



-SENATE -

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Date: May 27, 2014

Pursuant to Article 119 of the Law on Higher Education ("Official Gazette of Canton Sarajevo", No. 42/13 - Consolidated Text), Senate of the International University of Sarajevo, on its session held on May 27, 2014. adopts

BOOK OF RULES

on the conditions for attending preparatory classes for September make-up examination at the International University of Sarajevo

I

INTRODUCTION

Article 1

This Book of Rules regulates organization and realization of preparatory classes for the make-up examination (hereinafter: PCME) organized for the undergraduate students of the International University of Sarajevo (hereinafter: IUS) for September examination.

II

ORGANIZATION OF PCME

Article 2

(Commencement and duration)

PCME start after the make-up examinations in the Spring semester, at the time specified in IUS Academic Calendar adopted by the IUS Senate.

PCME last six weeks following the June make up examination and consists of additional lectures and consultations designed to provide students with the further help in preparation for the September make-up examination.

Article 3

(Requirements for attendance)

At PCME students can register courses as follows:

- courses which they had failed in Fall and Spring semester of current Academic year,
- courses for which they received the internal IUS grades "N/A" or "W" in the current academic year and
- courses for which they want to improve achieved grade.

The grade achieved at PCME will be the final one.

Student can register maximum two courses at PCME.

Article 4

(Lecturers)

On the basis of program coordinators proposal deans will prepare a list of Academic Staff who will lecture course at the PCME.



Article 5
(Price)

After prior approval from the Board of Trustees tuition fees for the PCME will be determined by Rector's decision.

Article 6
(Pre-registration courses)

Students will make pre-registration of courses offered at PCME at the Student Affairs Office.

Form S-1 (in the addendum of the Rulebook) is used for course pre-registration.

Course pre-registration for PCME is opened until the end of Spring semester, the latest.

Pre-registration is not prerequisite for the registration of courses at PCME, nor the students are required to attend PCME on the basis of their pre-registration. It is used for making decisions in regards to the courses which will be offered at PCME.

Five days after the completion of the pre-registration Student Affairs Office will submit report on pre-registered courses to deans.

Article 7
(Official registration of the courses)

All students who wish to attend PCME must officially register courses at Student Affairs Office during the time period announced in academic calendar.

Form S-2 (in the addendum of the Rulebook) is used for course registration.

The Student Affairs Office delivers the lists of registered courses to faculty deans not later than two days after official registration is finished.

Registration of courses cannot be suspended and the student cannot add or drop course(s) during the PCME.

Article 8
(Decision on establishing the courses and lecturers)

Dean prepares the final list of courses and academic staff who will be holding lectures during at PCME, and forwards the list to the Coordinator for PCME (hereinafter: the Coordinator) appointed by the Rector, for preparation of the course schedule.

Article 9
(Schedule of lecture)

Coordinator prepares course schedule for the PCME, publishes it at University web page and informs students at least fifteen days before the start of classes.

Article 10
(Cancellation of lectures)

In case that less than five students are registered for a course, Rector can decide to cancel lectures or to set a special price for attending those courses after prior approval of the Board of Trustees.

Coordinator informs registered students on Rectors decision on cancelation of lectures or on special price for courses.



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In case that lectures are cancelled, the Office for Finances and Economic Affairs will refund the tuition fees paid for canceled classes.

Article 11
(Lecture attendance)

At the beginning of lectures, academic staff must confirm that all present students are officially registered in accordance with the list of students submitted to them by the Coordinator.

Students who did not officially register are obliged to register within first two days of classes otherwise they will not be allowed to attend classes.

Article 12
(The exam)

Upon completion of the PCME classes, students can take the exams in the Fall examination period, in accordance with the IUS study rules.

TRANSITIONAL AND FINAL PROVISIONS

Article 13
(Interpretation of Rules)

Senate of the University have jurisdiction over the interpretation of provisions of this book of rules.

Article 14
(Entry into force)

This Rulebook enters into force on the date of its adoption.

R E C T O R

Prof. Dr. Yücel Oğurlu

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;

R E C T O R

Prof. Dr. Yücel Oğurlu