

No IUS-SENATE 11-1153/18

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

May 2018

Pursuant to Article 56, Clause 1 of the Law on Higher Education ("Official Gazette of Sarajevo Canton", issue 33/17), Senate of the International University of Sarajevo (hereinafter: the Senate) on its session held on May 25, 2018, adopted

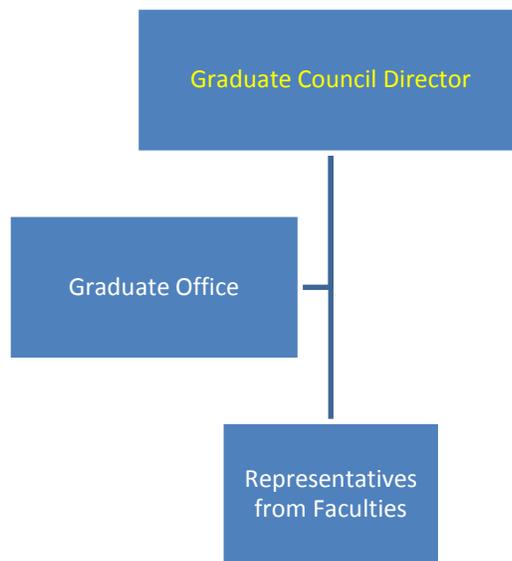
**STUDY RULES FOR SECOND CYCLE STUDIES AT
INTERNATIONAL UNIVERSITY OF SARAJEVO**

Article 1- Definitions

Mentor	Professor appointed as such by the Faculty Council
Co-mentor:	Person appointed by the Faculty Council to work with the mentor in supervising the master student
Academic advisor	Professor who acts as an advisor until the Faculty Council appoints the official mentor for the student
Academic Master Program:	Research-oriented master program in which students are required to plan, organize, and conduct research
Professional Master Program:	Prepare students for successful professional carrier in dynamic and often interdisciplinary environment of modern labor market
Master thesis defense committee	Committee appointed by the Graduate Council, before which the Master thesis defense will take place
Master thesis defense	Public session of the master thesis defense committee in which the candidate defends his dissertation in order to be awarded the Master degree
Graduate Office:	Support office of IUS responsible for day-to-day business concerning doctorates and which supports the Graduate Council

Article 2- Organization of the Graduate Council

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



- (4) Graduate Council Director (GCD) is appointed by the Senate on Rector's proposal for the period of four years with the possibility for reappointment.
- (5) Director can be dismissed by the Senate on the Rector's proposal.
- (6) Representatives from Faculties are appointed by the Faculty Council on Dean's proposal for the period of four years with the possibility for reappointment.
- (7) Representatives from Faculties can be dismissed by the respected Faculty Council on the proposal of Graduate Council Director.
- (8) Graduate Office supports work of Graduate Council and does day-to-day business concerning Master students.

Article 3- Scope (Extent) of Second Cycle Studies

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

Article 4- Determination of Quotas and Announcement

- (1) Program Councils propose quotas for the second study cycle (Master) to respective Faculty Councils and then the Faculty council proposes the to the Graduate Council number of students to enroll the second study cycle before each academic year. Upon approval of the Graduate Council and the Founder, Senate gives the final approval of quotas for graduate studies which is a base for a public announcement of graduate studies.

Article 5- Evaluation of Applicants and Enrolment

- (1) Program Councils review and rank candidates who apply in accordance with the announcement for the second cycle studies by applying the IUS admission regulations and proposing the resolution of any outstanding issue regarding the fulfillment of the IUS rules and regulations. The report with the rank list of the candidates is submitted to the Graduate Council for the approval from the Dean Office.
- (2) Successful candidates sign the Study Contract with IUS which specifies their mutual rights and obligations in accordance with the Book of Rules on establishment of the necessary elements of the Study Contract at IUS.
- (3) Candidate may contact directly the IUS professor that s/he would be interested to work on specific research project. If agreement is established between the professor and candidate that s/he will mentor the candidate during her/his Master studies, the form is signed by

both mentor and candidate and submitted to the Graduate office which forwards it to the Graduate Council and subsequently to the Faculty Council for final approval.

- (4) In the case that the above procedure was not followed, the Graduate Council appoints an academic advisor to the enrolled Master students on the proposal of the Program Councils. The Master students must have made agreements with his/her academic advisor on the content of the Graduate Program to be followed before start of the academic year.

Article 6- Mentor Appointment and Responsibilities

- (1) Student of the second cycle study program chooses a mentor from the body of IUS professors (assistant professors, associate professors, full professors and professor emeritus) with PhD, for scientific areas, or full time IUS teachers with at least MA, for artistic areas.
- (2) Faculty Council appoints mentors to master students on proposal of the Program Councils and approval of the Graduate Council within a month of admitting students.
- (3) A second mentor can be appointed to act as a co-mentor by the same procedure and terms as the mentor appointment.
- (4) Exceptionally, mentor or co-mentor can be a PhD holder from outside of University, with or without academic affiliation, provided that student submits a letter of consent by the proposed mentor/co-mentor and his/her eligibility for mentorship. In case, a co-mentor or mentor must be from the body of the IUS professors.
- (5) For master's student in the field of arts, mentor can also be MA holder from outside of University, with or without academic affiliation, provided that student submits a letter of consent by the proposed mentor and his/her eligibility for mentorship.
- (6) Close family members with an affinity up to and including the fourth degree or other persons who have such a relationship to the Master student that they cannot reasonably be expected to make a judgment will not be eligible to act as mentor or co-mentor.
- (7) Master student can make a written appeal for changing a mentor to the Graduate Council. The petition must be signed by the mentor and by a new proposed mentor. In case of dispute and possible refusal of the mentor to sign the appeal, the Graduate Council makes a final decision on the appeal and sends the proposal to the Faculty Council for approval and for the appointment of new mentor.

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

Article 7- Termination of Student Status

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

- e. In any other circumstances stipulated by law, the Statute, these Rules, or other IUS general act.

Article 8- Academic Master Programs

- (1) Academic master programs (AMP) are research-oriented programs in which students are required to plan, organize, and conduct research in order to graduate. Programs require a Master thesis to be defended.
- (2) Academic master programs curricula have six courses.
- (3) Academic master programs result in at least 60 ECTS. Master thesis worth 24 ECTS.
- (4) Student can take two courses at most from the same Professor in a whole graduate study.
- (5) Master students must attend the courses in accordance to the IUS rules that are applied to undergraduate study.
- (6) Student can take at most two undergraduate courses with the condition that not taking the courses before while registered in undergraduate programs.
- (7) Students who successfully complete required coursework must prepare and submit a thesis in order to receive a master degree. Students are required to submit their thesis proposal, accompanied by the written consent of the mentor, to the Graduate Council latest by the end of the first semester. Thesis proposal is finalized with the approval of the Graduate Council and submitted to the Graduate Office.
- (8) Defense Committee is appointed by the Dean upon the proposal of the Faculty Council with the consent of the Graduate Council at latest a month before the thesis defense date. The Defense Committee consists of 3 or 5 faculty members; one is the student's mentor. One substitute member from IUS should also be assigned.
- (9) Master thesis defense date and place is announced at the IUS website at least one month prior to the public thesis defense.
- (10) Before the defense of the thesis, the Graduate Office prepares plagiarism report of the thesis and sends it to the mentor and the Defense Committee. If plagiarism is detected in the thesis, thesis is sent to the Graduate Council for decision together with explained reasons.

- (11) Thesis defense starts with presentation of the thesis, and it is followed by question and answer session. This is open to the public.
- (12) At the end of the thesis defense, Defense Committee decides in closed session by majority of votes if the defense was “Successful”, “Successful with minor corrections”, and “Successful with major corrections or Unsuccessful”.
- (13) Defense Committee will evaluate defense of thesis as “Successful with minor corrections” if candidate successfully wrote and defended thesis, but Defense Committee concludes that candidate needs to make some small technical corrections in the text of the paper such are: small formatting corrections, correcting minor typological errors, or other corrections that do not extend to the content of the thesis.
- (14) For this type of decision, Defense Committee will give candidate up to one month to make necessary corrections after which the Defense Committee will verify if thesis is corrected in compliance with committee’s remarks.
- (15) If final paper is still not in compliance with committee’s remark, Defense Committee will grant extensions to the candidate to make all required corrections until thesis is corrected to committee’s satisfaction.
- (16) If corrected thesis is in compliance with committee’s remarks, Defense Committee will replace decision “Successful with minor corrections” with decision “Successful” and process it in accordance to IUS procedures.
- (17) Candidate will not be required to defend thesis again and his/her grade will be entered in the semester in which the final paper defense took place.
- (18) Defense Committee will evaluate defense of thesis as “Successful with major corrections” if candidate successfully wrote and defended paper, but Defense Committee concludes that candidate needs to make corrections on thesis including the content of the thesis. These corrections would include: renaming of one or more chapters, modifying parts of the thesis, performing additional work to correct paper deficiencies, further analysis, etc.
- (19) For this type of decision, committee will give candidate up to three months to make necessary corrections after which the candidate will have another defense. If candidate is not ready to defend the thesis in given time period, Defense Committee can extend set deadline for another three months.

- (20) Candidate has to register thesis in semester(s) in which he/she is making required corrections and having thesis defense.
- (21) If candidate's second thesis defense is evaluated as "Unsuccessful" or "Successful with major corrections", candidate will be dismissed from the University.

Article 9- Professional Master Programs

- (1) Aim of the Professional Master Programs (PMP) is to prepare students for successful professional carrier in dynamic and often interdisciplinary environment of modern labor market.
- (2) Professional Master Programs' curricula have eight courses.
- (3) Professional Master Programs result in at least 60 ECTS in total. Professional project or term paper worth 12 ECTS.
- (4) Master students must attend to the courses in accordance to the IUS rules that are applied to undergraduate study.
- (5) Student can take at most three undergraduate courses with the condition that not taking the courses before while registered in undergraduate programs.

Article 10- Transfer Between Master's Degree Programs

- (1) Transfer applications between professional master's programs and academic master programmed are accepted with the approval of the Graduate Council. Students must complete at least one semester in the registered program and they should meet the minimum requirements for the master program that they would like to be transferred. In this case, the courses taken can be transferred to the new master program by the approval of the Graduate Council.

Article 11- Admission through Transfer

- (1) Transfer applications from one to other programs in IUS or within universities in Bosnia and Herzegovina are processed in accordance with the transfer regulations at IUS.

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

Article 12- Final Provisions

- (1) In any other matters related to organization of studies, methods of teaching, students' rights and obligations during the studies, which are not regulated by this Rulebook, the Law, the rules of the Statute of IUS, the First Study Cycle Study Rules, or other IUS by-laws shall apply.
- (2) These Rules enters into force on the date of adoption.
- (3) As of the day when this rules enters into force, the previous Study Rules (IUS-SENAT-11-2488-2/2014) will no longer apply.

CHAIRMAN OF THE SENATE

Prof. Dr. Ahmet YILDIRIM

CONFIRMATION ON ANNOUNCEMENT OF THE RULES

A copy of these Rules was posted on the notice board at the International University of Sarajevo on 28.05.2018 at 12 noon;

A copy of these Rules was published by posting it on the International University of Sarajevo website on 28.05.2018 at 12 noon.

CHAIRMAN OF THE SENATE

Prof. Dr. Ahmet YILDIRIM