STUDY RULES
FOR THE SECOND STUDY CYCLE
Pursuant to Article 48, Clause 1 of the Law on Higher Education (“Official Gazette of Sarajevo Canton”, issue No. 42/13 – Revised Version), upon the approval of Board of Trustees, Senate of the International University of Sarajevo (hereinafter: the Senate) on its session held on August 25th, 2014 adopted, brought the following

STUDY RULES
FOR THE SECOND STUDY CYCLE

I GENERAL PROVISIONS

Article 1

These Rules specify the organization and delivery of studies in the Second Study Cycle, in particular: enrollment in the Second Study Cycle; organization of the Study; marking and evaluating of the students’ work; procedure of writing and defense of the final paper; termination of the student’s status; documents and records related to studies; and any other matters significant for the organization of the Second Study Cycle at the International University of Sarajevo (hereinafter: IUS), in accordance with the Law and the Statute.

Article 2

1) The Second Study Cycle at IUS is organized in accordance with the European Credit Transfer System (hereinafter: “ECTS”).
2) Courses in the Second Study Cycle are conducted in English language.

Article 3

After completion of the Second Study Cycle, an academic degree of master in a 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.

II ENROLLMENT IN THE SECOND STUDY CYCLE

Article 4

1) Enrollment in the Second Study Cycle is conducted on the basis of a public announcement published by IUS, upon decision by the IUS Senate.
2) Faculty Councils propose student quota based upon the proposal of program coordinators in coordination with the IUS Graduate Council by the March of each year.
3) By the end of April of each year, Senate decision on proposed quotas is sent to the Ministry of Education, Science and Youth of the Sarajevo Canton (hereinafter: Ministry) for the final approval.

4) After receiving approval for the quotas from the Ministry, public announcement for enrollment is published in media and at IUS web site.

**Article 5**

1) Candidates are eligible to enroll if they hold degree relevant to the study program they are applying for, earned either by graduating in the first study cycle program with accrued at least 240 ECTS credits, or by obtaining bachelor degree prior to introduction of the Bologna educational system.

2) Foreign citizens are eligible to enroll in the Second Study Cycle under the same conditions as citizens of Bosnia and Herzegovina, in accordance with the Law.

3) Further conditions and criteria for enrollment of candidates are determined by the IUS Senate, upon proposals by the relevant Faculty Council.

**Article 6**

1) To be eligible to enroll in the third study cycle, candidates should have an excellent command of English language, both written and spoken. Candidates prove their English language proficiency:

   a) with a certain number of points accrued in the international English language proficiency examinations (TOEFL, IELTS), with the minimum score:

      - TOEFL Paper-based (minimum 500),
      - IBT Internet-Based TOEFL (minimum 70),
      - IELTS Academic (minimum 6.0)

      Students achieving a required pass mark from any of these exams may apply to the ELS Administration with the Original Score Sheet. The validity period for these scores is as stated on the Score Sheet.

   b) Students holding a high school BA/MA diploma from native English speaking countries,

   c) Holding proof of having completed one academic year at an English medium university,

   d) The following high-school diploma holders:

      - **AICE diploma**: Cambridge Advanced International Certificate of Education
      - **IB diploma**: International Baccalaureate

   e) Students who are native English speakers,
f) Students who successfully passed the Proficiency Exam which is organized at the University prior to the commencement of each academic year.

2) Students who hold FCE certificate with a minimum grade B2 can directly sit for ELS Proficiency exam.

**Article 7**

1) Guest students are exempted from obligations in Article 6, upon a decision of the relevant Faculty Council.

2) Students who have not passed any of the above mentioned English language assessments, and who have not been exempt according to provisions set in the previous paragraph, may attend the preparatory English language classes at ELS and sit for the English language examination (Proficiency exam) after completion of the ELS course.

**Article 8**

1) The following documents should be submitted to Student’s Affairs Officer for Second and Third Cycle of Study (hereinafter: Graduate Student’s Affairs Officer) before the announced deadline:

**B&H Citizens**

- CV
- Originals and certified copies of bachelor diploma(s), and diploma supplement or transcript(s);
- Decision on recognition of diploma if obtained outside of B&H, or proof that recognition procedure has been initiated;
- CIPS residency certificate;
- Citizenship certificate;
- Birth certificate
- Medical report (not older than 6 months);
- IUS Application Form (download from www.ius.edu.ba);
- Two passport size pictures; and
- TOEFL or IELTS results (if taken).

**International Students**

- CV
- Originals of bachelor diploma(s) and diploma supplements or transcript(s), with official translation to Bosnian or English with Apostle or equivalent authentication;
- Decision on recognition of diploma if obtained outside of B&H, or proof that recognition procedure has been initiated;
- Passport copy;
- Police clearance record (officially translated to English or Bosnian language);
- Medical report (not older than 6 months);
- IUS Application Form (download from www.ius.edu.ba);
- Four passport size pictures;
□ TOEFL or IELTS results (if taken);

2) Graduate Student’s Affairs Officer is responsible for the completeness of documents in the application.

3) Graduate Student’s Affairs Officer prepares a file for each applicant which contains copies of:
   a) Bachelor diploma(s) and diploma supplement or transcript(s);
   b) IUS Application Form;
   c) TOEFL or IELTS results;
   d) CV;

and sends them to the relevant Faculty Dean offices. Upon the completion of the admission process, Graduate Student’s Affairs Officer files the original documentation of the accepted candidates at the Student Affairs Office.

**Article 9**

1) By the day of announcement for enrollment at latest, Faculty Dean appoints admission committees for each of the study programs.

2) Admission committees are required to review applications of all candidates, and may invite applicants for an interview. Admission committees submit their reports on admitted candidates to the relevant Faculty Dean and to the Student Affairs Office which compiles all the reports and announces the preliminary list of admitted candidates two days after the application deadline.

3) The report has to include two categories of candidates:
   a. Admitted candidates. If the committee decides that a candidate needs a preparatory program, a list of undergraduate and/or graduate courses and a schedule for the registering and passing these courses is specified;
   b. Rejected candidates.

**Article 10**

1) Preliminary lists of admitted candidates are publicly announced on the IUS notice board and IUS web site.

2) If a preparatory program is required, remark to that fact will be noted on the preliminary list of admitted candidates.

3) Candidates who believe that the ranking procedure has not been conducted properly can lodge an appeal to the relevant Faculty Dean office.

4) In case of previous item, Faculty Dean may ask relevant admission committee to write official report with explanation of criteria used for particular rejection.

5) Decision on the appeal is delivered to the appellant and is also published on IUS notice board.
Article 11

1) Candidates who had been eligible to enroll, but failed to complete the enrollment procedure by the due date, upon legally allowed deadlines for admission, lose the eligibility to enroll and relevant Faculty Councils may announce a supplementary list of acceptance to fill quotas.

2) Students sign the Study Contract with the 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. These contracts include the proposed preparatory programs for candidates.

Enrollment by transfer

Article 12

1) Students in the Second Study Cycle at IUS who want to transfer from one study program to another, or students in the Second Study Cycle at another higher education institutions, are eligible to transfer to an appropriate level of a study program in the Second Study Cycle at IUS, having lodged all the necessary documentation prior to the beginning of the semester and after completing procedure defined in the Law and general acts of IUS.

2) Students who have passed examinations at another higher education institution or another study program at IUS can transfer passed exams in accordance to the IUS regulations.

3) Students who transfer to IUS from another university must satisfy the same English language requirements as all other students who are enrolling at IUS, set in Articles 6 and 7 of this Rulebook.

III ASSESSMENT GRADING SYSTEM AND EVALUATION OF STUDENTS’ WORK

Article 13

For each course, the course holders assign one of the below listed letter or numerical marks as a final, total mark, at the end of the semester. The IUS grading system is as follows:

<table>
<thead>
<tr>
<th>ECTS grades</th>
<th>Points assigned to grades</th>
<th>Numerical grades by Law on Higher Education of BiH</th>
<th>Harmonization Points scale</th>
<th>Letter grade in use at IUS</th>
<th>Points in use at IUS</th>
<th>Weight coefficient in use at IUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>10</td>
<td>95-100</td>
<td>A</td>
<td>96-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>85-94</td>
<td>9</td>
<td>91-94</td>
<td>A-</td>
<td>92-95</td>
<td>3.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>88-90</td>
<td>B+</td>
<td>88-91</td>
<td>3.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>85-87</td>
<td>B</td>
<td>84-87</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>75-84</td>
<td>8</td>
<td>81-84</td>
<td>B-</td>
<td>80-83</td>
<td>2.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>78-80</td>
<td>C+</td>
<td>76-79</td>
<td>2.3</td>
</tr>
</tbody>
</table>
Marks which have not been included in average marks:

a) Letter mark (I - Incomplete) is assigned to students who, due to justifiable reasons, failed to complete a required component which is assessed within the course. The student who gets this letter mark must complete the pending components by the commencement of the next semester, at latest; otherwise, the letter mark “I” shall be automatically changed to the negative mark, or “F” (Failed).

b) Letter mark (S - Satisfactory) is assigned to students who passed the examinations which do not accrue credit points, or whose written assignment has been accepted.

c) Letter mark (U - Unsatisfactory) is assigned to students who failed to pass the course which do not accrue credit points.

d) Letter mark (NA – Non-attendance) signifies that the student has not met the criteria of attendance to the course.

e) Letter mark (W - Withdrawal) signifies that the student has withdrawn from the relevant course.

**Final examination**

**Article 15**

1) Final and makeup examinations are organized by IUS.

2) The final examination, in accordance with the curricula and syllabi, is conducted during the last week of classes, or in the first week following the last week of classes.

3) Students who do not pass the final examinations are entitled to sit for the makeup examinations in the course they have failed at the end of the semester, or the study year.

4) If necessary, the course holder may organize consultations with students to assist students to prepare for the makeup examination in the period between the final and the makeup examination.

5) Makeup exams are organized in the period of two (2) weeks from the end of the final examinations in the winter or summer semester and students who have not sat for the final examination or have failed to pass the course are entitled take the makeup exam. Student who passed the course but want to improve his/her grade can take makeup exam with approval of
Faculty Dean. In this case, latest grade will count, even if it is lower than the one from the final examination.

IV ORGANIZATION OF THE SECOND STUDY CYCLE

Article 16

1) IUS Faculties organize and implement Second Study Cycle in the areas they are registered for. The Second Study Cycle at IUS carries overall 60 ECTS study points, together with the first study cycle it amounts to 300 ECTS study points.
2) Students who do not finish their second cycle studies within one year, can continue to study for additional two semesters without paying additional tuition fees to the IUS.
3) Students who do not finish second cycle studies during the two-year period, can study at IUS until they lose their student status in one of the ways prescribed in this or other IUS regulations, provided that they pay tuition fees in accordance to their study contract and Foundation decision on tuition fees.

Article 17

Students enrolled in IUS study programs are eligible to choose one of the two options: Master degree with thesis, and without thesis, if program’s curriculum has these options.

1) Summary of conditions for satisfactory completion of studies for the Master Degree with thesis may preferably be listed in table below

<table>
<thead>
<tr>
<th>Category</th>
<th>ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 500 or higher courses</td>
<td>36</td>
</tr>
<tr>
<td>Scientific Activity</td>
<td>12</td>
</tr>
<tr>
<td>Master Thesis</td>
<td>12</td>
</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>

2) Summary of conditions for satisfactory completion of studies for the Master Degree without thesis may preferably be listed in table below

<table>
<thead>
<tr>
<th>Category</th>
<th>ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 500 or higher courses</td>
<td>48</td>
</tr>
<tr>
<td>Scientific Activity</td>
<td>12</td>
</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>
Scientific Activities

Article 18

1) The scientific levels of scientific activities are regulated in the curriculums of each program. Scientific activity may be a journal article published in a peer review journal, paper at a conference approved by the Faculty Council with full article published in the conference proceedings. For artistic fields, some of the papers may substituted by exhibitions.

2) Awarding of appropriate number of ECTS credits for completed scientific activity to the students is based on the appropriate IUS form signed by mentor and program coordinator stating that scientific activity has been completed in accordance to the study program curriculum and the number of ECTS credits which are awarded to the student, accompanied with the copy of the article as it is published in the peer reviewed journal or conference proceedings.

3) Student does not have to register work on the scientific activity in advance and the ECTS credits are awarded in the semester in which the scientific activity is completed.

4) At the end of each semester, Post Graduate Workshops may be organized by Faculties. The date of the Workshops must be announced in Academic Calendar of IUS. Study programs also plan continuous activities as weekly seminars in which Second and Third Cycle students at least once in semester presenting their scientific achievements.

Master thesis

Article 19

1) In the Second Study Cycle track with the graduation thesis, student choses a thesis mentor from the body of the full time IUS teachers (assistant professors, associate profesors and full professors) with PhD, for scientific areas, or full time IUS teachers with at least MA, for artistic areas, by the end of the first semester at IUS. Student fills the mentor form, with the proposed name of the mentor and master thesis topic, and with a consent of the mentor submits the form to the Program Coordinator.

2) Program Coordinator brings the master thesis mentor and topic proposal to the Faculty Council for approval.

Master thesis defense

Article 20

1) Upon the completion of the requirements specified in this regulation and in the program curriculum, with the approval of the thesis mentor, student submits appeal to the Program Coordinator for the appointment of the examining committee. Program Coordinator proposes members of the examining committee to the Faculty Council for approval. Committee consists of three members all of whom are appointed to the rank of assistant professor or higher academic rank where thesis mentor is the chairman of the Committee. Faculty
Council can appoint academic staff from other universities if it is necessary for examining specific master thesis.

2) Examining committee decides about the time for defense. Thesis defense is open to all students, academic staff and guests. The time for student's defense is 40 minutes at most. After answering all question from the examining committee, audience may ask questions to the candidate. After defense, Examining Committee hold a session and reaches one of the following four decisions:
   a. Successful;
   b. Successful with minor corrections;
   c. Successful with major corrections; or
   d. Unsuccessful.

3) Committee reaches decision by simple majority.

4) In the case of an unsuccessful defense, student is asked to prepare another thesis.

5) If student have to prepare another thesis student may change her/his mentor.

**Graduation**

**Article 21**

1) Relevant Program Coordinator receives the evaluation reports of examining committees.

2) Copies of these reports, and a copy of finalized thesis are kept in the Student Affairs Office. Also, a copy of thesis is kept in the IUS library.

3) Upon Deans approval (by signing the clearance form), Student Affairs office prepares the Master diploma.

**V TERMINATION OF STUDENT’S STATUS**

**Article 22**

The 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.
VI DOCUMENTS AND STUDY RECORDS

Article 23

1) The student who has passed all the examinations stipulated by the study program of the Second Study Cycle in which he/she enrolled, who has defended the final paper (if it is stipulated by the study program), and who has fulfilled all other obligations stipulated by the Statute of IUS and this Book of Rules, is entitled to be awarded an appropriate degree, or diploma of the completed Second Study Cycle study program.

2) The Diploma is obligatorily accompanied by the Diploma Supplement which provides more information about the level, nature, content, system, and study rules, as well as results achieved during the course of studies.

Article 24

1) Until the Diploma is officially awarded, a Certificate on completion of the Second Study Cycle is issued, stating that such document is of a temporary character.

2) The Senate of IUS sets the date of the graduation ceremony officially announcing the completion of the Second Study Cycle.

Article 25

Students who defend their final paper have their particulars recorded in the main registry of the graduate students or holders of master’s degree.

VII TRANSITIONAL AND FINAL PROVISIONS

Article 26

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 Book of Rules, the Law, the rules of the Statute of IUS, the First Study Cycle Study Rules, or other IUS by-laws shall apply.

Article 27

The Book of Rules enters into force on the date they are adopted, and shall apply from the beginning of 2014/2015 academic year.

On the day this Rules enter into force, the previous Study Rules (No IUS-SENAT-11-803/11) are no longer valid.
Article 28

Appropriate forms for procedure of Master thesis preparation and defense are enclosed with this Rulebook and represent its integral part.

Article 29

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

CHAIRMAN OF THE SENATE

Prof. Dr. Yücel OĞURLU

Approved by:

PRESIDENT OF THE BOARD OF TRUSTEES

Prof. Dr. Hasan Zuhuri SARIKAYA
CONFIRMATION ON ANNOUNCEMENT OF THE RULES

A copy of these Rules was posted on the notice board at the International University of Sarajevo on ______ 2014 at ______ o’clock;

A copy of these Rules was published by posting it on the International University of Sarajevo website on ______2014  at ______ o’clock.

CHAIRMAN OF THE SENATE

Prof. Dr. Yücel OĞURLU