Pursuant to Article 119 of the Higher Education Law (“Official Gazette of the Sarajevo Canton”, issue: 42/13 – amended text), Senate of the International University of Sarajevo, adopts the following

GUIDELINES

on participation of students, academic and administrative staff in exchange programs

1) This document provides guiding principles for participation of students, academic and administrative staff in exchange programs.

2) To participate in exchange programs (with or without an interinstitutional agreement) students, academic and administrative staff should apply to International Relations Office (IRO).

3) If number of students who apply for a particular program is higher than the number of vacancies offered for that program, then the final selection of students will be made by the Committee appointed by the Rector and in accordance with the criteria stipulated by the Rectorate.

4) The Decision to approve participation in an exchange program for one semester for students of all three study cycles is made by the Dean. In exceptional cases, duration of two-semesters for the same exchange programs must be approved by the Rector.

5) Student is not permitted to register his/her last semester nor bachelor thesis, master thesis and doctoral dissertations at institutions other then IUS.

6) Academic and administrative staff can participate in exchange programs (with or without an interinstitutional agreement) in the duration defined in each case separately based on the decision made by the Rector with the prior consent given by the Dean and the Secretary General respectively, taking into consideration his/her academic/administrative responsibilities.

7) The information regarding the courses within the exchange program, the equivalence and transfer of ECTS points, as well as the content of the Learning Agreement, is provided by Program Coordinator and the Dean respectively.

8) With respect to the European ECTS Guide, Program Coordinators and the Deans should promote exchange programs as to ensure that student's appeals are effectively facilitated.
9) Learning Agreement lists precisely the courses which will be taken by a guest-student, while the principle of flexibility of transfer of ECTS points and the principle of reciprocity directly apply to all the approved courses in the manner outlined in the *European ECTS Guide*.

10) Each course at host institution, within Learning Agreement, should match the learning outcomes and the equivalent or approximate value of ECTS points of corresponding course at IUS.

11) Program Coordinators and Deans will ensure that the Learning Agreement should identify a set of suitable educational components to be taken at the receiving institution and how they will be integrated into the program of IUS, providing that no more than 30 ECTS will be transferred per-semester. All exceptional cases should be treated as according to the Decision on ECTS Registration (No: IUS-SENAT-11-226/16).

12) Once it is signed by all three parties, the Learning Agreement can be modified thereafter, if necessary, by agreement of all three parties concerned.

13) Student's scholarships, awarded by IUS, will not be cancelled nor reduced for students who decide to participate in the exchange programs.

14) During the period of the exchange program, the student is required to pay the tuition fee in accordance with the interinstitutional agreement or the contract upon which the exchange program is realised.

15) Student, academic and administrative staff status, rights and obligations, arising from their study and employment contracts respectively, will remain unchanged during the period of exchange programs.

**RECTOR**

Prof. Dr. Yücel OĞURLU

**Deliver to:**
1x Faculties
1 x Secretary General
1 x International Relations Office
1x Students' Affairs Office
1x Visa Department
1x Archives