placement(s),
 - (11) access to further studies,
- d) Information on individual educational components:
- (1) course code,
 - (2) course name,
 - (3) type (compulsory/optional),
 - (4) cycle (short/first/integrated/second/third),
 - (5) number of ECTS credits allocated,
 - (6) prerequisites and co-requisites.

Article 90

(Admission into University)

- (1) With the consent from the Founder, Senate decides on the number of students to enroll into all study cycles including text of the public announcement for enrolment as full-time, part-time or students in the distant education program and submits it to the Ministry for consent for publication.
- (2) Candidates apply for admission to University in accordance to the published announcement for enrolment.
- (3) Admission into University is done based on evaluation of received applications.
- (4) General conditions for admission are stipulated by relevant study rules, while additional conditions can be stipulated by Senate/Graduate Council on the proposals by faculty council.

Article 91

(Application for Admission Deadlines)

- (1) Enrollment into University is done in line with Academic Calendar adopted by Senate at least 60 days prior to the beginning of lectures, while each faculty can stipulate in its regulations specifics for enrollment into each faculty and publish them on the faculty web site.
- (2) Candidates who are citizens of foreign countries can submit preliminary application for admission, before formal announcement is published by the University, so that they can obtain necessary residency permits and satisfy language requirements prior to the start of lectures at University.

Article 92

(Selection of Candidates for Admission)

- (1) Selection of candidates for admission is done by the admission committee appointed by the faculty council in accordance to criteria listed in announcement for enrolment and university regulations.
- (2) Detailed procedures regarding organization of enrolment are further stipulated by relevant study rules and Rector.

Article 93

(Enrolment at University)

- (1) Students who are admitted to University are sent admission letters in which they are notified on further enrolment steps (signing study contract, payment of tuition fees, and submission of any other documents in accordance to procedure stipulated by relevant study rules and Rector) and they are enrolled at University after their names are published in the Final List of Enrolled Students or Amended Final List of Enrolled Students.
- (2) University publishes Final List of Enrolled Students on University notice board and sends it to relevant government body in accordance to law.
- (3) University publishes Amended Final List of Enrolled Students on University notice board and sends it to relevant government body within seven days from the application deadline for enrolment in Spring semester.
- (4) Regardless of which enrolment period students are enrolled in, University organizes its work in a way to enable all students to attend their lectures on year by year basis in accordance to curricula of study programs which they are enrolled in.

Article 94

(Acquiring student's status)

- 1) Students who are enrolled into a particular study program at the University, namely undergraduate (first study cycle), vocational study program, integrated study, master's (second study cycle) or doctoral (third study cycle) study program, acquire student status.
- 2) Student status is also given to a person that is studying at University for the purpose of passing one or more courses, and which is not formally enrolled into any specific diploma-seeking program (non-degree student).
- 3) Enrollment of non-degree students at University is carried out separately from the public announcement for the enrollment into study programs.
- 4) Application for enrollment of non-degree student is approved by Vice Rector in charge on case by case basis and those students have status of part time students.
- 5) Senate stipulates conditions for enrollment of non-degree students at University.

Article 95
(Student status)

- 1) In accordance with the preceding article, candidates who enroll at University acquire status of:
 - a) full-time students,
 - b) part-time students, or
 - c) distance learning students (DL student).
- 2) Students who are enrolled in a particular study program at the University as full-time students can simultaneously hold the status of part-time students or DL student at another study program.
- 3) Students who hold a status referred to in Clause (1) of this Article can request from Faculty Council to amend their status at any time during their study.

Article 96
(Method of studying)

- 1) Full-time students are students who study in the program with the full teaching workload. University may enroll full-time students whose cost of studies (tuition fees) is financed in full, or in part by the Founder, and full-time students who pay their tuition fees in full.
- 2) Part-time studies and distance learning studies can be realized in all three study cycles and are in principle done parallel with work or other activities.
- 3) Part-time studies and distance learning studies can be organized with reduced number of lecture hours, or with condensed scheduling of lecture hours anytime during calendar year.
- 4) Should the Senate approve enrolment of students as part-time students, University is responsible for organizing “in class” education for part-time and distance learning students, namely at least one-third of the regular number of lectures, and for keeping proper records thereof.
- 5) Enrolment into part-time studies and distance learning studies into first semester of particular study cycle is done on the basis of announcement for enrolment published by University in accordance to the Law, or based on Vice Rector’s decision for non-degree students.
- 6) Full-time students from other universities can enroll to University as part-time and/or distance learning students either by continuing their existing studies in parallel with part-time studies and/or distance learning studies or by continuing their studies in the status of part-time or distance learning student.
- 7) Students who are enrolled in part-time studies and/or distance learning studies are issued transcripts for their academic achievements accomplished during these studies.
- 8) Students can transfer courses and ECTS points acquired by studying under one study method to the study program studied under another study method in accordance to transfer regulation.

- 9) Part-time and distance learning students are required to attend assessments and examinations as specified by the University curricula; as a rule, the assessments and examinations are scheduled in those weeks when study activities for such students are organized.
- 10) Detailed organization of part-time and distance learning studies is further stipulated in the Book of Rules for Part-time and Distance Learning Studies adopted by Senate.

Article 97

(Acquiring ECTS credit points)

- 1) Student acquires ECTS credits if he/she passes examinations in the course, regardless of the grade obtained.
- 2) Student can earn from 0 to 100 points in each course in any study cycle at the University. This grading system applies to all types of the students' learning activities which are subject to ECTS valuation (assignments, seminar projects, projects, tests, partial and final examinations, etc.).

Article 98

(Concluding the Study Contract)

- 1) University and the student conclude a Study Contract which stipulates their mutual rights and obligations in more detail.
- 2) Study Contract is signed by the Rector, or authorized person, in the name and on behalf of the University.
- 3) University can enter into the preliminary-contracts with the student candidates in accordance to the general rules applicable to contractual obligations.

Article 99

(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 same or similar 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.
- 3) The same English language requirements rules apply to students transferring from other higher education institution as for those who enroll to university for the first time, which is determined by Study Rules of each study cycle.

Article 100

(Committee for Equivalency)

- 1) Faculty Dean appoints Committee for Equivalence 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 for Equivalence compares content of the courses that student's duly passed 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 101

(Verification of semester)

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

SECTION TWO – FIRST CYCLE STUDIES AND INTEGRATED STUDY

Article 102

(Organization of the studies)

- 1) University, i.e. Faculties, organizes and realizes first cycle of study (undergraduate study) and integrated study.
- 2) First cycle of study leads to the academic title of bachelor, enrolled in after completion of the four-year high school or equivalent, it runs for three or four years, and corresponds to 180 ECTS or 240 ECTS credits.
- 3) Integrated study leads to the academic title of master, enrolled in after completion of the four-year high school or equivalent, it runs for five years, and corresponds to 300 ECTS credits.

Article 103

(Enrolment into studies)

- 1) Enrolment into the first cycle of study program and integrated study is carried out based on a public competition, which is announced in accordance with the Law and the Statute.
- 2) Candidates who completed four-year high school or equivalent are entitled to enroll into the first cycle of study and integrated study.

Article 104
(Talented students)

- 1) Undergraduate student whose CGPA in any semester is equal or over 9, can be allowed to register additional courses in the next semester, up to the maximum of 42 ECTS.
- 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 sets tuition fees for students who register additional courses over 30 ECTS per semester i.e. over 60 ECTS per academic year.

SECTION THREE - SECOND CYCLE OF STUDY – MASTER’S STUDY

Article 105
(Organization of the second cycle of study)

- 1) University, i.e. Faculties, organizes and realizes second cycle of study (master’s study).
- 2) Second cycle of study leads to the academic title of Master or equivalent, it starts after completion of the first cycle of study, it runs for one year (60 ECTS credits), or two years (120 ECTS credits) so that combined with the first cycle study carries the total of 300 ECTS credits.
- 3) Second cycle study is managed by the Graduate Council whose responsibilities and authorities are stipulated by Statute and bylaw adopted by the Senate of the University.

Article 106
(Enrolment into the second cycle of study)

- 1) Enrolment into the second cycle of study course is carried out based on a public competition, which is published in accordance with the Law and the Statute.
- 2) Candidates who completed the relevant first cycle of study are eligible to enroll into the second cycle of study, as well as candidates who completed studies organized in accordance to regulation prior to the implementation of the Bologna principles, and under conditions stipulated by the Study Rules for the Second Study Cycle.

Article 107
(Appointment of mentor)

- 1) Student of the second cycle study program chooses a thesis mentor from the body of IUS professors (assistant professors, associate professors, full professors

and professor emeritus), holding PhD degree for scientific areas, or at least MA degree for artistic areas.

- 2) Exceptionally, mentor or co-mentor can be a PhD holder from outside of University, provided that student submits a letter of consent by the proposed mentor and his/her eligibility for mentorship.
- 3) 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 along with the documents proving proposed mentor's eligibility for mentorship.
- 4) Appointment of mentor or co-mentor from other university has to be preapproved by Rector.
- 5) In case mentor or co-mentor is appointed from outside of the University, academic staff member from the University has to be appointed as mentor or co-mentor.
- 6) Should the need arises due to multidisciplinary of the topic, student can have co-mentor for MA thesis.
- 7) Student fills the mentor form, with proposed name of the mentor and master thesis topic, and with consent of the mentor submits the form to Program Council.
- 8) Program Council forwards the form to Graduate Council for consideration, which then sends it off to Faculty Council.
- 9) Faculty Council appoints mentor and submits the decision to Graduate Council.

Article 108

(Resolution of mentorship issues)

- (1) In case that student's mentor leaves University, cease to hold academic appointment, or for any other reason his/her continued mentorship is put in question, student has to notify Program Coordinator, who will bring that issue to the Graduate Council for resolution.
- (2) A change of mentor is approved by the Faculty Council on the proposal of the Graduate Council.

Article 109

(Procedure for adoption of master thesis topic)

- (1) Topic of master thesis is chosen by student in consultation with mentor.
- (2) Topic of master thesis is approved by Program Council.

Article 110

(Committee for Defense)

Student of the second cycle defends his/her master thesis in front of the Committee for Defense proposed by faculty council and appointed by Dean with consent of Graduate Council.

Article 111
(Master thesis defense procedure)

- 1) Master thesis has to be defended in front of the Committee for Defense.
- 2) Master thesis defense is announced on the IUS web site and it is opened to public.
- 3) If student does not successfully defend his/her master's thesis, he/she is entitled to another defense of the same final paper or to request approval of new topic of master thesis.
- 4) In case that student in second attempt does not successfully defend the same or new master thesis, the student loses student status.

Article 112
(Completion of the second cycle of study)

Candidate who passes all the required examinations and successfully defends master thesis is issued Diploma and Diploma Supplement granting him/her professional title of Master in the relevant field, in accordance with the Study Rules for the Second Study Cycle, and Book of Procedures on Acquiring and Using Academic and Professional Titles at Higher Education Institutions in Canton Sarajevo.

SECTION FOUR - THIRD CYCLE OF STUDY – DOCTORAL STUDY

Article 113
(Organization of the doctoral study)

- 1) University, i.e. faculties, organizes third cycle of study (doctoral study).
- 2) Third cycle of study is organized and run as a three year study program and it corresponds to 180 ECTS credits, where candidates acquire ECTS credits by passing examinations in courses stipulated by curriculum, conducting research study in the specific area of the doctoral dissertation, and by completing and successfully defending doctoral dissertation.
- 3) Student attends courses of the doctoral study program, in accordance with the curriculum of the study program adopted by the Senate upon the proposal by the Council.
- 4) Third cycle study is managed by the Graduate Council whose responsibilities and authorities are stipulated by Statute and bylaw adopted by the Senate of the University.

Article 114
(Enrolment into the doctoral study)

- 1) Enrolment into a doctoral study course is carried out based on a public competition, which is announced in accordance with the Law and the Statute.

- 2) Candidates who completed relevant first and second study cycle programs totaling together at least 300 ECTS credits, and candidates who have completed relevant post-graduate program prior to implementation of Bologna principles are entitled to enroll into the first year of doctoral study program.

Article 115

(Procedure for adoption of dissertation topic)

- 1) Topic of doctoral dissertation is chosen by student in consultation with mentor.
- 2) Topic of doctoral dissertation is approved by mentor.
- 3) In case co-mentor is also appointed for preparation of doctoral dissertation, then topic of doctoral dissertation is mutually approved by mentor and co-mentor.
- 4) If there is no a consent of mentor and co-mentor for approving of topic of doctoral dissertation, then request for resolution shall be forwarded to Graduate Council.

Article 116

(Procedures for adoption of PhD committees)

- 1) Third cycle study program involves three PhD committees:
 - a) Committee for Qualification Exam;
 - b) Committee for Supervision of Work on PhD Dissertation; and
 - c) PhD Defense Committee.
- 2) Committee for Qualification Exam is appointed in accordance to law, after student passes all courses stipulated by study program curriculum.
- 3) Committee for Supervision of Work on PhD Dissertation is appointed in accordance to law, after student passes qualification exam.
- 4) PhD Defense Committee is appointed in accordance to law, after student finishes his/her PhD dissertation.

Article 117

(PhD dissertation defense procedure)

- 1) PhD dissertation has to be defended in front of the PhD Defense Committee.
- 2) PhD defense is announced on the IUS web site and it is opened to the public.

Article 118

(Conclusion of third cycle study)

- 1) Third cycle of study (doctoral study) is concludes with the completion and successful defense of the doctoral dissertation, after which candidate acquires scientific title of Doctor of Philosophy (PhD) in the relevant area, in compliance with the Book of Rules on Acquiring and Using Academic and Professional Titles at Higher Education Institutions in the Sarajevo Canton.

- 2) Procedures and conditions for admission of candidates, for registration of courses and examination, as well as for other issues related to doctoral studies, are stipulated in more detail by Study Rules for Doctoral Studies at IUS.

Article 119

(Selection and appointment of an academic advisor)

- 1) After the enrollment, student is assigned an academic advisor to guide him/her during doctoral studies until the appointment of mentor.
- 2) Third cycle students register courses in consultation with the academic advisor/mentors.

Article 120

(Selection and appointment of a mentor)

- 1) Third cycle student initiates appointment of a mentor for his/her dissertation from the body of IUS professors (assistant professors, associate professors, full professors and professor emeritus) holding PhD degree in scientific areas.
- 2) Exceptionally, mentor or co-mentor can be a PhD holder, from outside of University, who holds valid or expired appointment to academic title, provided that student submits a letter of consent by the proposed mentor and documents proving eligibility for mentorship.
- 3) For PhD student who is doing doctorate in artistic field, mentor can also be MA holder from outside of University, who holds actual or an expired appointment to academic title, provided that student submits a letter of consent by the proposed mentor and documents proving eligibility for mentorship.
- 4) Appointment of mentor or co-mentor from outside of university has to be preapproved by IUS Rector.
- 5) In case mentor or co-mentor is appointed from outside of the University, academic staff member from the University has to be appointed as co-mentor or mentor respectively.
- 6) Student fills the mentor form, and with the consent of the mentor, submits it to Program Council for consideration. Program Council then submits the form to Graduate Council for approval, which then submits it to Faculty Council for final appointment of mentor.
- 7) For doctoral dissertation in artistic field two mentors may be appointed: a mentor for artistic project and a mentor for doctoral part of doctoral dissertation. Mentor for artistic project is a full time IUS teacher in artistic-teaching title and mentor for doctoral part of dissertation is set according to the criteria stipulated in this Article.
- 8) If the subject of the dissertation requires more than one mentor, then a co-mentor can be appointed, and the decision thereof is made by the Faculty Council upon proposal by the Program Council.
- 9) Decision on appointment of the mentor, co-mentor, as well as decision on changing the mentor, is brought by the Faculty Council upon proposal of a student with consent of proposed mentor.
- 10) If experimental work is related to the humans or animals, IUS Ethical Committee should approve proposed research and experimental work.

Article 121

(Mentorship issues)

- (1) In case that student's mentor leaves University, cease to hold academic appointment, or for any other reason his/her continued mentorship is put in question, Program Coordinator will bring that issue to the Graduate Council for resolution.
- (2) In case student requests to change his/her mentor, request is submitted to Graduate Council along with the consent of the previous and the new mentor. If mentor refuses to give his/her consent, Graduate Council reviews and resolves the issue, and then submits the request for mentor change to Faculty Council for final appointment.

Article 122

(Terms and manner of awarding diploma)

- 1) Upon completion of each study cycle, student is issued diploma attesting completion of the particular study cycle and his/her entitlement for using particular professional or scientific title.
- 2) The date in which student passed his/her final course, or the date of the successful defense of the final graduation paper, master or doctoral dissertation, is the date student officially completed his/her studies.
- 3) Date when diploma is awarded to student is determined by Rector, after student passed the final course, or defended his/her thesis, or doctoral dissertation.
- 4) University can arrange public diploma awarding ceremony, but upon student's written request, awarding of diploma can also be organized prior to the official public ceremony.
- 5) Annual undergraduates / graduates diploma awarding ceremony organized by the University has only ceremonial character, and does not necessarily imply awarding of the diplomas.

SECTION FIVE - VOCATIONAL STUDY PROGRAMS

Article 123

(Definition of Vocational Study)

- 1) Vocational study program is two year study program whose learning outcomes enable candidate to access job market or to continue education at first cycle study program.
- 2) Vocational study program lasts two years and it is valued 120 ECTS.
- 3) At the end of vocational study program candidate is granted "Associate Degree" with the reference of field of studies.

Article 124

(Establishment of Vocational Study Program)

- 1) Proposing, accepting, monitoring and conducting of a vocational study program is carried out under the same procedure as for study programs.
- 2) Tuition fee for attending a vocational study program is determined by the founder.

Article 125

(Content of Proposal)

Proposal for establishing vocational study program contains the following elements:

- a) List of elective and required courses,
- b) Syllabi of all courses,
- c) Any other requirement for graduation such as student practice, internship, project, etc.
- d) Learning outcomes,
- e) Tuition fees,
- f) Conditions for enrolment,
- g) Professional title.

Article 126

(Transfer to/from vocational study program within University)

All transfer to and from vocational study programs are done in accordance to University regulation related to internal transfers and external transfers.

Article 127

(Right to continue studies in the first cycle study program)

- 1) Student who finished vocational study program is eligible to apply for first cycle studies.
- 2) Any request for transferring credits earned during vocational study program for the purpose of studying at first study cycle is resolved in accordance to course transfer regulation based on comparability of acquired learning outcomes.

SECTION SIX - PREPARATORY ENGLISH LANGUAGE SCHOOL – ELS (ENGLISH LANGUAGE SCHOOL)

Article 128

(English Language School)

- 1) English Language School (hereinafter referred to as: ELS) is organized in four-levels, within the Lifelong Learning Center – IUS Life.
- 2) The aim of the ELS is to improve the students' competence in the English language to a level at which they will be able to attend lectures. The duration of the study depends on the students' level of English language proficiency.
- 3) ELS students are registered in the ELS student records book.

- 4) It is considered that a candidate has achieved a sufficient level of English language competency when the candidate:
 - a) submits original or a certified copy of the Original Score Sheet document confirming that the candidate achieved the relevant score in the following international exams: TOEFL, IBT, IELTS Academic. The validity period for these scores is as stated on the Score Sheet,
 - b) holds an undergraduate/graduate diploma from English speaking countries,
 - c) provide proof that he/she completed one academic year at a university where English is the official language,
 - d) holds any of the following high school certificates:
 - (1) *AICE diploma*: Cambridge Advanced International Certificate of Education
 - (2) *IB diploma*: International Baccalaureate
 - e) submits evidence that the student is a native English speaker,
 - f) successfully passes Proficiency Exam which is organized at the University prior to the commencement of each academic year.
- 5) Students who hold FCE certificate with a minimum grade B2 can directly sit for ELS Proficiency exam, which is organized at the University prior to the commencement of each academic year.

Article 129

(Managing ELS)

- 1) ELS is managed by the director/manager.
- 2) Director/manager is appointed by the Board of Trustees upon proposal by the Rector of the University.
- 3) Director/manager is accountable for his/her work to the Rector and to the Board of Trustees.
- 4) Director/manager is responsible for lawfulness and implementation of the decisions of the University bodies and competent authorities in accordance with the Law and the Statute.

Article 130

(Status of ELS)

- 1) ELS operates within the Lifelong Learning Center as an educational preparatory program.
- 2) More detailed provisions related to ELS teaching activities are contained in the Book of Rules of Study at ELS which is adopted by the Senate after the prior consent by the Founder.

SECTION SEVEN - STUDENTS' RIGHTS AND OBLIGATIONS

Article 131

(Students' rights)

- 1) Students have the 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) to be informed about their rights, obligations and duties at the commencement of each academic year;
 - b) to attend lectures organized in accordance with the curricula, and in accordance with the teaching and examination schedules;
 - c) to have equal rights in respect to conditions of study and treatment at the University;
 - d) to complete their studies in the required timeframe, with regular completion of all of their study obligations;
 - e) to express their views in respect to the quality of teaching and quality of teachers' and assistants' work, and
 - f) to use libraries, computer equipment and other facilities and resources at the University.
- 3) For implementation and exercise of the students' rights referred to in Clauses 1 and 2 of this Article are responsible Rector and faculty Deans.

Article 132

(Access of student to the registry of publications)

- 1) Upon the request to University's Library, student may get access to the available Registry of publications.
- 2) Student may be prohibited from the access if she/he is subject to disciplinary action or if s/he does not fulfill obligations in academic year.
- 3) More precise access procedure will be issued by the Library manager upon previously obtained rector's approval.

Article 133

(Rights of Students with Disabilities)

- 1) Student candidates and students with disabilities have right to individualization in the process of enrolment at University and during their studies, i.e. attendance to the lectures, participation in certain learning activities as well as on assessing the student knowledge, which is granted to them based on their request for individualization.

- 2) Based on the request for individualization, University assign tutor to candidates for enrolment and student for the purpose of providing assistance in the course of application for enrolment process, attending lectures and assessments.

Article 134

(Students' obligations)

Students are required to observe all the rules determined by the Law, this Statute, and University bylaws.

Article 135

(Informing students about their rights and obligations)

Students are informed about their rights and obligations by:

- a) Study Contract;
- b) Bylaws on students' rights and obligations which are published on the official University web page;
- c) Publishing other relevant documents on official University web page, notice board and in the printed publications of the University.

Article 136

(Studying at the University based on students' mobility)

- 1) Student from another higher education institution, from Bosnia and Herzegovina or from other country, may also study at the University. These students can register courses under international student exchange programs or bilateral student exchange programs, or based on their own arrangements, provided that they fulfill all conditions stipulated in the law and University regulations.
- 2) Students' mobility between universities does not imply issuance of Diploma by host university, unless such issuance is stipulated by bylaw or agreement concluded between both universities.
- 3) Rights and obligations of the student referred to in Clause 1 of this Article, the method of covering cost of his/her study, and any other issues relevant to the student's status are defined in the Contract signed between the student and the University.
- 4) Attendance and success at examinations of the student referred to in Clause 1 of this Article are recorded in the main registry kept by University, which are verified by transcript issued to student.
- 5) Student Affairs Office keeps record of all students referred to in Clause 1 of this Article.

Article 137

(Studying at other institutions of higher education based on the students' mobility)

- 1) Within the students' mobility program, a student of the University can attend and realize part of a study program and accrue a certain number of ECTS credits in all three study cycles at a related higher education institution in the country and abroad.
- 2) Provisions referred to in the preceding Article apply to the students referred to in Clause 1 of this Article.

SECTION EIGHT - STUDENTS' DISCIPLINARY REGULATIONS

I. GENERAL PROVISIONS

Article 138

(Accountability of student)

- 1) Accountability of student may be:
 - a) Disciplinary, due to breach of duty (in disciplinary matters) by student, and
 - b) Financial liability (compensation for damages), when damage is caused.
- 2) Responsibility under paragraph 1 of this article is based on responsibility of the offender (culpability).

Article 139

(Initiation of disciplinary procedure)

- 1) For all alleged violation by student, Dean has discretion to either conduct full disciplinary procedure (in compliance with the Statute) or to issue direct measure against student based on clear and indisputable evidences for a specific violation.
- 2) In the case measure is issued directly against student, student can submit appeal to the dean within eight days from the receipt of decision in which he/she can request formal procedure to be carried out, and in that case Dean has to initiate disciplinary procedure against the student.

Article 140

- 1) If disciplinary procedure is initiated per the request of the student, any measures issued against student will not be enforced until the final decision has been reached.
- 2) Decision issued at the end of disciplinary procedure is the final and it can uphold original decision by the dean or it can declare original decision void and resolve the matter differently.

Article 141

(Supporting services)

For all tasks related to the implementation of Statute clauses related to student disciplinary issues, Legal Department provides professional assistance and Student Affairs Office provides technical and administrative assistance.

II. IMPLEMENTATION OF DISCIPLINARY REGULATIONS

Article 142

(Subject of disciplinary regulations)

- 1) Disciplinary regulations apply to a person who has the following status at the Faculty:
 - a) Student enrolled in undergraduate study program (I cycle);
 - b) Student enrolled in integrated study program
 - c) Student enrolled in postgraduate, master degree, study program (II cycle);
 - d) Student enrolled in postgraduate, doctoral degree, study program (cycle III);
 - e) Student enrolled in the English Language School program (hereinafter "ELS");
 - f) Person enrolled in one of non-cyclical forms of education, organized and run by the University and
 - g) Student from other higher education institutions who are attending one or more courses at the University.
- 2) Student status is proven by the student identification card issued by the University and by relevant records kept in the Student Affairs Office.

III. BREACH OF DUTY (IN DISCIPLINARY MATTERS) BY STUDENTS

Article 143

(Governing principles)

- 1) Disciplinary proceedings against student can only be initiated when such violation of rules is laid down by the law, University regulations, or study contract as minor or serious breach of duty (in disciplinary matters) for which student can be held responsible.
- 2) Students are considered innocent for breaches of duty (in disciplinary matters) until the final decision of the disciplinary proceedings establishes their responsibility.
- 3) Any reasonable doubts about the existence of facts which constitute the elements of breach of duties (in disciplinary matters) or which determine the application of certain disciplinary provisions of this Statute, relevant body resolves in a way that is favorable to the accused student.
- 4) The procedure for determining disciplinary responsibility of the student and/or damages has to be carried out without delay, but in such a way to present all of

the evidence required for the proper determination of the facts and for reaching lawful and proper decision.

Article 144

(Minor breaches of duty)

Minor breach of duty (in disciplinary matters) is defined as any of the following:

- a) Being late for lectures, tutorials and other forms of compulsory learning activities or leaving such activities before specified time without excuse;
- b) Failing to submit required document to University (e.g. proof of residency permit, medical certificate, etc.);
- c) Misbehavior at the University premises or inappropriate attitude towards students, teachers, associates and other employees of the University;
- d) Causing minor damage to the University property or property of the third parties at the University campus;
- e) Behavior that may damage reputation of the University, University students, teachers, associates and other University employees;
- f) Disruption of lectures, exams, meetings, ceremonies and other events, i.e. disruption of regular University operations;
- g) Registration of exam for himself/herself or for another student in examination period for which University regulations does not allow such student to take exam;
- h) Writing, drawing or placing posters and banners on University campus in places which are not designed for it, or without approval of the relevant University authorities;
- i) Other aspects of student behavior contrary to the principles of academic conduct, that can be classified as minor violations (in disciplinary matters), i.e. which are classified as misdemeanor or criminal offence under the law.

Article 145

(Severe breaches of duty)

Severe breaches of duty (in disciplinary matters) are defined as any of the following:

- a) Falsification of documents in general, especially falsification of the public documents issued by the University or its organizational unit;
- b) Alteration or addition of data into records kept by University or its organizational units;
- c) Giving false statements to University officials and to University bodies in general, and especially for the purpose of acquiring rights which cannot be acquired under existing regulations;
- d) Spreading false information on the activities and operations of the University,

- e) Unauthorized duplication of copyrighted texts, plagiarism, direct quoting, paraphrasing or summarizing from a source without proper referencing of the author and work;
- f) Theft;
- g) Inciting riots or fights, participation in a fight or a soliciting fights at the University campus,
- h) Expression of ethnic, religious, racial or other animosities on the University campus;
- i) Failure to comply with safety rules and regulations of the University, entering the premises of the University campus where access is prohibited;
- j) Causing serious damage to the University property or property of others, at the University campus;
- k) Entering University campus under the influence of alcohol or narcotics and/or use of alcohol or narcotics within the campus of the University;
- l) Establishing informal or formal organization or any legal entity within the campus of the University, or under the name of the University, without prior consent from the competent body of the University, participating in the activities thereof;
- m) Inciting or abetting students to use illicit drugs or alcohol, trafficking, dispensing, or selling drugs or possessing drugs or alcohol on University campus;
- n) Writing or drawing inappropriate messages on walls or other surfaces at University campus or destruction of posted signs, banners or announcements;
- o) Cheating on exam (taking exams for another student, use of prohibited equipment, acting contrary to the instructions given by University staff responsible for examination, copying other students work, etc.), or any exam activity contrary to study rules of first, second or third study cycle;
- p) Bringing weapon or explosive devices on the University campus;
- q) Verbal or any other assault against teacher, associate or employee of the University or any other person at University campus.
- r) Irregular attendance to lectures, especially if it interferes with proper group work of other students, and absence from official rehearsals and duties without valid justification;
- s) Participation in projects outside the University, without prior consent by the relevant University authorities or its organizational units, when such approval is required by University regulations;
- t) Failure to pay compensation for damages ordered by disciplinary decision;
- u) Repeating minor breach of duty (in disciplinary matters) after being reprimanded or being publicly reprimanded for previous minor or serious breach of duty (in disciplinary matters);
- v) Other aspects of student behavior contrary to the principles of academic conduct, that may be classified as serious violations of student duties (in disciplinary matters), i.e. which are classified as misdemeanor or criminal offence under the law.

Article 146

(Role in perpetrating breach of duty)

- 1) Breach of duty (in disciplinary matters) student can do as:
 - a) Perpetrator or co-perpetrator (more than one person);
 - b) Instigators;
 - c) Accomplice; and
 - d) By concealing breach of duty by others.
- 2) Role and degree of responsibility in committing breach of duty (in disciplinary matters) are determined in the procedure established in this Statute.

Article 147

(Location of breach of duty)

- 1) Breach of duty (in disciplinary matters) can be made:
 - a) anywhere within the University campus;
 - b) at the premises where the out-of-campus lectures are held or in front of those premises;
 - c) in any other place, when such activity damages reputation of the University, another student or students, teachers, associates or non-academic staff of the University (e.g. spreading false news or information);
 - d) in any other place, if the intent of the activity is to illegally acquire a right or material gain (e.g., falsification of public documents issued by the University).

Article 148

(Time of breach of duty)

Initiation of the procedure to establish responsibility for breach of duty (in disciplinary matters) can only be brought against a person who had student status at the time breach of duty occurred.

Article 149

(Application of the rules on causing damage)

Rules listed in this section of Statute also apply to all cases for establishing compensation for damages.

IV. DISCIPLINARY MEASURES AND COMPENSATION

Article 150

(Disciplinary measures)

- 1) Disciplinary measures for breach of duty (in disciplinary matters) are:
 - a) Warning (reprimand), which can be imposed for minor or severe breach of duty (in disciplinary matters) as set in article 144 of this Statute;
 - b) Public reprimand, which can be imposed to student who commits multiple minor breach of duty at the same time or within a short time period or severe breach of duty (in disciplinary matters);

- c) Exclusion from the examination for up to three examination periods or temporary suspension, which leads to assigning grade “N/A” for particular course in semester when the breach was committed;
- d) Expulsion from the University permanently or temporarily, which is imposed for severe breach of duty (in disciplinary matters) as set in Article 145 of this Statute;
- e) Removal from the exam.

Article 151

(Application of disciplinary measure)

- 1) Disciplinary measure of Expulsion from the University may be imposed only for severe breach of duty.
- 2) Imposed measure of Warning is implemented by delivering final decision on warning to the student.
- 3) Imposed measure of Public reprimand is implemented by posting a final decision on Public reprimand on the notice board of the respective Faculty/ELS.

Article 152

(Cheating on the exam and plagiarism)

- 1) In the event that teacher, or any other person who officially supervises examination of the student, establishes beyond reasonable doubt that student cheated on the exam, or attempted to cheat, or committed plagiarism in any of his/her assignments, which constitutes a severe breach of duty (in disciplinary matters) as set in Article 145, items e) and o) of this Statute, he/she has an obligation to remove student from the exam, to cancel specific exam paper and to submit a report to the Dean’s Office for possible disciplinary proceedings.
- 2) Students who received N/A because of cheating, cheating attempt or plagiarism cannot withdraw (“W”) from the course.

Article 153

(The measures prescribed in other general acts)

- 1) Other general acts of the University or its organizational units may prescribe specific measures for certain violations of student commitments related to the specific type of study (e.g. English Language School) which are imposed through processes set in those respective general acts.
- 2) For any issues which are not regulated by other general acts, this section of Statute on students’ disciplinary regulation applies will apply.

Article 154

(Compensation for damages)

- 1) Student is responsible for the damage caused to the University property or to the property of the other persons within the University campus.
- 2) Compensation for damages includes direct (actual) damages plus any reasonable expenses.

Article 155

(Accumulation of sanctions)

The decision on imposing disciplinary measure will also determine the amount of damages, if the damage is caused.

Article 156

(Damage done to another person)

If student causes damage to someone's property or the person, the University is not responsible for the same.

V. DISCIPLINARY PROCEDURE

Article 157

(Reporting breach of duties)

- 1) Report on committed breach of duties (in disciplinary matters), and/or on caused damage, can submit:
 - a) Each student;
 - b) Each employee;
 - c) Any person engaged by the University.
- 2) Report can be submitted in writing or orally, containing in particular:
 - a) Name and surname of the student or students who did breach of duties (in disciplinary matters), or caused damage, or if possible, additional information about them for their accurate identification;
 - b) Description of actions by which the breach of duties (in disciplinary matters) was done and/or damage caused, along with the information specifying the place, time and manner by which the breach is done, and
 - c) Evidence (public documents, witnesses, and other evidence).
- 3) The report shall be submitted to the dean of the University whose program student attends.

Article 158

(Initiation of proceedings)

- 1) Procedure for determining student' disciplinary responsibility is initiated by dean.
- 2) Decision on initiating disciplinary procedure includes names of Disciplinary Committee which has to conduct procedure in accordance with the provisions stipulated in this Statute.

Article 159

(Disciplinary hearing)

- 1) Chairperson of the Disciplinary Committee schedules a hearing to determine responsibility for the breach of duties (in disciplinary matters) and/or for damages caused.
- 2) The hearing is normally scheduled at the University premises, during the regular business hours at the University.

- 3) Calls to attend the hearing are delivered to student against whom the proceedings is taking place, and to all other persons whose presence at the hearing is necessary.
- 4) If student without just cause does not appear at the second hearing, Disciplinary Committee will carry out disciplinary proceedings in the absence of the student.

Article 160

(Progress flow of the hearing)

- 1) Hearing is chaired by the Disciplinary Committee's chairperson.
- 2) The hearing cannot take place if the student, against whom the proceeding is taking place, is not duly invited.
- 3) Hearing is carried out in the following order:
 - a) Determining the presence of invited persons and their function (person against whom the proceedings is held, witness, expert witness - if it is necessary in case of severe injury, minutes taker, etc.);
 - b) Reading the decision referred to in Article 158 of this Statute;
 - c) Taking the statement from the student against whom the proceedings is held;
 - d) Presentation of the evidences: review of official documents, interviewing witnesses and experts witnesses, examining the relevant records kept at that university, etc;
 - e) Closing arguments of the student against whom the proceedings are conducted and of his/her representative, if applicable.
- 4) If the hearing cannot be completed in one session, a new hearing is scheduled in 15 days, the latest.

Article 161

(Minutes from the hearing)

- 1) During the hearing, the minutes are taken so that relevant information related to the flow of the discussion is dully recorded.
- 2) Minutes are taken by a person designated by the Disciplinary Committee chairperson.

Article 162

(Elements to be taken into account)

In order to impose disciplinary measures the following elements are taken into account: motives which led to the breach of duties (in disciplinary matters), consequences caused by the breach of duties, method by which the breach of duties is done, previous conduct of students, as well as his conduct after the violation.

Article 163
(Decision-making)

- 1) Upon completion of the disciplinary proceedings, the Disciplinary Commission submits its proposal to the Dean. Within 15 days from the day he/she received the proposal, Dean has to issue formal written decision in which it will either:
 - a) Find student responsible for the breach of duties and impose a measure against the student and/or establish obligation of the student to pay for damages for which he/she is responsible;
 - b) Find student not responsible for the breach of duties, or that there are circumstances which exclude student liability or that there is no evidence of the misconduct and/or damages, or
 - c) Suspend the proceedings, when he/she determines that there are no conditions for their continuation.
- 2) Along with the proposal, the Disciplinary Committee submits to the Dean all records and documents pertaining to the case.
- 3) Dean is not required to adhere to the proposal by the Disciplinary Committee in reaching his/her decision, but that ruling has to include detailed explanation for any decision he/she make.
- 4) The decision referred to in paragraph 1 shall include in particular:
 - a) Name of the student against whom it imposes the measures and information about his/her identification;
 - b) Description of the breach of duties, with the place, time and the method how it was committed;
 - c) Type of disciplinary action and/or the amount of damages, if the student is found responsible;
 - d) Explanation of the decision;
 - e) Legal remedies with the deadline for appealing the decision; and
- 5) Signature of the dean and the seal of the University, with the reference number and date of issuance.

Article 164
(Appeal)

- 1) Student may submit to the faculty council appeal against the decision referred in previous article. Appeal can be submitted in person or by mail.
- 2) Appeals are submitted in no later than eight days from the date of receipt of the decision issued in the first instance.
- 3) Faculty Council can uphold, modify or revoke, in whole or in part the decision issued in the first instance.
- 4) Faculty Council decision on expulsion from the University is final after obtaining Rector's consent.

- 5) If deemed appropriate, Rector may decide to send decision back to faculty council for second deliberation i.e. to instruct faculty council on how to amend its decisions.
- 6) In latter case, faculty council will issue its final decision based on the written justification given in Rector's instruction.

Article 165

(Documents delivery)

All procedural documents which need to be delivered to the student (decision on initiating the proceedings, summon for the hearing, decisions in the first instance and in second instance, etc.) are delivered to the student against whom the proceedings are conducted in person, through the Student Affairs Office, or by other authorized persons. If the document cannot be delivered to the student in person, it is deemed to be delivered by posting on the notice board of the respective Faculty of the University.

Article 166

(Deadlines)

- 1) Procedure for determining student's responsibility for the breach of duties (in disciplinary matters) and/or for the damages cannot be initiated or conducted after six (6) months it was known to the University officials.
- 2) The procedure for determining the student's responsibility for the breach of duties (in disciplinary matters) and/or for the damages cannot be initiated or conducted after twelve (12) months from the date on which it was caused.

Article 167

(Records)

- 1) Disciplinary measures are recorded and shown on student's transcript.
- 2) For bachelor student who has 120 or less ECTS and who receives disciplinary measure, disciplinary record on the transcript will remain until his/her graduation but will be removed from the transcript after graduation.
- 3) For the bachelor student who has more than 120 ECTS as well as for master and PhD students, disciplinary record will not be removed from the transcript.
- 4) Student Affairs Office maintains separate records on imposed disciplinary measures and on ordered compensations for damages.

Article 168

(Expulsion of disciplinary records)

- 1) Dean and Rector can decide to remove any disciplinary record from student's file or transcript if they believe that specificities of particular disciplinary offence no longer warrant continuation of keeping disciplinary record in student file or transcript.

- 2) Disciplinary record can be removed on the base of an appeal submitted by student/University graduate, or it can be removed directly by Dean or Rector, without such appeal.

Article 169

(Interpretation of Students' disciplinary regulations section of the Statute)

Senate of the University can issue official interpretation of any clause contained in this Section of the Statute.

SECTION NINE – END OF STUDENT'S STATUS/DORMANT STATUS

Article 170

(Circumstances in which the student's status is 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 fails to enroll in the next study year, or fails to renew enrollment/registration into existing study year by set deadline;
 - f) when student refuses or fails to sign Study Contract;
 - g) when student fails to fulfill requirements for conditional enrollment as prescribed by the Law, and
 - h) in other circumstances stipulated by University's regulations.
- 2) Decision on termination of student's status, except for circumstances stipulated in University bylaws, is made by the Rector.
- 3) Students who lose their student's status at the University may be able to regain the student's status as per special decision issued by the Rector or by another authorized body of the University; by which the student is granted the right to continue his/her studies and including obligations that student needs to fulfill in order to successfully complete the studies.
- 4) 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.

Article 171

(Reasons for dormant status and expiry of dormant status)

- 1) Student's rights and obligations may remain dormant for a maximum of one academic year.

- 2) Student's rights and obligations can be put in dormant status in following circumstances:
 - a) during the student's maternity leave;
 - b) during a period of illness which prevented student from attending lectures and sitting for examinations (which has to be supported by medical statement issued by health care institution);
 - c) during a period of approved internship, professional development, or attending a non-cyclical form of education; and
 - d) for any other justifiable reasons, such as: exceptional family circumstances, death of close family members, financial hardship which could affect the student's living arrangements and stay in Bosnia and Herzegovina, and other reasons listed and explained in written application for dormant status which is decided by Dean.
- 3) Expiry of the dormant status of the student's rights and responsibilities occurs in the following circumstances:
 - a) at the expiry of dormant status period;
 - b) upon the Dean's decision to revoke the decision on the student's dormant status;
 - c) upon the student's withdrawal from the University; and
 - d) in other circumstances stipulated by bylaws of the University.
- 4) After the student's dormant status expires, student continues studies with full rights and obligations, in accordance with the Law and this Statute.

Article 172

(Additional provisions regarding the student's status)

Procedures regarding student's transfer from another university, transfer of course credits, engaging students in teaching process, awarding diplomas, as well as other issues regarding student's status are carried out in accordance to provisions stipulated by the Law, Statute, study rules, and general acts of the University.

SECTION TEN - STUDENTS' ORGANIZATIONS

Article 173

(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

Committee, 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 appointment of students 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.

Article 174

(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 175

(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 QA system is in place for its implementation.
- 2) Decision on establishment of Internal QA Policy referred to in Clause 1 of this Article is adopted by the Board of Trustees upon the proposal made by the Senate.
- 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/art development, 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 periodically 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 176

(External evaluation of quality)

University shall obtain an external evaluation of quality for each study program, in accordance with law and the Statute.

PART TEN – APPOINTMENTS TO ACADEMIC TITLES

SECTION ONE - CRITERIA FOR APPOINTMENTS TO ACADEMIC TITLES

Article 177

(Criteria for appointment into academic titles)

- 1) Appointment of academic staff into academic titles is carried out in all cases upon a public announcement, in accordance with criteria established by the Law, Standards and Norms, this Statute, additional criteria established by University and generally accepted standards in the field.
- 2) The point system of valuation of scientific papers as a condition for appointment to academic titles, and other relevant issues are precisely regulated by the Book of rules on appointment to academic titles which is adopted by the Senate.

Article 178

(English language competence as a selection criterion for appointment)

- 1) Candidates for the appointment into an academic title must be competent to deliver lectures in English. In case it comes out before, during or after academic appointment process that teacher is not fully competent to teach in English, Rector can request additional assessment of candidates/employee's knowledge, and impose to employee necessary professional development activities.
- 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 pursue further education (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; and/or
 - c) employee does not possess personal qualities, or has shortcomings, or is not competent to perform his/her duties (termination of work based on personal circumstances).
- 3) The procedure referred to in Clause (2) of this Article is carried out in accordance to University regulations.

Article 179

(Rights and obligations arising from the academic appointment)

- 1) In case candidate for academic appointment for justified reasons could not meet condition of mentoring a candidate in the second or the third study cycle or issuing a book, equivalence; i.e. substitution to mentorship/books is introduced, with additional three scientific papers published in recognized (indexed) publications, to the minimum criteria stipulated by law.
- 2) The following reasons are considered justified in respect to the preceding Clause:
 - a) if the University did not organize the second or the third study cycle;
 - b) if the promotion criteria at university abroad where member of academic staff spent part of his current academic appointment term is different from domestic ones;
 - c) if candidate was engaged extensively in research activities,
 - d) if candidate was continuously having teaching workload higher than optimal,
 - e) If candidate was continuously holding administrative positions at University and
 - f) if candidate was prevented due to long-lasting illness or similar circumstances caused by objective reasons.
- 3) Member of academic staff in the title of assistant may be appointed to a senior assistant before the expiration of the period for which he/she was appointed if exceptional academic results are established by Faculty Council at least one year after the appointment to the title of assistant.

Article 180

(Extension of appointment period)

Period of academic appointment will be extended for the time spent on maternity leave, sick leave exceeding six months, performing public services and during period of professional development approved by Rector.

Article 181

(Appointment of full professors to academic-managerial position)

- 1) In order for full professor, to be eligible to serve in positions of Rector, Dean, or Professor Emeritus, he/she must meet conditions of participating in the teaching process and publishing one scientific article/book/textbook/project at least once every five years which is evaluated by a selection committee.
- 2) Full Professors are subject to the obligatory annual University evaluations as stipulated in the Statute.

SECTION TWO – APPOINTMENT TO SCIENTIFIC/ARTISIC AREA OR COURSE

Article 182

(Selection of members of academic staff)

A member of academic staff may be appointed to up to three scientific or artistic areas based on educational background, professional experience and scientific publications and can participate in realization of teaching process only in courses for which he/she has been appointed, or which belong to the scientific/artistic areas for which the appointment has been made.

SECTION THREE - DEFINITIONS OF LEGAL TERMS

Article 183

(Definitions of terms)

- 1) Legal terms, in view of this Statute, have the following meanings:
 - a) A publically presented forms of artistic expression means any public presentation of written, verbal, project, poetic, prose, fine arts, 3D visual arts, media, TV, radio, music and other individual forms of creative expression which are related and contribute to art.
 - b) A catalogued book means book with assigned unique indentifying number by competent institution in the country or abroad. A reviewed and catalogued book previously published in a foreign country is recognized in accordance with the criteria for reviewing and cataloguing books in the country where the book has been published.
 - c) A successful mentorship from minimum conditions for appointment of the academic staff into scientific-teaching titles at the University means a successful mentorship of the second and third study cycle students whose theses are successfully defended, or a successful mentorship of students leading to acquiring the scientific degree of a Master or a Doctor in accordance with the pre-Bologna system of studying.
 - d) A published book means a thematically comprehensive and compact reviewed scientific, professional or artistic text in printed or electronic form, which focuses on a particular area, has never been published before, which has been catalogued and available to students and academic community.
 - e) A published scientific paper means an original scientific paper, or a short original scientific paper, or a review article, or a preliminary note, which has been published in a recognized publication or in proceedings from a scientific conference.
 - f) An original method means a scientific method, a collection of cognitive-epistemological principles of logical and procedural rules which science as an activity applies in the scientific-research practice.

- g) An original professional success means a patent, a project, or an original method.
 - h) A patent is the acknowledgement of the right in relation to the invention which offers a new solution to a technical problem, and it generally applies to a particular product, procedure or application.
 - i) Demonstrated results in teaching means positive evaluation of the academic staff work activities, which must be carried out at the end of the teaching process in an academic year in accordance with the Statute; lectures held at other universities; evaluation of teacher's engagement in development of innovating the curriculum and syllabi; interest of students to choose the teacher's subject; success in advancement of junior scientific-teaching and artistic-teaching staff.
 - j) Recognition for successful activities in a relevant artistic area means domestic and international awards obtained at relevant events and festivals, related exclusively to the quality of the artworks, or general performance in a particular area of art; also invitations to participate at international and domestic events and festivals of artistic creativity, invitations to visit other universities and academies, or significant projects and workshops.
 - k) A recognized publication means any publication which is contained in the registry of domestic or international databases established in accordance with the Law.
 - l) A project represents an original, published scientific-research work realized through basic, applied and developmental research in different scientific areas. A project also means a number of time-limited activities with scientific or professional goals within one or more scientific or artistic areas.
 - m) A University textbook means a publication approved by the University or by another university in the country or abroad.
 - n) A significant contribution to development of art and culture means successful engagement in professional organizations which are significant for development of culture or a particular area in the arts; it also means establishing and running artistic projects and workshops.
- 2) When selecting candidates for appointment into the same or higher title, the following items are considered: published works, books, application of one's own research results, projects, mentorships, or publically presented forms of artistic expression, or achievements in the work of the academic staff as defined in this Article, and only those which are completed after the last appointment to the title.
- 3) For candidates from countries where academic ranks differ from the one defined by the Law on Higher Education, Selection Committee assesses the level of foreign academic title in comparison to the academic titles in use at IUS.

- 4) The relevant date of the publication of books, scientific papers or proceedings from the scientific conferences is considered as the date of the first public print of publication, which does not necessarily correspond with the previous presentation of the paper on a scientific conference or at the similar occasions.
- 5) The proof of the publication date is as an official confirmation of the publication date written on the copy of the publication issued by the publisher.
- 6) In terms of this Article, any co-authored publications and papers are regarded as authored works.

PART ELEVEN - HONORARY TITLES AND AWARDS

SECTION ONE - HONORARY DOCTORATE DEGREE

Article 184

(Conditions to award an honorary doctorate degree)

- 1) 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, cultural, or any other form of public creativity.
- 2) Decision on awarding an honorary doctorate degree of Doctor of Philosophy (PhD) is adopted by the Senate, upon proposal by the Founder.

Article 185

(Procedure to award the honorary doctorate degree)

- 1) The degree-awarding ceremony for honorary doctorate degree of Doctor of Philosophy (PhD) is held in a ceremony chaired by the Rector.
- 2) At the ceremony, the representative of the Founder presents the basic particulars of the nominated candidate and the reasons which led the Founder to propose awarding the honorary doctorate degree by the Senate of the University.
- 3) After that, the Rector of the University communicates the decision made by the Senate, gives a brief explanation and then awards the honorary doctorate degree diploma.
- 4) The content and form of the honorary doctorate degree diploma is set by the Senate of the University.
- 5) Honorary doctorate degree diploma is signed by the Rector of the University.

Article 186

(Honorary doctorate degree diploma)

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

SECTION TWO - PROFESSOR EMERITUS

Article 187

(Criteria to award the honorary title)

- 1) Upon the proposal by relevant Faculty, Senate can award the honorary title of Professor Emeritus to outstanding scientists and prominent teachers who have retired with the status of full professor from domestic or foreign higher education institutions.
- 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, cultural, or any other form of public creativity.

Article 188

(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 of the proposed candidate.
- 3) Committee submits a written report to the Senate for review and adoption. The Report contains Committee's evaluation and opinion and must be signed by all members of the Committee.

Article 189

(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.

PART TWELVE – PROCEDURE FOR APPOINTMENT TO ACADEMIC TITLES

SECTION ONE - PUBLIC COMPETITION FOR SELECTION AND APPOINTMENT TO A TITLE

Article 190

(Conditions to announce a public competition)

Selection to academic titles is carried out in all cases by announcement of a public competition which is announced by the Dean upon Senate's consent and carried out in accordance with the procedure and the criteria set out by the Law, Standards and Norms, University bylaws and this Statute.

SECTION TWO - SELECTION COMMITTEE

Article 191

(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 Selection Committee appointed by Faculty Council.
- 2) Committee referred to in Clause (1) of this Article evaluates the success of introductory lecture, by taking into consideration the following: effectiveness of the communication in English, ability to make the lecture interesting, as well as candidates' knowledge about the presented topic.
- 3) English language competence is a compulsory criterion which is further continuously monitored by the University in accordance with the Article 178 of the Statute.
- 4) Topic of the introductory lecture is decided by the Committee following the consultations with the candidate.
- 5) University is obliged to publicly and transparently announce the time and place of the introductory lecture.

SECTION THREE - RESPONSIBILITIES OF THE COMMITTEES

Article 192

(Responsibilities of the Committee's appointed by University)

- 1) All Committees appointed by the University are required to complete and submit their reports within the timeframe set by the Law, this Statute and the decision on appointment.

- 2) Failure to meet the Committee's tasks without justified reasons is considered as a direct violation of the regular work obligations.
- 3) Relevant Faculty Dean submits to the Rector report for initiation of the procedure for establishing responsibility of the Committee members.
- 4) Individuals referred to in paragraph 2) of this Article who are identified as acting without justified grounds and contrary to provisions referred in paragraph 1) of this Article shall be banned to participate in work of the bodies or committees appointed by the University for the period of one year or longer, and another disciplinary measure can also be imposed in accordance with the University bylaws.

SECTION FOUR - DECISION ON APPOINTMENT

Article 193

(Decision on appointment into academic title and withdrawal of academic title)

- 1) Appointment of academic staff into academic title is completed when the decision on appointment is made by the Senate of the University and after the procedure stipulated by the Law has been duly conducted.
- 2) If it is subsequently determined that the works, books or other articles listed in the report are plagiarized or based on false data, organizational unit will initiate procedure for withdrawing already granted academic title.
- 3) Council of organizational unit shall submit to the Senate proposal for withdrawing academic title, who will adopt decision on withdrawing already granted academic title after it establishes that the claims in the proposal are true. Senate decision on withdrawing already granted academic title will be announced in the Official Gazette.

SECTION FIVE – PROFESSIONAL ASSOCIATES

Article 194

(Types of professional associates)

In order to train students to do practical and professional work and to help academic staff in realization of teaching process, Faculty can engage the following professional associates:

- a) methodologist,
- b) artistic associate,
- c) senior professional associate for language, and
- d) independent artistic associate.

Article 195

(Procedure for engagement of a professional associate)

- 1) The need for engagement of a professional associate, 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 196

(Conditions for engagement of a professional associate)

- 1) Professional associate has to 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 the language of engagement.
- 3) Program council can recommend specific requirements for particular positions including professional experience, teaching experience or additional qualifications.

Article 197

(Period for engagement of professional associate)

- 1) Professional associate is engaged for the period of time 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 of time if engagement is required for a specific period.

PART THIRTEEN – RIGHTS AND OBLIGATIONS OF THE ACADEMIC AND ADMINISTRATIVE STAFF

Article 198

(Rights and responsibilities of the academic staff)

- 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 University regulation.
- 4) Academic staff with its personal presence and commitment is obliged to fully implement the set curriculum and syllabus for the course for which it is engaged or responsible.
- 5) Exceptionally, for justified reasons accepted by the Faculty Council, in the implementation of the academic curricula and syllabi referred to in Clause 1 of this Article, appointed academic staff member can be substituted with another appropriate academic staff member proposed by the Dean, with the prior consent of the Council.

Article 199

(Monitoring fulfillment of academic staff responsibilities)

- 1) Methods for monitoring the execution of the obligations referred in the previous Article are:
 - a) reporting about the realized teaching through regular and special reports,
 - b) analysis of reports;
 - c) analysis of student feedback and student evaluation survey;
 - d) through electronic system which is tracking presence at the work place;
 - e) other methods designed by the QA Office.
- 2) Human Resources department is responsible for keeping track of hours all University employees worked, and fulfillment of the teaching duties (presence on lectures, office hours and other work activities).

Article 200
(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 Clause are kept by course teacher, or assistant. If 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 scientific field to which the course belongs, to administer the final examination.

Article 201
(Exclusion of the Course Holder)

- 1) Student can submit to Faculty Dean request for exclusion of course teacher. Request has to 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 take into account any reasons and circumstances which can put in questions academic member's impartiality in regards to student assessment, such as: family, business, or similar relations.

Article 202
(Analysis of passing rate)

- 1) Faculty Dean has the right to request from the course teacher a report on student passing rate for a particular course, if the ratio of passing and failing grades significantly differs from the standards set by the Senate.
- 2) Faculty Dean has obligation to initiate the procedure for establishing reasons that caused deviation from standards from the previous Clause.

Article 203

(Rights and responsibilities of the academic staff of the University)

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 to assist them in their studies;
- g) propose amendments 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 204

(Responsibilities of a course holder)

- 1) For course that is taught by one teacher, that teacher is considered to be 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 in accordance with the Law.
- 4) Academic staff can teach courses which belong to any study program under the condition that those courses are included in his/her main scientific/artistic area for which he/she is appointed.
- 5) Temporary cross-faculty assignments within the University are established with the Rector's decision on establishing University level academic staff workload for particular semester or year.
- 6) Course holder keeps written records of the students' completed obligations in the teaching process, determines the organization of the delivery of the teaching material and the method of conducting student assessments, as well as any other activities in accordance with the Law and this Statute.

Article 205

(Assignment of appointed academic staff)

- 1) Academic staff is engaged primarily in teaching process at the Faculty which covers scientific/artistic areas to which they have been appointed. However, they may be assigned to another Faculty, under condition that they participate in the teaching process only in the courses that belong to the scientific/artistic area for which they have been appointed.
- 2) University academic staff members can be engaged in realization of teaching process at the other higher education institution under the condition that they fulfill their conditions defined by the law and the Statute, and that they submit an appropriate request for engagement permission to the responsible Dean.
- 3) Engagement permission can be declined to academic staff member who already has optimal or higher than optimal teaching workload prescribed in Standards and Norms.
- 4) Academic staff workload, which includes assignment of course holder's to each course, is adopted by Rector per proposals by Faculty Councils.

Article 206

(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 the consultations with students;
- 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 other bylaws of the University.

Article 207

(Paid and unpaid leave)

- 1) University academic staff member can be granted paid or unpaid leave for up to four semesters for the purpose of preparation of master thesis or doctoral dissertation, scientific, artistic or professional development, or to perform activities of special interest for the University.

- 2) 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.
- 3) Conditions, manner, time and scope of education, training and professional development shall be determined in each specific case by a special decision of the competent body of University or Rector.

Article 208

(Conditions for reassignment of University academic staff)

Should the need arise, or due to the reduction in the workload of academic staff in the teaching process, University can decide to reassign employees to other positions, or can take measures for internal re-organization and job classification, in accordance with law.

Article 209

(Engagement of academic staff without employment contract)

- 1) When a teacher is on a longer leave due to sick leave, paid or unpaid leave, (due to performing a public duty or similar duty), in order to continue with lectures and examination without interruptions, University can engage another teacher from other domestic or foreign higher education institution for the period of absence without advertising vacant academic position.
- 2) In case referred in this Article, Faculty Council engages academic staff member as the course holder per Dean's proposal. Engagement is based on a contract which regulates delivery of lectures for particular course.
- 3) Dean who proposes such engagement shall submit adequate evidence that the proposed teacher meets all the requirements in terms of appointment to academic title.
- 4) The Council's decision on approval for the appointment of academic staff member from other domestic or foreign institution of higher education must contain a note that the member of the academic staff, for whom the approval has been given, meets the legal requirements for engagement in terms of appointment to academic title.
- 5) Provisions of this Article shall simultaneously apply in case of death, mutual or one-side cancellation of employment contract, and other similar reasons, for the maximum period of one year, starting from the moment when such circumstances commenced.

Article 210

(Visiting professor)

- 1) Rector or Dean can propose that University engage a visiting professor from domestic or international higher education institution who is holding a title of

full, associate or assistant professor - for the duration of one or more academic years.

- 2) Faculty Council considers the proposal and submits its decision to the Senate within a month.
- 3) Upon Council's proposal, Senate decides about engagement of a visiting professor by awarding a visiting academic title which corresponds to the one the visiting staff member is holding at his/her home institution.
- 4) Appointment and promotion procedure and criteria applicable for permanent University staff does not apply to the engagement of visiting professors.
- 5) In case of satisfactory evaluation of his/her teaching work, engagement of visiting professor may be renewed.
- 6) The ratio of visiting professors and the appointed academic members is determined by the Standards and Norms.
- 7) Visiting professor is entitled to apply for all administrative positions during the visiting status at the University.

Article 211

(Medical examination)

- 1) Prior to commencement of each academic year, and even earlier upon request of Rector or Dean, every employee of the University/organizational unit is required to undergo a sanitary and medical check-up in a health care institution and submit the medical certificate to the University, or to the faculty which keeps their personal files.
- 2) University cannot permit any individuals to be involved in the teaching process if he/she fails to take appropriate sanitary or medical check-up, or for whom it has been established by an appropriate sanitary or medical procedure that he/she is alcoholic, drug addict, or a person suffering from contagious or mental diseases.
- 3) University employee suffering from health anomalies referred to in Clause 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 Clause 2) of this Article are established, University can terminate employment contract if those conditions are not curable.

PART FOURTEEN – EVALUATION OF ACADEMIC STAFF

Article 212

(Evaluation Criteria)

- 1) Academic staff is evaluated by University every year during the month of June, after the final exams in spring semester.
- 2) Evaluation of academic staff is conducted in four fields:
 - a) Research/Artistic work;
 - b) Teaching;
 - c) Administrative work and public engagement;
 - d) Projects.
- 3) Work in the field of research and arts is graded by numerical points, while work in the field of teaching, citizenship and projects is graded descriptively as: Excellent, Satisfactory, Weak, And Unsuccessful.
- 4) Academic staff at University is subject to annual evaluation procedure.
- 5) Academic staff engaged at University from other universities or organizations is subject of annual academic staff evaluation procedure in the area of teaching and optionally in the other areas from the item 2) of this Clause.

Article 213

(Research)

Academic staff appointed to scientific areas is expected to conduct genuine research activities, to involve students in its research activities, to cooperate with researchers outside University and to publish their research results in scientific publications.

Article 214

(Artistic work)

Academic staff appointed to artistic areas is expected to perform genuine artistic work, to involve students in its artistic activities and to cooperate with artist outside University and to present their artistic work in public.

Article 215

(Teaching)

Academic staff is expected to be devoted to teaching duties, to have a good teaching record, to motivate students to explore teaching topics, to design innovative teaching practices and to organize different kind of activities that will benefit students.

Article 216

(Administrative work and public engagement)

Academic staff is expected to be involved in activities outside and inside University that benefit society and University, promote University, be involved in working committees when needed, be a good colleague, demonstrate willingness and motivation to improve University as an institution.

Article 217

(Projects)

Academic staff has to prove that it is active in project related activities. It is expected that academic staff search for project opportunities and participate in project realization. University especially values research projects that engage students in their realization. University expects that the results of the academic staff research activity are published as scientific works.

Article 218

(Evaluation process and documents)

Academic staff is responsible for submitting documents for evaluation to University in accordance to Evaluation Guidelines issued by Rector.

Article 219

(Valuation of basic scientific works - articles)

- 1) Basic scientific works are articles published in journals listed in Relevant Indexed Databases published by Academy of Science and Arts of Bosnia and Herzegovina (hereinafter Relevant Databases).
- 2) For the purpose of the University's evaluation of scientific work, journals are ranked into quartiles (Q1, Q2, Q3, Q4) by the JCR (*Journal Citation Report*) or SJR (SCImago Journal Rank indicator) for journal ranking. Applied journal ranking is taken for applicant's scientific category, for the year in which scientific work is published or on the date of evaluation, whatever is more favorable for the academic staff member.
- 3) Work published in journals outside of the applicant's scientific category are appraised by the quartile to which journal is placed in journal's scientific category.
- 4) Those journals listed in the Relevant Databases that are not placed in any quartile by the JCR or SJR will be treated as placed in Q4.
- 5) Articles are classified in two groups - group A and group B.
 - a) Group A articles are those that are published in the following journals:
 - (1) Journal placed in Q1 quartile in the applicant's scientific category,
 - (2) Journal placed in Q2 quartile in the applicant's scientific category,
 - b) Group B articles are those that are published in the Q3 quartile in the applicant's scientific category.

Article 220

(Valuation of other scientific work - journals, books and book chapter)

- 1) The following publications are considered Group C publications:
 - a) Journal placed in Q4 quartile,
 - b) Journal listed in Relevant Databases if not placed in any quartile by the JCR or SJR,
 - c) Chapters in the books published by prestigious print house and listed in Relevant Databases, if not placed in any quartile by the JCR or SJR,

- d) Peer reviewed academic books, lecture notes, textbooks, handbooks, encyclopedia items published by prestigious print house and Internationally published patents, if not placed in any quartile by the JCR or SJR,
 - e) Papers printed in the proceedings of international scientific conference, symposium or workshop included in the Relevant Databases, if not placed in any quartile by the JCR or SJR.
- 2) The following publications are considered Group D publications:
- a) Papers in journals, not included in group A, B or C group, included in the SCI or SCI-extended will be included in this list,
 - b) Books, edited books or book chapters not included in group A, B or C group,
 - c) Abstracts or presentations not included in group A, B or C group, included in the SCI or SCI-extended will be included in this list,
 - d) Patent applications.

Article 221

(Calculation of individual score for research category)

Individual score for research is computed as sum of the following products: product of number of articles from Q1 group and the coefficient 1.5, product of number of articles from Q2 group and the coefficient 1, product of number of articles from Q3 group and the coefficient 0.8, product of number of articles from Q4 group and the coefficient 0.6 and product of number of articles from D group and the coefficient 0.4, which can also be expressed by following formula:

$$\text{Score_Research} = 1.5 * N(\text{Group A_Q1}) + 1 * N(\text{Group A_Q2}) + 0.8 * N(\text{Group B_Q3}) + 0.6 * N(\text{Group C_Q4}) + 0.4 * N(\text{Group D}),$$

where N is the total number of publications in the corresponding category.

Article 222

(Evaluation of scientific work in the field of Mathematics)

- 1) Academic staff appointed in the field of Mathematics, is evaluated in the same way as all other academic staff and Relevant Databases are used.
- 2) Individual score for this category of academic staff is calculated in the same way as in the preceding Clause and then multiplied with coefficient 1.5; which can also be expressed by following formula:

$$\text{Score_Research} = 1.5 * (1.5 * N(\text{Group A_Q1}) + 1 * N(\text{Group A_Q2}) + 0.8 * N(\text{Group B_Q3}) + 0.6 * N(\text{Group C_Q4}) + 0.4 * N(\text{Group D})),$$

where N is the total number of publications in each category.

Article 223

(Valuation of work in progress)

- 1) Work which has not been published yet is included in evaluation of academic staff under the same principle as published work, but multiplied with coefficient 0.25; which can also be expressed by following formula:

$$\text{Score_Progress} = 0.25 * (1.5 * N(\text{Group A_Q1}) + 1 * N(\text{Group A_Q2}) + 0.8 * N(\text{Group B_Q3}) + 0.6 * N(\text{Group C_Q4}) + 0.4 * N(\text{Group D}))$$

- 2) When evaluating work in progress, numbers of points received for work in progress in earlier evaluations do not affect assigning points in the current evaluation of the same work in progress, but any suspected unethical behavior aimed to receive unjustified points can be referred to University Ethical Committee.
- 3) Individual Score for research activity for each member of academic staff (Afj) that is evaluated is calculated as sum of individual scores for published work and individual score for work in progress, i.e. by the following formula:

$$\text{Individual_Score_R}(Afj) = \text{Score_Research}(Afj) + \text{Score_Progress}(Afj)$$

Article 224

(Evaluation grade for research activity)

- 1) Evaluation grade is expressed as a degree by how much actually earned number of points differs from average number of points for research activity at the Faculty (Score_R_Faculty_Average) so that:
 - a) Grade Excellent is achieved if points earned within evaluation period Individual_Score_R(Afj) are higher or equal to double faculty average (2* Score_R_Faculty_Average).
 - b) Grade Satisfactory is achieved if points earned within evaluation period Individual_Score_R(Afj) are higher than faculty average (1*Score_R_Faculty_Average).
 - c) Grade Weak is achieved if points earned within evaluation period Individual_Score_R(Afj) are equal or smaller than faculty average (Score_R_Faculty_Average).
 - d) Grade Unsatisfactory is achieved if points earned within evaluation period Individual_Score_R(Afj) are smaller than half of faculty average (0.5* Score_R_Faculty_Average).
- 2) The average score of faculty research work is calculated as sum of the individual scores divided by the number of academic staff members whose research is evaluated and whose individual score is above 0, i.e. by the following formula:

$$\text{Score_R_Faculty_Average} = (\text{SUM}(\text{Score_Research}(Fj)) + \text{SUM}(\text{Score_Progress}(Fj))) / N(\text{participating faculty})$$

The =Score_Research(Fj) and Score_Progress(Fj) are the individual scores for faculty Fj that have individual score higher than zero. The N (participating faculty) is the number of the individuals participating in the research work assessment and having individual scores higher than zero.

Article 225

(Valuation of Artistic work)

The following table lists artistic activities and corresponding number of points that academic staff appointed to artistic areas receives for each activity:

Artistic and Creative Works	International	National
Feature film director	100	50
Taking part in movies (producer, assistant director, visual director, scenario writer, supervisor, advisor, etc.)	50	25
Documentary film director, short film director	50	25
Taking part in documentary film (producer, assistant director, visual director, scenario writer, supervisor, advisor, etc.)	20	10
Directing commercial film	15	10
Newspaper Publishing Director, Newspaper Visual Director	20	10
Preparing / producing magazine, journal, bulletin, poster design, billboard design	10	5
Works added to the permanent collections of recognized institutions of art	100	50
Works added to the permanent collections of other institutions of art	50	20
Individual participation in exhibitions/festivals in recognized venues of art with original work*	20	10
Individual participation in exhibitions/festivals in other venues of art with original work*	10	5
Built art/urban planning/architecture design approved for permanent public display*	50	25
Original art work, animation, program, video, film etc. (for artistic or commercial purposes)*	20	10
Developed/Presented/Executed (architectural, artistic, design) Work or Projects. (Work or Projects: relevant architectural, artistic, design work or project in which the candidate took an active part in the design, production, organization, and execution, complies with the applicable policies, laws and regulations to achieve aesthetic and environmentally sustainable outcomes)	20	10
Cross media multidisciplinary project that cannot be evaluated only in one artistic area and belong to other artistic areas.	20	10

Artistic and Creative Works	International	National
Architectural Design Studio supervised by a professor and published or exhibited by a publisher or university*	20	10
Architectural, design and artistic Research Project		
Manager	50	30
Researcher	25	15
Advisor	10	5
Project submission (verified by evaluator or authorized body), 10% of each related category		
Advisor to company in artistic or creative works	10	5
Serving as a judge, jury member or curator in activities	10	5
Individual shows/exhibitions for public presentation*	20	10
Serving in committee for art and culture	20	10
Organizing an event/exhibition/conference which takes place outside of the country: Main Organizer	30	14
Organizing an event/exhibition/conference which takes place outside of the country: Organizing Member / Tutor / Mentor	15	7
Organizing a in-house event/exhibition/conference: Main Organizer	20	10
Organizing a in-house event/exhibition/conference: Organizing Member / Tutor / Mentor	10	5
TV/Radio program director	30	15
Taking part in directing TV/Radio program (producer, assistant director, visual director, scenario writer etc.)	10	5
Preparing / producing radio program, radio advertising	10	5
Commissioned work of art	10	5
Short listed art work (by jury members)	10	5
Residency, Fellowships etc.	10	5
<i>* Each unit of work has to be unique. Maximum 25 percent of previous works can be included in the new work in order to be considered as separate work.</i>		

Descriptive grades for artistic and creative work are calculated as follows:

Performance Level	Performance Score
Excellent	4 = (80 or more points in Artistic Area)

Satisfactory	3 = (60 - 79 points in Artistic Area)
Weak	2 = (40 - 59 points in Artistic Area)
Unsatisfactory	1 = (less than 39 points in Artistic Area)

Article 226

(Valuation of Projects)

- 1) For the purpose of evaluation of academic staff, the following items would be considered as project category:
 - a) Scientific/research projects submitted to national or international funding agencies;
 - b) Scientific/research projects financed by industry;
 - c) Scientific/research projects financed by IUS
 - d) Scientific/research projects submitted to internal financing by IUS;
- 2) Project work is deemed satisfactory if academic staff member has:
 - a) formally submitted at least two scientific/research projects to national or international funding agencies as project coordinator,
 - b) been involved in at least one successfully completed scientific/research project as a project coordinator or researcher.
- 3) Project work exceeding conditions set in previous paragraph is deemed excellent.
- 4) Project work that does not include any submitted project applications is deemed weak.
- 5) Work that has no project activity is deemed unsuccessful.

Article 227

(Valuation of Teaching)

- 1) Teaching results are graded as: Excellent, Satisfactory, Weak, or Unsuccessful.
- 2) Main criteria for evaluation of teaching work are:
 - a) Designing a new course, undergraduate or graduate,
 - b) Creating a new method of teaching or assessment,
 - c) Preparing new teaching material or new set of lecture notes / presentations,
 - d) Establishing a new lab, managing an engineering lab,
 - e) Having offered a wide variety of courses in different cycles / levels, with well-prepared course syllabi and fully submitted course report files.
 - f) Having very high evaluation in course assessment by students,
 - g) Having mentored many successful student graduation projects,
 - h) Being involved in many thesis / dissertation committees.
- 3) Academic staff member evaluates his/her work in the field of teaching by taking into account main criteria for evaluation and submits it with his/her evaluation dossier.

- 4) Dean assigns grade for teaching work to academic staff member by taking into account relevant information from academic staff member's dossier.
- 5) Rector can take over evaluation of particular academic staff member's teaching work from the Dean if he/she finds it appropriate.

Article 228

(Valuation of administrative work and public engagement)

- 1) Work of academic staff related to administrative work and public engagement area is graded as: Excellent, Satisfactory, Weak or Unsuccessful.
- 2) Main criteria for evaluation of administrative work and public engagement work are:
 - a) Journal or print house editorship,
 - b) Refereeing in an academic / scientific journals,
 - c) Organizing a conference,
 - d) Being elected as member of scientific / academic councils / committees,
 - e) Producing presentations, reports, projects, publications that will contribute to science and reputation of University,
 - f) Awards, prizes in local and international academic competitions / evaluations,
 - g) Being in conference committees,
 - h) Contributing to partnerships or to common initiatives of University with other domestic or international institutions,
 - i) Promotion of University,
 - j) Carrying out managerial duties at University (Vice Rector, Dean, Vice Dean, Director of a Center, Department Head, Program Coordinator, etc.),
 - k) Participating in academic or professional committees of University ,
 - l) Engaging in NGO's by which University is doing the community work.
- 3) Academic staff member prepares and submits his/her self-evaluation dossier in the field of citizenship by taking into account main criteria for evaluation from this Clause.
- 4) Dean assigns grade for citizenship work to academic staff member by taking into account relevant information determined from academic staff member's dossier.
- 5) Rector can take over the evaluation dossier from the item 3) of particular academic staff member from the Dean if he/she finds it needed.

Article 229

(Overall grade)

- 1) For each descriptive grade, academic staff member receives numerical grade in accordance to the following rules:
 - a) For grade Excellent, numerical grade is 4
 - b) For grade Satisfactory, numerical grade is 3

- c) For grade Weak, numerical grade is 2 and
d) For grade , Unsatisfactory, numerical grade is 1
- 2) At the end of each academic year, every academic staff member is assigned a score from 1 to 4 in each category which are called as follows:
R (Research), P (Projects), T (Teaching) and C (Administrative work and public engagement).
- 3) The sum of these scores (Total_Score of R+P+T+C) is the measure of performance for that professor for that academic year. It is a number between 4 to 16.
- 4) Annual performance level for each teaching academic staff member is based on the total annual score as follows:
- If $R + P = 2$ or (Total_Score of R+P+T+C) is less than 7, staff member's performance is considered as unsatisfactory for that year.
 - If R is at least 2, and (Total_Score of R+P+T+C) is higher or equal to 7 and lower or equal to 9, staff member's performance is considered as weak for that year.
 - If R is at least 3, and (Total_Score of R+P+T+C) is higher or equal to 10 and lower or equal to 13, the staff member's performance is considered as satisfactory for that year.
 - If $R=4$, and (Total_Score of R+P+T+C) is at least 14, the staff member's performance is considered as excellent for that year.

This can be summarized in a tables as follows:

Performance Evaluation for Assistant, Associate and Full Professors

Condition 1	Condition 2	Performance Level	Performance Score
$R = 4$ and	$R+P+T+C \geq 14$	Excellent	4
$R \geq 3$ and	$10 \leq R+P+T+C \leq 13$	Satisfactory	3
$R \geq 2$ and	$7 \leq R+P+T+C \leq 9$	Weak	2
$R + P = 2$, or $R+P+T+C < 7$		Unsatisfactory	1

- 5) Non-teaching academic staff members are graded in accordance to the following table:

Performance Evaluation for Senior Assistants

Condition 1	Condition 2	Performance Level	Performance Score
$R \geq 3$ and	$R+P+T+C \geq 14$	Excellent	4
$R \geq 2$ and	$10 \leq R+P+T+C \leq 13$	Satisfactory	3
$R \geq 2$ and	$7 \leq R+P+T+C \leq 9$	Weak	2
$R+P+T+C < 7$		Unsatisfactory	1

Article 230

(Annual evaluation and promotion)

- 1) Consecutive positive evaluation grades do not necessary lead to fulfillment of all legal and internal conditions for academic appointment.
- 2) Each academic staff member is responsible to organize his/her activities accordingly in order to fulfill conditions for continuation of academic career following the end of his/her academic appointment term.

Article 231

(Planned Activities)

- 1) Academic staff will also provide information regarding its planned work next academic year into the table "Planned Activities" which will be reviewed during the evaluation process next academic year.
- 2) Planned activities do not influence final evaluation grade except for those activities that are specifically listed in the Statute.

Article 232

(Effects of Academic Evaluation)

- 1) Summary results of the conducted evaluation of academic staff are reviewed and analyzed by faculty council and program council.
- 2) Faculty council analyzes summary results of the evaluation of academic staff and adopts proposal for preventive and corrective measures.
- 3) Performance scores for two and then three years in a row are added to get the cumulative performance score for the periods of 2 and 3 years.
 - a) The sum of the performance scores for any two consecutive years will be a number between 2 to 8.
 - b) The sum of the performance scores for the first three years is a number between 3 to 12.
- 4) Cumulative scores are used for making decisions about the employment status of academic staff member, as follows:
 - a) If the sum of any two consecutive years is 2 only, this means the academic staff member has been unsuccessful twice in a row, then the employment status is terminated.
 - b) If the sum of any three consecutive years is 5 or less, then the employment status is terminated.
 - c) If the sum of the performance scores of the first three years of a contract period is at least 11 for assistant or associate professor s/he can apply for early promotion.
- 5) Cumulative scores for making decisions about termination of employment of a senior assistant is as follows:
 - a) If the sum of any two consecutive years is 2 only, or
 - b) if the sum of any three consecutive years is 5 or less.

- 6) Detailed procedure for terminating employment contract based on this Clause is described in Book of Rules on Labor Relations.

PART FIFTEEN – RECORD KEEPING AND PUBLIC DOCUMENTS

Article 233

(Keeping official records of the University)

- 1) University keeps the main register of students who have completed professional, first, integrated, second or third cycle of study according to the Bologna system of study.
- 2) In addition to the official records referred previous paragraph, University keeps records on students' examinations results and any other records stipulated by law, the Statute and by the Book of Rules on Keeping Records and Documentation.
- 3) Main registry books and registers on issued diploma awards are kept permanently.
- 4) Regulations about the content and form, the manner of keeping the main registry books and registers on the issued diploma awards are brought by the Ministry.
- 5) Regulations which stipulate in more detail the procedure and manner of keeping all other types of records or documentation are stipulated by the Book of Rules on Keeping Records and Documentation which is adopted by the Senate of University.

Article 234

(Types of public documents)

- 1) University issues public documents based on official records.
- 2) Public documents, in terms of the Law, are the following:
 - a) Diploma of acquired scientific degree of the Doctor of Philosophy;
 - b) Diploma of acquired scientific degree of Master;
 - c) Diploma of acquired education level and professional title, and a Diploma Supplement;
 - d) Diploma on professional qualification;
 - e) Withdrawal Certificate;
 - f) Graduation Certificate;
 - g) Certificate on Passed Examinations;
 - h) Certificate on Study Results;
 - i) Certificate on participation in particular forms of professional development and continuous education and other public documents.
- 3) Public documents issued to students who completed their studies in accordance with the Bologna system of study, are as follows:

- a) Diploma;
- b) Diploma Supplement;
- c) Certificate on a completed level of study cycle;
- d) Transcript;
- e) Student's application based on the Students' Mobility;
- f) Certificates on attendance or completion of non-cyclical forms of education (seminars, conferences, and similar); and
- g) Other public documents in accordance with law, the Statute or bylaws of the University.

Article 235

(Issuance and annulment of Diploma and Diploma Supplement)

- 1) For students who completed their study within a study cycle, Diploma and Diploma Supplement are issued in two languages: in one of the official languages in use in Bosnia and Herzegovina, and one in English.
- 2) University can issue other public documents in bilingual form as described in previous clause.
- 3) Terms and conditions of the issue of diplomas, manner and procedure for granting or withdrawal and annulment of the diplomas after completion of the study cycle, as well as the procedure of issuing a duplicate diploma are determined by law, the Statute and by Book of Rules on the procedure of issuing duplicate diplomas, brought by the Senate.
- 4) Diploma, Diploma Supplement, and other public documents, can be issued in other languages upon student's request.

PART SIXTEEN – BUSINESS SECRET

Article 236

(Notion of the business secret of the University)

- 1) Pursuant to the Law on free access to information in Federation of B&H, certain information and documentation at the University are considered confidential. Classification of confidentiality can be determined by a particular act brought by the Board of Trustees of the University.
- 2) University or its faculties shall refuse to make public any information should such information be regarded as a business secret.
- 3) Business secret is considered to be 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.
- 4) Having received the approval by the Board of Trustees, the Rector is authorized to remove the label "confidential" from a document or information.

Article 237

(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 particular function anymore, in accordance with the law and general acts of the University. Breach of the business secret is considered to be the breach of labor discipline.
- 3) 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 and/or the Dean.

PART SEVENTEEN – UNIVERSTIY REGULATIONS

Article 238

(University bylaws)

- 1) In accordance with the Law and the Statute, the University shall bring the following:
 - a) Bylaws adopted by the Board of Trustees:
 - (1) Book of Rules on Labor Relations;
 - (2) Book of Rules on Internal Organization and Job Classification with short descriptions of jobs performed at IUS;
 - (3) Book of Rules on the Disciplinary Accountability of IUS Employees (academic and non-academic staff);
 - (4) Rules of Procedure for Activities of the Board of Trustees; and
 - (5) Book of Rules on Life Long Learning at IUS.
 - b) Bylaws adopted by the Senate:
 - (1) Study Rules for the First Study Cycle;
 - (2) Study Rules for the Second Study Cycle;
 - (3) Study Rules for Doctoral Studies at IUS;
 - (4) Rulebook on Organization of the Council of Doctoral Studies;
 - (5) Rules of Procedure for Activities of the Senate;
 - (6) Book of Rules on Appointment to Academic Titles;
 - (7) Book of Rules on Accepting and Monitoring Study Programs;
 - (8) Book of Rules on Criteria for Ranking Candidates Enrolling in the First Year of the First, Second and Third Study Cycle at IUS;
 - (9) Book of Rules on Establishing Essential Elements Contained in the Study Contract;
 - (10) Book of Rules on Quality Assurance at IUS;
 - (11) Book of Rules on Disciplinary and Material Accountability of Students at IUS;
 - (12) Book of Rules on Recognition of Foreign Educational Qualifications;

- (13)Book of Rules on the Procedure for Evaluation of Academic Staff at IUS;
 - (14)Book of Rules on the Procedure for Assessment of IUS Students;
 - (15)Book of Rules on Recognition of Duly Passed Examinations and Equivalence of the IUS;
 - (16)Book of Rules on the Business Secret at IUS;
 - (17)Book of Rules on Transparency of Work at IUS;
 - (18)Code of Ethics of IUS;
 - (19)Book of Rules on Publishing Activities;
 - (20)Rules of Procedure for the Selection Committee Proposing Appointments to the Academic Titles;
 - (21)Book of Rules on Awards;
 - (22)Book of Rules on Work of Scholarship Assistants;
 - (23)Book of Rules on Procedures for Granting the Honorary Title of Professor Emeritus;
 - (24)Book of Rules for Part-time and Distance Learning Studies;
 - (25)Book of Rules on the Procedure for Evaluation of Work of Non-Academic Staff;
 - (26)Book of Rules on Establishing Students' Clubs and their activities;
 - (27)Book of Rules on Official Correspondence and Archiving at IUS;
 - (28)Book of Rules on Keeping the Register of Publications of the International University of Sarajevo;
 - (29)Book of Rules on the Procedure for Issuing Diploma Duplicates;
 - (30)Rules of procedure which are brought by councils of faculties, and
 - (31)Other bylaws brought subsequently.
- 2) Besides the Statute and the book of rules, the University, or the competent bodies, also adopts decisions, declarations, rules of procedure, instructions, recommendations, minutes, plans, and other acts.
 - 3) Initiative for adoption of bylaws, their amendments and supplements can be provided by: the Founder, Board of Trustees, Senate, Rector, General Secretary, faculty councils, deans/directors of organizational units, heads of departments, managers of offices and University centers, in accordance with the Law and this Statute.

PART EIGHTEEN – TRANSITIONAL AND FINAL PROVISIONS

Article 239

(Interpretation of bylaws)

- 1) Authentic interpretation of the Statute is provided by the authority which has adopted them.
- 2) Originals of bylaws are kept in the University archives.

Article 240
(Enactment)

This Statute shall enter into force on the day following the day of the decision of its adoption by IUS Senate, and after the decision on harmonization of the Statute with the Law, which is issued by the Ministry.

Article 241
(Expiry of previous general acts)

By enactment of this Statute, the Statute No. IUS-SENAT-11-2255/2013 dated 12.09.2013 – Amended Version, as well as other provisions in bylaws stipulated contrary to this Statute, shall expire.

CHAIRMAN OF THE SENATE

Prof. Dr. Ahmet YILDIRIM

CONFIRMATION ON THE ANNOUNCEMENT OF THE STATUTE

A copy of this Statute is announced by being posted on the notice board of the International University of Sarajevo on _____, at _____ o'clock.

A copy of this Statute is announced by placing the same text on the International University of Sarajevo web page on _____, at _____ o'clock.

CHAIRMAN OF THE SENATE

Prof. Dr. Ahmet YILDIRIM