

GENERAL ACADEMIC REGULATIONS FOR THE FIRST STUDY CYCLE AT IUS

PART I - GENERAL RULES

Aim and Scope

Article 1 – First cycle studies, education, instruction and examinations in the faculties of the International University of Sarajevo are carried out according to these Regulations.

DETAILED STUDY RULES FOR THE FIRST CYCLE ARE PRECISED IN THE "STUDY RULES FOR THE FIRST STUDY CYCLE AT IUS", NO. IUS-SENAT 11- 802 /11 from June 21 , 2011

Diploma

Article 2- Students who successfully complete their studies at International University of Sarajevo according to these regulations are granted a diploma with the name of the Faculty and Program. Faculty of Engineering and Natural Sciences grants B.Sc. degree. Other Faculties grant B.A. degree.

Student Fees

Article 3 – In every academic year, I cycle study students and students registered for Preparatory English Language School pay a tuition fee determined by the IUS Board of Trustees. Students who fail to pay their fees cannot complete their registration and are dealt with according to articles 5 and 6 of these regulations. The students with incomplete due payments may not be supplied any official transcripts or documents.

Student Affairs

Article 4 – Registration in the University, transfers, instruction and examination procedures and dismissal from Faculties and Programs in each semester are decided by the competent bodies (Dean, Faculty Councils, Senate). Students can object to these decisions as it is determined in the above mentioned Study Rules.

PART II - REGISTRATION

Admission Principles and Final Registration

Article 5- A valid high school diploma is the major condition for acceptance. For Turkish citizens who graduated from high schools in Turkey, IUS requires a valid Turkish Central Student Selection and Placement (ÖSS) Exam score or an adequate SAT or equivalent exam score sufficient for diploma accreditation in Turkey. IUS may also use its own Student Selection Exam for ranking applications.

The deadline for pre-registration, the quotas for IUS programs, the documents required and the criteria for acceptance are announced by the IUS Senate.

The list of applicants admitted to the University is finalized and announced by the Committee appointed for that purpose by the IUS Rector.

Students cannot begin their first study cycle unless they prove their English Proficiency.

Students without valid English Proficiency Scores in internationally recognized exams are required to take the English Placement and Proficiency Exam set by the ELS on the dates announced. Students who pass the English Proficiency Exam start their first cycle of study. Those who fail in the Proficiency Exam are registered to the English Language School.

Native speakers of English language and students who successfully completed coursework in English - speaking schools before are also admitted with the decision of the relevant IUS body. These students are not required to take the English Proficiency Exam.

Re-Registration

Article 6 – IUS students are required to re-register each semester on the days set by the academic calendar. The IUS Senate can determine the conditions pertaining to delayed registration. Registration schedule is announced in the last two weeks of the previous semester.

Failure to re-register in 2 consecutive semesters may result in dismissal from the University.

A student may write a petition for approval of student's dormant status from the University. Requests for approval of student's dormant status are evaluated by the Faculty Deans.

Student Advisors

Article 7- Every student is assigned to an advisor appointed by the respective Dean. The advisor observes and records the student's progress and advises the student on the compulsory and elective courses he/she is supposed to take to ensure a smooth progress in the academic program.

During registration and re-registration, the student plans his/her courses with the advisor and needs to get the approval of the course list by the advisor.

Identification Card

Article 8- Student Affairs Office issues an ID card with an identifying photograph to each IUS student who completes registration.

Transfers

Article 9- All course transfers to IUS programs from other universities are conducted in accordance with IUS General Act set by the Senate and *The Study Rules for the first study cycle at IUS*.

PART III - INSTRUCTION

Academic Year

Article 10- The academic year consists of fall and spring semesters (terms). Summer semesters may be approved by IUS Senate. Fall and Spring semesters cover a period of 16 weeks. The academic calendar is prepared and announced by the Senate before the academic year begins.

Principally, period of summer school is half of the usual period of the semester, and the number of hours per week for each course is doubled.

The course schedule is determined and posted on web page by the Faculty Councils.

Duration and Manner of Instruction

Article 11- A typical BS or BA program will take /8/eight semesters. Instruction may be composed of classes, applications, project and studio work, workshops, laboratory work, practice, preliminary sketches, field work, seminars, graduation projects, and other scholarly work defined in curricula. Each course in the program takes one semester.

The curriculum consists of compulsory and elective courses. Compulsory courses are those the students are obliged to take whereas the elective courses are those the students must choose from certain groups of courses.

Curricula

Article 12- Instruction at IUS Faculties and Programs is based on a curriculum adopted by the Faculty Council and approved by the IUS Senate.

A student is entitled as a "freshman" if at least 54 ECTS credits of university study are not completed, as a "sophomore" when at least 54 ECTS credits are completed, as a "junior" when at least 114 ECTS credits are completed and as a "senior" when 174 ECTS credits are completed. Freshman students primarily take university courses.

To achieve a strong interdisciplinary understanding, IUS will develop a unique structure in which the freshman year is devoted to fundamental concepts in arts and sciences for all IUS students. This is achieved through so-called University Courses.

University Courses

The IUS University courses consist of freshman year courses and some courses in the sophomore years as shown in Table 1 below. All these courses, amounting to a total of 60 ECTS credits are required for all of the first cycle degree programs at IUS. The common university courses are compulsory for all first cycle students enrolled at IUS.

Transfer students who can transfer at least 60 ECTS credits may be exempted from IUS University Courses.

The student advisor should consider the following goals of the University Courses during the course registration of the students:

- 1) to provide students with an innovative and in-depth perspective of the world, their country, their society, and themselves;
- 2) to equip students not only with fundamental knowledge but with the tools of independent and critical thinking;
- 3) to facilitate an informed and mature decision- making process for the choice of a major and career field.

Students may be allowed to take courses from the upper terms in addition to the first year courses provided that there are no prerequisites and that they conform to the credit limits specified in Article 15.

TABLE 1. IUS UNIVERSITY COURSES

	Compulsory Common University Courses
ENG 101	Freshman English-I
ENG 102	Freshman English-II
HIST 191 or SPS 102	History of Civilization or Humanity and Society (*)
MATH 101 or MATH 105	Calculus-I or College Mathematics (*)
ECON 101	Introduction to Micro and Macro Economics
HUM 101	Science and Technology(**)
SPS 103	Law and Ethics
PROJ 102	Project Course (non credit)
CS 101	Computer Tech. I (non credit)
TUR 101-102 or BOS 101-102	Spoken Turkish I - II or Spoken Bosnian I – II (all non credit) (+)

	Elective University Courses
MATH 102	Calculus-II
NS 102	Physics
NS 104	Chemistry
NS 101	Biology
IR 102	Foundations of International Relations
MAN 102	Introduction to Management
MAN 116	Managerial Mathematics
PSY 102	Introduction to Psychology
POLS 102	Introduction to Political Science
VA 102	Introduction to Visual Communications Design
ELIT 102	Introduction to Literature
SOC 102	Introduction to Sociology
CS 102	Computer Tech. II (non credit)
ARCH100	Introduction to Architectural Design
ARCH101	Basic Design Communication
ARCH102	History of Architecture (I)
NS 105	Introduction to Marine Environment

(*) At least one student must be registered for.
 (+) The student shall choose the spoken language course series in which he/she is not proficient.
 All university courses are 6 ECTS credits unless marked as non-credit.
 (**) If a student takes two courses out of Physics, Chemistry and Biology, s/he is exempt from Science and Technology course.

Article 13- Curricula of IUS Faculties

THE FACULTY OF ARTS AND SOCIAL SCIENCES (FASS)

To graduate from a FASS Program, students need to complete the following requirements:

- 60 ECTS credits as stated in Article 12 from all university courses.
- At least 5 courses from the group of FASS faculty courses.
- Other necessary credits must be taken from the groups of required, core, and elective courses as stated in each program curriculum.

The Faculty Courses offered by FASS are listed in Table 2.

TABLE 2. FASS – Faculty Courses (6 ECTS credits each)

ANTH 211	Local culture, Global Forces
CULT 202	Textual Analysis/ Reading culture
CULT 204	Popular Culture and Everyday Life
CULT 205	Culture and Advertisement
CULT 208	Modernism/Postmodernism
CULT 210	Myths of Gender
CULT 212	Oral history
HART 201	History of Arts I
HART 202	History of Arts II
HART 205	From Modern to Contemporary Art
HIST 203	Women in Pre-Modern Societies
POLS 201	Introduction to Philosophy
POLS 203	Great Power Politics
POLS 212	Political Participation
POLS 221	Nations and Nationalism
SOC 201	Social Theory
VA 201	Visual language I
VA 202	Visual language II
VA 203	Language of Drawing I
VA 204	Language of Drawing II
VA 210	Introduction to Multimedia
VA 215	Visual Culture
PSY203	Biological Psychology
PSY205	Cognitive Psychology
PSY202	Introduction to Psychology II
PSY204	History of Psychology
STAT200	Statistics in Social Sciences
ELIT 201	Academic Paper Writing
ELIT 202	Survey of English Literature I
ELIT 203	Survey of English Literature II
ELIT 204	Classical Mythology
ELIT 205	Classical Literature
LIT 210	Analyzing Text and Context

THE FACULTY OF BUSINESS AND ADMINISTRATION (FBA)

To graduate from a FBA Program, students need to complete the following requirements:

- 60 ECTS credits as stated in Article 12 from all university courses.
- At least 5 courses from the group of FBA faculty courses.

- Other necessary credits must be taken from the groups of required, core, and elective courses as stated in each program curriculum.

The Faculty Courses offered by FBA are listed in Table 3.

TABLE 3. FBA - Faculty Courses (6 ECTS credits each)

ACCT 201	Principles of Accounting I
ACCT 202	Principles of Accounting II
COMM253	Business Communication
CS 201	Introduction to Programming
ECON 201	Microeconomics
ECON 202	Macroeconomics
ECON 203	Games and Strategies
ECON 221	Statistics
ECON 301	Econometrics
ECON 310	Game Theory
ECON 340	International Economics
MATH 203	Introduction to Prob. and Statistics
MATH 204	Discrete Mathematics
MATH 306	Statistical Modelling
PHIL 273	Business Ethics
POLS 204	Comparative Political Analysis
SOC201	Social Theory
MAN 315	Corporate Finance
IR 206	Understanding EU
IR 308	European Politics
IR 440	International Political Economy

THE FACULTY OF ENGINEERING AND NATURAL SCIENCES (FENS)

To graduate from a FENS Program, students need to complete the following requirements:

- 60 ECTS credits as stated in Article 12 from all university courses,
- At least 4 courses from the group of FENS faculty courses,
- At least 1 course offered by FASS or FBA degree programs excluding common university courses,
- Necessary minimum credits must be obtained from the groups of core and elective courses, together with other requirements, as indicated in each program curriculum.
- Remaining courses, if any, to fulfil the total of 240 ECTS credits can be chosen from other IUS courses.

The Faculty Courses offered by FENS are listed in Table 4.

TABLE 4. FENS – Faculty courses (6 ECTS credits each)

CS 202	Intro. to Scientific and Eng. Computing
CS 201	Introduction to Programming
CS 204	Advanced Programming
ENS 201	Electromagnetic I
ENS 202	Thermodynamics
ENS 203	Electrical Circuits I
ENS 204	Mechanics
ENS 207	Engineering Graphics
ENS 205	Materials Science I
ENS 206	Systems Modelling and Control
ENS 208	Introduction to Manufacturing Systems
ENS 210	Computational Biology
ENS 211	Signals and Systems
MATH 201	Linear Algebra
MATH 202	Differential Equations
MATH 203	Introduction to Probability and Statistics
MATH 204	Discrete Mathematics
MATH 205	Numerical Analysis
NS 202	Biochemistry I
NS 205	Dynamics of the Cell
NS 207	Organic Chemistry
ARCH103	Introduction to CAD
ARCH204	Structural Design
ENS 221	Building Materials in Architecture
ARCH205	CAD in Architectural Design (prerequisite ARCH103)
ARCH206	Introduction to Mechanical Engineering

Students can continue their education on the condition that the courses they register, either with or without pre-requisites, do not have timetable conflict, and that they abide by the credit limits as stated in Article 15 and that they fulfil the requirements of Article 19.

Internship (summer practical training) studies are carried out according to the IUS Procedures and Rules for Internship and program-specific principles set by the Faculties. Classes and applications which must take place outside the University buildings can be held either during the semester or during summer as specified by the units concerned.

Prerequisites

Article 14- In order to register for any course a student must satisfy the prerequisite requirements specified in the curriculum. In exceptional cases, a student may be allowed to register for a course without satisfying the pre-requisite condition, provided that the student advisor and the Dean approve.

Enrolment

Article 15- All IUS teaching personnel are required to respect the limitation of the number of courses per semester up to 5 five (or maximum 30 ECTS) or 10 ten courses (60 ECTS) per academic year. Exceptionally, all students, who failed or didn't sit for one exam in previous semester(S), can transfer one course to the next semester (register 5 + 1 course), in the following cases:

- If student had completed less than 30 ECTS credits during the first semester,
- If student had completed less than 60 ECTS credits during the second semester,
- If student had completed less than 90 ECTS credits during the third semester,
- If student had completed less than 120 ECTS credits during the fourth semester,
- If student had completed less than 150 ECTS credits during the fifth semester,
- If student had completed less than 180 ECTS credits during the sixth semester.

For the 2011-2012 and 2012-2013 academic year, graduating students in the 8th semester will be allowed to register 5 + 1 course + graduation thesis.

The ECTS credit load limit may be changed only by the IUS Senate Regulation in cases of acquired grade point average upon the petition of the Student.

Students can add and drop courses within the add-drop period with their advisors' approval.

In addition, students can withdraw from a course before the deadline for withdrawal.

Add-drop and withdrawal periods are announced in the academic calendar.

Graduation Project

Article 16- Every student must complete a graduation project to show that he/she has reached the required professional level. This project is normally taken in the last semester when the student will graduate.

Graduation project topics may be distributed to students in earlier semesters according to the principles set by the Program Coordinator.

A student, who cannot finish a graduation project in the last semester, may be allowed to do it in the following semester. Issues related to graduation projects are defined by the regulations set by the Senate.

PART IV – GRADES AND ASSESSMENT SYSTEM

Grades and Symbols

Article 18 - Achievement in a course during the undergraduate program is determined by the Relative Evaluation method. In this method, the student's assessment results during the semester, and his/her final exam/project score at the end of the term, are evaluated together and the general achievement level of the class is also taken into account.

Student's final achievements, based on all stipulated assessment criteria, are evaluated and marked comparable to the ECTS marking scale, as follows:

ECTS grades	Points assigned to grades	Numerical grades by Law on Higher Education of BiH	Harmonization Points scale	Letter grade in use at IUS	Points in use at IUS	Weight coefficient in use at IUS
A	95-100	10	95-100	A	96-100	4.0
B	85-94	9	91-94 88-90 85-87	A-	92-95	3.7
				B+	88-91	3.3
				B	84-87	3.0
C	75-84	8	81-84 78-80 75-77	B-	80-83	2.7
				C+	76-79	2.3
				C	72-75	2.0
D	65-74	7	70-74 65-69	C-	68-71	1.7
				D+	64-67	1.3
E	55-64	6	55-64	D	60-63	1.0
F	Less than 55	5	Less than 55	F	Less than 59	0.0

Grades in use at IUS:

- I-incomplete: In the case of a justified reason for not completing some necessary component of a course assessment or if a thesis is accepted with major changes, a student will be assigned a letter symbol I (incomplete). A student with an incomplete grade must complete the missing component within the specified period, which is no later than the beginning of the following term. Otherwise the grade "I" will automatically become a failure grade, namely "F".
- S-satisfactory: It shows successful completion of a non credit course.
- U-unsatisfactory: It shows failure in a non-credit course or rejection of a thesis.
- NA-no attendance: It means a student who has not fulfilled attendance criteria of a course.
- W-withdrawal: It means a student who has withdrawn from this course.

The student who gets the grades as showed above receives ECTS credits from this course.

A student must repeat any course or take its equivalent if s/he receives the F grade.

Repeating a Course

Article 19 – To raise his/her CGPA, a student may be allowed by IUS Senate Regulation to repeat the courses which he/she has already received. The maximum study load must be taken into account as described in Article 15. When a course is repeated, only the most recent grade is valid and included in CGPA calculation.

Upon the approval of the advisor and the Dean, student may replace any course with other courses as long as it satisfies all the requirements of the relevant programme of study.

All the grades and standing of the student on a semester basis are shown in student transcript.

Achievement Grade

Article 20 – a) A minimum 70% class attendance in lectures and 80% attendance in other course components like tutorials, workshops, lab hours, and application classes are mandatory. Course lecturer takes attendance and evaluates the attendance records before the final exam. Students who cannot fulfil these attendance requirements may be barred from taking the final exam (or makeup exam) at the end of the term on which decision is brought by the course lecturer.

The total achievement score for a course is determined by a weighted sum of the marks on all course components during the semester (mid semester or midterm exams, quizzes, field work, applications, assignments, workshops, seminars, attendance, laboratories etc.) and a final exam / semester project at the end of the term. The weight of any course component cannot exceed 40% unless otherwise approved by the Faculty Council. Before the semester begins the lecturer submits a course outline with the proposed assessment method (name, type, number and weight of each course assessment component) to the Dean. A copy of this proposal, namely the course syllabus, is also given to the corresponding program coordinator.

b) The names of students who do not qualify for the final exam are listed by the course lecturer and submitted to the Dean's Office to be announced. These students receives NA grade for this course.

c) The contribution of the final assessment to the course grade cannot be less than any other course component.

d) Students who miss any course assessment component will receive a 0 score. However, if a student submits an acceptable excuse with satisfactory evidence, s/he may make-up for that component upon the decision of the Dean. Student's appeal for a make – up and supporting documents must be submitted to the Dean within one week after the time of that assessment. A student must take final exam to succeed in the course.

e) The lecturer must submit the course grade list to the Dean's Office within five days after the final exam. The Dean may require a lecturer to review the course grade distribution.

f) Students who have a CGPA of at least 2.00 and who have successfully completed at least 30 ECTS credits in a semester are placed in the Dean's (honour) list, provided that their semester GPA is 3.00 – 3.49. They are placed in the Rector's (high honour) list if the GPA is 3.50 – 4.00 for that term. A student cannot be placed on any honour list if there is an F grade in the transcript for that term.

Final Exam

Article 21- Every semester ends with a final examination period.

Article 22- Final exam schedules are approved by the Faculty Councils and announced at least two weeks before the examination period begins. The exams are held at the set time and place as announced.

Modes of assessment of students' performance

Article 23- Modes of student assessments may be: written, oral, or practical. In general assessments are written and conducted by a test or as a written assignment. The exact modes are to be elaborated in curriculum for each course.

All assessment components must be transparent, fair and objective. The lecturer and the Dean are responsible for the safety of all assessment components. Lecturers must be present in the conduct of all assessment components. They must take precautions to ensure that no cheating is allowed. If the lecturer has to be absent in any component for a good reason, the program coordinator will appoint a substitute exam proctor and notify the Dean. All lecturers and assistants in a Faculty may be assigned proctoring duties to ensure the proper administration of the final exams.

Objection to Exam Results

Article 24- Every student has the right to see the evaluation criteria, and his/her results for any assessment component. If the student is not convinced about the fairness of the assessment s/he may submit a written petition within 24 h after the results are announced to him/her, for a re-evaluation. The written request is submitted to the Dean.

The Dean will discuss the case with the lecturer involved. The Dean may then decide to reject the appeal or set up a re-evaluation committee within 24 hours from the receipt of the appeal, whereas one committee member must be from another subject area, but from the same or relevant teaching field. The committee takes a majority decision. The re-evaluation committee should reach a decision within 3 days of filing the petition.

The student may appeal to the Dean regarding the decision of the re-evaluation committee within 24 hours from the date of notification about the committee's decision. Dean's decision will be final.

PART V - EVALUATIONS

Unit Credit

Article 25- ECTS credit for a course is a measure of student work load. One ECTS study credit represents 25 hours of the total students workload in all aspects of his/her work on a particular subject.

In IUS, a typical credit course carries 6 (six) ECTS credit units.

Grade Point Average

Article 26- The grade point average (GPA) for a semester is a weighted average of letter grade coefficients. GPA is calculated by multiplying the coefficient of the grade received in each course by the ECTS credits for that course and adding for all courses taken in a term. The sum is then divided by the total number of ECTS credits earned. The average is a rounded figure of the two digits after the decimal point. When this is repeated for all completed credits across terms, the cumulative grade point average (CGPA) is obtained.

Graduation

Article 27- Students who have successfully completed the compulsory and elective course requirements to pass a total of 240 ECTS credits, and satisfied all other graduation requirements as stated in the regulations (including internship if applicable) can graduate.

The students are awarded honours degree if their CGPA is at least 9 (3.00), and a high honours degree if their CGPA is at least 9, 70 (3.50).

The graduates are issued a transcript which indicates the name of the program attended the courses, projects, laboratory, graduation project etc. together with the achievement grade, ECTS credits, and the cumulative grade point average (CGPA).

PART VI - MISCELLANEOUS RULES

Dormant status

Article 28- Students can be granted dormant status on a semester basis for justifiable and valid reasons in accordance with the Law on Higher Education of Sarajevo Canton, upon the decision of the Dean of the Faculty after prior approval of the Finance department.

Students on dormant status for a semester cannot attend courses or take exams during that semester.

Students' rights and obligations may remain dormant for a maximum of one academic year.

Student's rights and obligations remain dormant in the following circumstances:

- during the student's maternity leave;
- during an illness due to which the student could not attend the classes or sit for the examinations (which is to be proven by the opinion provided by a relevant medical institution);
- due to carrying out an approved professional work experience in the country or abroad;
- for other justifiable reasons (extreme family problems, illnesses or natural disasters, death cases of nearer family members, irrecusable military duties);
- serious financial problems.

When a student requests a dormant status for reasons stemming from such an event, supporting documents should be submitted to the Student Affairs Office within 30 days.

Withdrawal from the University

Article 29- A student who decides to withdraw from the University must submit a written appeal to the Student Affairs Department. A withdrawal letter and original documents can be handed only after the student proves that s/he has no financial obligation and provides a written approval by the supporting organization if s/he is on scholarship.

Student's Mobility

Article 30- IUS can send and receive students to / from other universities within the framework of student exchange programs. The student's enrolment at IUS continues during this period and that period is considered part of the academic program.

The Program coordinators approval is needed to determine the courses to be taken at the other university. The transfer of the results from course work in the other university to the student's transcript at IUS will be determined by the Program coordinator.

Courses Taken From Other Universities' Summer Schools

Article 31- IUS Senate may decide to allow students to attend the summer schools at the other universities. The maximum number of such courses may be /2/two during semester (account up to 12 ECTS credits).

The student who wants to attend a summer school at another higher education institute applies to his Programme coordinator with supporting document that shows the details of the courses to be studied, including the language, contents, credit hours, the name and the place of the institution. Only after obtaining a written permission from his Programme coordinator should the student register for these courses.

The student should submit an official record from the institution s/he studied to show the achievement results. These courses will be shown as transferred (T) in the student's transcript after the relevant Transfer Committee decision.

Pre-degree Certificate

Article 32- After having completed 240 ECTS credits a student can be issued by Bachelors degree diploma.

Validity

Article 33- IUS Academic Regulations are valid on the date of its approval by IUS Board of Trustees.

Implementation

Article 34- This Regulations herewith are implemented by the Senate of the International University of Sarajevo.

Article 35-

This General Regulations for first cycle studies at IUS represents the GENERAL and integral part of the "*STUDY RULES FOR THE FIRST STUDY CYCLE AT IUS*", NO. IUS-SENAT 11- 802/11 adopted by IUS Board of Trustees & IUS Senate on June 21 , 2011 AND IN CASE OF ANY DISCREPANCIES BETWEEN THESE REGULATIONS AND STUDY RULES WILL BE APPLIED.