

INTERNATIONAL UNIVERSITY OF SARAJEVO
Internacionalni univerzitet Sarajevo

Number: IUS-SENAT-11-802/11

STUDY RULES FOR
THE FIRST STUDY CYCLE

Pursuant to Article 56. Clause 1. of the Law on Higher education (“Official Gazette of the Sarajevo Canton”, issue 22/10 - **Revised Version, hereinafter: “Law”**); and Article 188 of the Statute of the International University of Sarajevo (**hereinafter: “Statute”**), number OPU-IP:031/11 from 8th March 2011, Senate of the International University of Sarajevo (**hereinafter: “Senate”**), has adopted, and the Board of Trustees of the International University of Sarajevo (**hereinafter: “Board of Trustees”**) on its regular session held in Sarajevo on 22.06. 2011 approved the following

STUDY RULES FOR THE FIRST STUDY CYCLE

General provisions

Article 1

These Rules specify the organization and delivery of the first cycle studies at the International University of Sarajevo (**hereinafter: University**), evaluation of students’ work, duration of studies, procedures of writing and defending final graduation thesis, issuing and granting of diplomas, and regulating other matters significant for the organization of the first cycle studies at the International University of Sarajevo in accordance with the Law and the Statute of the University.

An integral part of these Study Rules for the first study cycle are General Academic Regulations for the I study cycle at IUS (harmonized version).

Article 2

First cycle studies at the University are organized in accordance with the Law on Higher Education of the Sarajevo Canton and on the study rules based on the European Credit Transfer System (ECTS).

Language and alphabet of lectures delivery

Article 3

Lectures of the first cycle studies at the University are delivered exclusively in English language with the American English spelling.

Preparatory English Language School

Article 4

- 1) University organizes Preparatory English Language School which lasts one academic year at most; two semesters.
- 2) Students enrolled in the first cycle study are required to attend and complete the Preparatory English Language School.
- 3) Previous paragraph does not apply to students whose prior education was in English, students who possess an internationally recognized certificate of knowledge of English (TOEFL, IELTS, etc.) with minimal score as stipulated in the enrollment announcement, students who pass the "Proficiency Exam" offered before the start of each study year, guest students, and students from English-speaking countries.

Article 5

Objective of the Preparatory English Language School is to bring students' knowledge and skills in English language to the level that enables them to continue studies in courses offered and performed in English language at the University.

Article 6

- 1) Curriculum and syllabus of the Preparatory English Language School are designed for general and specific purposes, in accordance with the needs of the University academic programs.
- 2) Curriculum and syllabus comprises of the basic language skills such as reading, writing, comprehension and speaking of English language as well as English for specific purposes, focusing on specific academic fields.

Article 7

- 1) Should the need arise, Preparatory schools can be organized in other foreign languages.
- 2) Decision on the Preparatory schools referred to in Clause 1 of this Article is brought by the Board of Trustees upon proposal by the Senate of the University.

Study programs

Article 8

- 1) Study program represents the curriculum which covers one or more scientific or artistic areas, whose delivery is performed in scientific-teaching or art-teaching process, and

which leads to one of the three academic levels in accordance with the Bologna Declaration.

- 2) The final decision on adopting the study program rests with the Senate of the University.

Article 9

A study program comprises of a number of compulsory and elective study courses defined in general terms, whose successful completion gives required knowledge and skills necessary for granting diploma for the relevant level and the type of study.

Article 10

- 1) Study programs are divided into study years and semesters.
- 2) In accordance with the ECTS, a study program consists of 60 ECTS study credits for one study year, and 30 ECTS study credits for one semester.
- 3) The number of study credits for a particular subject is determined by taking into account the following: a number of teaching hours (lectures, practical work, seminars); time which student needs to spend on individual tasks; time required for preparation for assessments and examinations; and the time which academic staff need to spend in assisting students to acquire required knowledge.
- 4) One ECTS study credit represents 25 hours of the total student's workload in all forms of work for a particular course, or 30 hours of the total workload for study programs related to medical sciences.
- 5) Study cycles and programs leading to acquiring an academic title and a professional and scientific qualification offered by the University are flexible so that they ensure students' mobility in appropriate study stages by awarding ECTS study credits and/or qualifications, depending on the work results achieved by the student.

Article 11

A study program comprises:

- a. Name and the goals of the study program;
- b. Enrollment criteria for the study program;
- c. Curriculum and syllabus;
- d. Mode of selecting courses from other study programs;
- e. Credit value of each course and the final paper, expressed in ECTS study credits;
- f. Pre-requisite courses in the program;
- g. Conditions for enrollment in the following semester, or the study year, and the conditions for completion of the studies;
- h. Professional and academic title to be awarded at the completion of studies;
- i. learning outcomes);

- j. Conditions for transfers from other study programs within the same or related study fields.
- k. The type of study and method of delivery of the program
- l. Qualifications of relevant staff
- m. Resources needed for implementation
- n. Relevance of the (existing) resources
- o. Other issues significant for performance of study program.

Organization of studies

Article 12

- 1) The University, and the faculties organize and run first cycle of study in their respective area for which they have been registered.
- 2) Study year is organized in two semesters (Fall and Spring) each consisting of 16 weeks (15 weeks of continuous activity plus seven working days for final exams).
- 3) Calendar of organization and realization of teaching within a study year, which also includes final examination, makeup examination and additional examination times, is determined and announced by the Senate of the University no later than 60 days prior to the beginning of Fall Semester of the academic year.

Duration of studies

Article 13

- 1) First study cycle lasts for four years and it is worth 240 ECTS study credits.
- 2) Within the teaching process, a 40-hour week is stipulated, where the student's maximum involvement in the direct teaching is determined by the syllabus.

Article 14

The total student's involvement consists of: attendance to classes (lectures, practical work, practical experience, seminars, and others), individual work (tests, preliminary examinations, final examinations), work on the final graduation paper (should it be required by the study program), voluntary work in the local community, and other forms of the student's engagement.

Curriculum and syllabus

Article 15

- 1) First cycle of study at the University is carried out in accordance with the curriculum and syllabus which are approved by the Senate.
- 2) The faculties are required to fully accomplish adopted and approved curriculum and syllabus.

- 3) A curriculum stipulates the courses and total number of hours required for lectures, practical work and other necessary forms of teaching process.
- 4) A syllabus determines the content of the course, methods of lecture delivery, examinations and other forms of assessment of student's acquisition of knowledge, recommended textbooks, handbooks, and other recommended reference materials needed for acquisition of knowledge and used for carrying out examinations and evaluations for particular subject, name, code (e.g. HUM 101), status (mandatory, elective), level (I, II, or III cycles), short description of the course, prerequisite courses (for attending and taking exam), examination schedule, assessment criteria, year of study and semester, names of (possible) teachers and assistants for the course, ECTS value and anticipated student workload (per student involvement type), tabular presentation of progression scheme (through study program), and goals and learning outcomes.

Study courses

Article 16

- 1) Study courses at the first study cycle can be: general/university courses, program/faculty courses and elective courses.
- 2) Program and general courses are compulsory, whereas the electives are compulsory only for the students who opted for them.
- 3) Electives are introduced in the syllabus and recommended to students as an opportunity to extend the student's professional knowledge, education and general culture.
- 4) The University may determine that some of the program courses be general courses which provide general professional grounds to students studying in a complementary scientific or artistic field.
- 5) Lecture delivery of general courses may be organized at the University level, which organizes such teaching activities in co-operation with the relevant faculty of the University for the respective subject.
- 6) Lectures and examinations in particular course may be performed at another faculty which holds that course, as regulated by the Statute, or by another general act of the University.

Procedure in determining and adopting the course curriculum and syllabus

Article 17

- 1) The curriculum and syllabus for general/university courses are determined and adopted by the Senate upon the proposal by the Faculty Council.
- 2) The curriculum and syllabus for other courses are determined and adopted by the Faculty Council, under prior consent by the Senate.

Curriculum of the study cycles

Article 18

The University which organizes the studies is required to announce the curriculum on the University web page.

Application of the curriculum and syllabus

Article 19

Application of the curricula and syllabi is monitored by the Faculty Council, or another competent professional body of the University, which also gives proposals for their amendments.

Amendments to the curriculum and syllabus

Article 20

Amendments to the curriculum and syllabus are performed following the same procedure as for their adoption, as stipulated by this Rules, and cannot be applied retroactively in terms of imposing the new requirements to the students for study years which they had successfully completed.

Organization of the study year

Article 21

- 1) Study year is organized in two semesters: Fall and Spring.
- 2) Classes in the Fall semester start on the third Monday in September and last for 16 weeks (15 weeks of continuous activities and seven working days for the final exam).
- 3) Additional classes and makeup exams after the Fall semester last for a maximum of four weeks.

- 4) Verification of the Fall semester and the enrollment in the Spring semester last up to two weeks.
- 5) Classes in the Spring semester start on the third of Monday in February and last for 16 weeks (15 weeks of continuous activities and seven working days for the final exam).
- 6) Final exams can be organized in the last week of classes, or the first week after finishing school.
- 7) Additional classes and makeup exams after the Spring semester last for a maximum of four weeks.
- 8) Spring holiday lasts for maximum of 8 weeks.
- 9) Verification of the Spring semester and the enrollment in the Fall semester last for up to two weeks.
- 10) Academic Calendar of organization and realization of the curriculum for the study year is determined and announced by the Senate of the University 60 days prior to the beginning of the classes, at latest.

Organization of teaching

Article 22

- 1) Teaching activities are organized and performed according to the established teaching schedule.
- 2) The University and the faculties are required to announce the teaching schedule referred to in Clause 1 of this Article, no later than ten days prior to the beginning of the teaching activities on the web page and notice board of the University and its faculty.
- 3) The teaching schedule contains: the name of the curriculum, the study year, the name of the course, the time (day, hour) of classes, the place of performing teaching activities (room, laboratory), names of the academic staff who are engaged in performing the activities, final examination date and other instructions about the classes.
- 4) The teacher in charge of the course is required to inform the students about the syllabus in the first week of classes.

The syllabus

Article 23

- 1) The teacher in charge of the academic course is required to inform the students about the goals, the content and methods of delivering lectures for the relevant course, as well as about the methods and criteria for monitoring, assessing and evaluating students' work and achievements.
- 2) Assessment tasks scheduled for individual student's work (seminar papers, projects, presentations, homework, and other forms of realization of student's obligations) must be evenly distributed throughout the semester.
- 3) The total workload in tasks referred to in Clause 2 of this Article must be in accordance with the total course workload, as per ECTS rules.
- 4) The course teacher is obliged to assist students during course delivery, completion of their individual tasks, and preparation to accept scientific-educational content for the exams, by organizing and maintaining regular, and if necessary at the request of students, additional office hours.
- 5) The dates for office hours during the week must be in line with teaching schedule so that it can accommodate the duties of academic staff, as well as the students' needs. Office hours can be arranged in the teacher's office, or in the classroom, or by using e-mail and other forms of electronic communication, provided that at least 5 hours a week are planned for the office hours.
- 6) In general, changing the syllabus during the semester is not allowed.
- 7) In case of any necessary changes in the timetable and syllabus, the course teacher is obliged to notify the students in a public and transparent way at least 24 hours prior to the change.
- 8) The course teacher is responsible for carrying out all forms of teaching activities – lectures, exercises, seminars, practical work, as well as for monitoring students' activities and assessing their knowledge, in accordance with the obligations set out in the curriculum.

Organization of examinations, practical and professional training work for particular teaching activities

Article 24

- 1) When the teaching activities, or particular forms of teaching activities, are organized in form of „distance learning“, examination must be held at the faculty location.
- 2) Examinations in art courses may be carried out outside of the University location, in case that the examination is carried out in form of a public manifestation such as a concert, an exhibition, a performance, or as other forms of presentation of artistic work.

- 3) Practical and professional training work may be organized and carried out as an integral part of teaching at the University premises, at the place of their realization, or at the faculty's location.

Obligations of the academic staff

Article 25

- 1) Academic staff is obliged to fully implement adopted curriculum and syllabus for the course for which they are elected or hired with their personal presence and commitment.
- 2) Exceptionally, for justified reasons, the selected academic staff, in the implementation of the academic curriculum and syllabus referred to in Clause 1 of this Article, can be substituted by another appropriate academic staff member proposed by the course teacher or the dean, upon prior written approval of the dean, with the prior consent of the Faculty Council.
- 3) The number of hours in a weekly workload to be implemented in a manner and under the conditions referred to in Clause 2 of this Article cannot exceed 30% of the total number of hours scheduled for the course during the academic year.

Students' assessment grading system

Article 26

- 1) Student's final achievements, based on all stipulated assessment criteria, are evaluated and marked comparable to the ECTS marking scale, as follows:
 - a) 10 (A) – exceptional achievement, without errors, or with minimal errors, 95 – 100 points;
 - b) 9 (B) – above average achievement, with a few errors, 85 – 94 points;
 - c) 8 (C) – average achievement, with noticeable errors, 75 – 84 points;
 - d) 7 (D) – generally good achievement, with significant imperfections, 65 – 74 points;
 - e) 6 (E) – meets minimal criteria for achievement, 55 – 64 points;
 - f) 5 (F, FX) – does not meet minimal criteria, less than 55 points.
- 2) Letter Grades used at the University:
 - a) Letter grade **(I) incomplete** is assigned to the student who, for a justifiable reason could, not complete some necessary component of a course assessment, or if a thesis is accepted with major changes. A student with an incomplete grade must complete the missing component by the beginning of the following term, the latest, otherwise the grade “I” will automatically become a failure grade, namely “F”.
 - b) Letter grade **(S) satisfactory** is assigned to the student who successfully completed a noncredit course, or whose final paper is defended.

- c) Letter grade **(U) unsatisfactory** is assigned to the student who did not successfully completed a non-credit course.
- d) Letter grade **(NA) no attendance** is assigned to the student who did not fulfilled attendance criteria of a course.
- e) Letter grade **(W) withdrawal** is assigned to the student who has withdrawn from the course.

Modes of assessment of students' performance

Article 27

- 1) Modes of student assessments may be: written, oral, or practical.
- 2) In general, assessments are in written form and conducted by a test or as a written assignment.
- 3) The results of the written exam must be released within five days from the date of the examination with the notification to the student in regards to the time when they can inspect their work.
- 4) All forms of assessments are public.
- 5) As a rule, exams in art courses are taken in front of a panel.
- 6) Students' written exam papers are kept until the end of the academic year.
- 7) The University is obliged to organize and establish terms of the exams so that students can have only one exam on the same day.
- 8) The course teacher cannot administer the final exam in presence of only one student.
- 9) The Council of the Faculty will with separate written decision determine all forms of assessments, as well as the structure of the grading score for each course.
- 10) Established elements of grading of particular activities, and stipulated forms of assessments, must be conducted as one entity.

Examination procedure and grading

Article 28

- 1) Students' work is graded continuously during the semester and during one academic year.
- 2) Students receive credits for each form of activity and assessment during the semester as well as on their final exam, when the final grade is determined.
- 3) Final exam accounts for maximum 50 percent of the final grade.
- 4) If a student during the semester earns enough points to meet the criteria for a passing grade, then the student is not required to take the final exam.
- 5) The final examination as well as other teaching activities can be conducted only during the regular working hours determined within a working week in the time period from 8 a.m. to 8 p.m.

Final examinations

Article 29

- 1) University organizes final exams as well as make up exams.
- 2) Final exams, in accordance with the syllabus and curriculum, are conducted during the last week of teaching, or the week later.
- 3) Students who do not pass the final exam can take the exam again at the end of the semester, or the end of academic year.
- 4) If it is necessary, the academic staff will organize consultations and additional teaching classes between the final and makeup exam to assist students in preparation for the makeup exam.
- 5) Make up exams are organized within the period of four weeks from the completion of final exams in Spring and Fall semester for the students who did not take the final exam or who failed to get passing grade for the course.
- 6) Additional exam is organized during the last week of August and first two weeks of September for the students who are not satisfied with the grade achieved on the final exam or make up exam. Grade achieved on additional exam will be used for calculating overall grade for the course.

- 7) Students enrolled in academic 2011/12 year can take the additional exam as set in Clause 6) of this Article under condition that they do not earn more than 60 ECTS at the end of the academic year.

Sitting for the exam before the examination committee upon the student's request

Article 30

- 1) Student who is not satisfied with his/her achieved grade at the exam, can file within 24 hours from the grade announcement written appeal to retake the exam in front of the committee.
- 2) The appeal referred to in Clause 1 of this Article to retake the exam has to include reasoning for it.
- 3) Dean will appoint a chair and two members of the committee within 24 hours from the receipt of the appeal if he/she finds that the student's appeal referred to in Clause 1 of this Article has merits.
- 4) The course teacher, with whose evaluation the student had not been satisfied, cannot be the chair of the committee, whereas one committee member must be from another subject area, but from the same or relevant teaching field.
- 5) The dean sets the examination date within 3 days after receiving the well reasoned appeal from the student.
- 6) In the case of appeal from Clause 1. of this Article, the student will not retake the written exam or a part of the written exam, instead the committee will reassess the existing exam and reassign the grade. The student must retake the oral exam or a part of the oral exam before the committee.
- 7) Other verified activities and academic performance achieved by the student during the teaching activities will also be reevaluated by the committee.
- 8) In processing the student's appeal to the grade for the practical component of the examination which cannot be rescheduled, the committee, appointed by the dean, and composed of teachers from the relevant field, will reassess the grade made by the teacher who graded the exam in the first instance, on the basis of an audio/video recording or other forms of documented evidence and will then make the final decision.
- 9) For courses referred to in Clause 8 of this Article, the University or the faculty is required to ensure video/audio recording or another relevant form of documenting the assessments.
- 10) The decision by the committee is made by a majority of votes, and an appeal to the decision can be submitted to the dean, within 24 hours from the date of the committee's decision notification.

- 11) The student can request to take for the exam before the examination committee only on two occasions during one academic year.

Verification of the semester and the study year

Article 31

- 1) The number of ECTS credits the student has achieved is recorded during the verification of the semester.
- 2) Fall semester is verified (and enrollment into Spring semester is done) after the completion of the teaching activities in the Fall semester, before the beginning of the Spring semester the latest.
- 3) Spring semester is verified (and enrollment into Fall semester is done) after the end of examination period in Spring semester, and no later than the beginning of the next semester.

Transition to the next study year

Article 32

- 1) Students enroll in the next study year based on the ECTS credits accrued in the previous study year.

Article 33

- 1) Students can transfer a maximum of 6 ECTS study credits within the first study cycle to the next academic year, or one pending course, if that course carries more than 6 ECTS study credits, under the condition that that course is not a prerequisite for another course in the next academic year.
- 2) Students who are repeating the academic year are obligated to attend the classes in those courses that they did not pass.
- 3) Faculty dean can allow the student who is repeating the study year within the same cycle of study to attend classes and to take exams in courses from the following study year under condition that the maximum student workload does not exceed 30 ECTS study credits per semester.

Pre-requisites

Article 34

- 1) A study program can specify courses which students have to pass (accrue study credits) in order to be allowed to take examinations in other courses determined by the study program.

Repeating the same study year

Article 35

- 1) Students who do not achieve ECTS study credits from some courses are required to register again for those course(s) if they belong to the group of compulsory courses. If those courses are from the group of elective courses, students can register again for the same courses, or they can select another elective course to accrue the required number of ECTS study credits.
- 2) Students referred to in Clause 1 of this Article must attend the lectures from repeating courses, with the organization of lectures specified by the Senate in accordance with the available teaching resources of the University.

Dormant student status

Article 36

- 1) Students' rights and obligations may remain dormant for a maximum of one academic year.
- 2) Student's rights and obligations remain dormant:
 - 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 has to be proven with the certificate from the relevant medical institution);
 - to carry out an approved professional training work in the country or abroad;
 - for other justifiable reasons reviewed for each case separately
- 3) An application to have the student's rights and obligations dormant is filed prior to the beginning of the academic year.
- 4) In exceptional cases, application can be filed during the study year.
- 5) Dean of the Faculty decides on the application for dormant status after the prior approval by the Finance department.
- 6) When the reasons which were the basis for the application for the dormant status expire, the student shall continue the study in accordance with the current study program.

Transfer from the study program

Article 37

- 1) The University students, as well as students from other universities, may be allowed to transfer from one to another study program, under conditions and criteria set out in the regulations adopted by Senate of the University.

- 2) Request for change of the study program can be filed 15 days prior to beginning of lectures, or with the dean's approval after the start of the lectures.
- 3) With the application regarding transfer from the study program student must provide evidence on the student status and on the achieved results in the study program from which the transfer is requested.
- 4) The student files the application to the Dean of the faculty not later than the beginning of the semester.
- 5) The Dean makes decision in response to the student's application, in accordance with the transfer regulation from Paragraph 1 of this Article.

Article 38

- 1) With the courses transferred, the grade student achieved is also transferred, as well as the number of achieved credits in accordance with the ECTS rules.

Study minor

Article 39

- 1) Students can be allowed to gain knowledge in the field which does not belong to the students' major study field by attending five core courses from the other program as their IUS elective courses (Minor).
- 2) Students can request approval of their Minor if their CGPA is at least 2.5 CGPA. Minor needs to be requested at the beginning of the third semester earliest, with minimum 60 ECTS credits earned, and not after students earned 204 ECTS credits.
- 3) Request for Minor needs to be submitted 15 days before the beginning of the semester.
- 4) Dean of the Faculty where the student is enrolled decides on application for the Minor after prior approval from the Program coordinator of the student's Major study program and from program coordinator of the Minor's study program.
- 5) Study Minor is entered into the students diploma supplement.

Students' mobility

Article 40

- 1) Students are entitled to spend a certain period of time (a semester or a study year) during their studies at another higher education institution in the country or abroad, through international programs for student exchange, or on the basis of bilateral agreements between

universities or based on its own arrangement, provided that all conditions set in University regulations are met.

- 2) In accordance with the studying contract which the student concludes with the university, the accrued number of study credits are recognized if they are included in program's curriculum.

Article 41

Students mobility between universities does not imply the issue of a diploma by the university at which the student studies, unless the agreement between the universities stipulates the issue of a joint diploma.

Article 42

- 1) With the application to study at another higher education institution student submits following original documents:
 - application form for registering students to attend another higher education institution;
 - studying contract for study at another higher education institution or students statement;
 - a transcript of grades;
 - information package (Student Information Brochure),
 - and other required documents prescribed by the University.
- 2) The University is required to keep records on the students' mobility through the Students Affair Office.

Final graduation paper

Article 43

- 1) The first study cycle program may require completion of the final graduation paper/project.
- 2) The timeframe for the beginning of the first study cycle final graduation paper must be harmonized with the workload envisaged for the completion of the final paper so that the student may start the defense of the graduation paper by the end of the semester at latest, and by all means prior to the beginning of the enrollment into the next study cycle.

Selection of the thesis topic

Article 44

- 1) The topic of the final graduation paper must be from the area of the study program.

- 2) The topic of the final graduation paper chooses the student in coordination with the mentor.
- 3) Decision on the student's application for the change of the topic for the final graduation paper brings mentor.

Defense of the final graduation paper

Article 45

- 1) Student defends his/her final graduation paper in front of the three member committee appointed by the dean. One member of the committee is the student's mentor.
- 2) In case student does not satisfy in defending his/her final graduation paper, he/she is entitled to have one more opportunity to defend the thesis, or to request to have a change of the approved thesis topic.
- 3) The final graduation paper and its defense within the first study cycle are graded with one grade from the scale from 10 (A) to 5 (F, FX). The final grade is decided by a majority of votes of the examination panel members.
- 4) Presentation of the final graduation thesis is public.

Academic title, scientific and professional qualification

Article 46

Having completed the first study cycle studies, the student is entitled to be awarded a relevant academic title; specifically, scientific and professional qualification, as defined in study program and in accordance with the Law and by-laws, and is entitled to other rights pursuant to particular legislation.

Completion of the first study cycle

Article 47

It is considered that the first study cycle has been successfully completed when student passes all courses and successfully defends the final graduation paper, if the final graduation paper is required by the study program.

Issue of diploma

Article 48

- 1) The University is authorized to organize first study cycles and to issue Diplomas for which it has been licensed and accredited.

- 2) Having completed the first study cycle, the student is issued Diploma confirming that the student completed the first study cycle and with that met the requirements to be awarded a relevant academic title and professional and scientific qualification.
- 3) With the diploma for the first study cycle, Diploma Supplement is also issued to the student.
- 4) The Diploma issued by the University represents a public document.
- 5) Until the Diploma is issued, the student is issued a Graduation Certificate as a public document confirming that the student fulfilled all the requirements to obtain the title pertaining to the completion of the First Study Cycle.
- 6) The Graduation Certificate is issued within seven days from the date of completion of the First Study Cycle and is valid until the document referred to in Clauses 2 and 3 of this Article is issued.
- 7) Conditions, manners and procedures for the issue, or revoking or cancellation of the diploma after completion of the study cycle are determined by the Law and the Statute, and other University regulations.

The content and layout of the Diploma

Article 49

- 1) The Diploma and the Diploma Supplement must contain the main information about completed first study cycle, the awarded professional or academic title, and the achieved success during the studies.
- 2) The Diploma Certificate and the Diploma Supplement are issued in one of the official languages in use in Bosnia and Herzegovina and in English language. Decision to issue Diploma on other foreign language can adopt Senate of the University.

Other documents

Article 50

- 1) Upon the student's request, other documents are issued confirming the student's status, as well as other information about which official records are kept.
- 2) The Students' Affairs Office keeps records on issued documents.

Article 51

- 1) The University can issue a student identification card to students as a proof that a particular person is a student at the University, which entitles the holder to:
 - have access to all the facilities where study programs and other programs are conducted;
 - use the library, computer classrooms, unless other specific rules require that the student is registered in another manner;
 - have access to sport and other facilities used by the University;
 - use the services of the student restaurant, etc.

Acquiring and terminating the student status

Article 52

- 1) Student status is acquired by enrolling into a relevant study program at the University.
- 2) The admission and enrollment into the first year of a study program is done based on the final results of an open competition.
- 3) All citizens of Bosnia Herzegovina who have completed their four-year high school education are entitled to take part in this open competition.
- 4) Foreign citizens who have completed adequate high school education are also entitled to take part in this open competition, according to law, conventions and international agreements and contracts which require Bosnia and Herzegovina to act in accordance with the manner and the conditions referred to in the Law.
- 5) The student status is ends in the following circumstances:
 - a) when the study program is completed;
 - b) if the student withdraws from the University;
 - c) if the student is expelled from the University according to the procedure and under conditions determined by law, the Statute or other corresponding acts and regulations of the University;
 - d) if the student does not complete the study program by the deadline determined by law, the Statute or other general acts of the University;
 - e) in any other specific cases determined by law, the Statute or other general acts of the University.
- 6) The individual who loses the student status referred to in Clause 5 of this Article can acquire the student status again if:
 - a. University has technical and personnel capabilities to enable execution regular student's duties

- b. Student take exams in accordance to the curriculum valid at the time student status is acquired again.
 - c. Student has no outstanding balance towards the University.
- 7) Decision on regaining of the student status brings the faculty dean.

Public competition for students' enrollment

Article 53

Public competition for enrollment in study programs is announced by the University, in accordance with the Law, the Statute and these Study Rules.

The content of the public competition for enrollment of students

Article 54

- 1) The public competition for enrollment of students in the first study year at the University comprises the following information:
 - a. number of candidates;
 - b. cost of studies for students (domestic and foreign) who will pay tuition fees;
 - c. criteria for ranking candidates for enrollment;
 - d. criteria for evaluation of the high school education results;
 - e. methods of assessment of the knowledge and skills of candidates (entrance examination) applying for the relevant study program, which will be carried out in the form of a test or another written form in a certified copy, where one copy remains at the University, and one with the candidate;
 - f. scheduled time for the assessment of the candidates abilities for the relevant study program and the time of the announcement of the test results;
 - g. advice on the appeal procedure and the procedure to protect the rights of the candidates dissatisfied with results of the entrance examination;
 - h. due date by which the University has to make public the final list of accepted candidates;
 - i. due dates for enrollment of accepted candidates.
- 2) Elements of the public announcement referred to in Item b) from Clause 1 of this Article are determined by the Founder; elements referred to in a) c) d), e), f), g), h), i), and are determined by the University.
- 3) Information about the public competition for enrollment of students in the first study year is announced by the University and published in at least three daily newspapers of Bosnia and Herzegovina.
- 4) In order to ensure adequate number of students to be enrolled, the University may publish the information about the public competition in the English language in the country and abroad.

- 5) The public competition for enrollment of students in the first study year is published on the University/faculty website, as well as on the University notice boards, under prior consent by the Ministry, two months prior to the beginning of the academic year, at latest.
- 6) The public competition for enrollment of students in the first study year at the University as a (privately owned) institution, which is announced under a prior consent by the Ministry, besides financial elements, must also include the number of students in all student status criteria, as well as elements referred to in Clause 1 of this Article, Items d), e), f), g), h), i), and j) and any other elements determined by the Statute of the University.
- 7) Written tests by which the knowledge of applicants for enrollment in the first study year is assessed are identical for all candidates applying for the same study program within the faculty, and the assessment is compulsory carried out on the same date in the same time schedule.

Final list of candidates

Article 55

- 1) When applying for the public competition, candidates must submit original documents in accordance with the competition conditions.
- 2) After having been verified by a competent body, the preliminary ranking list of all accepted and registered candidates is to be posted on the faculty notice board at the University, two days after the last date of the entrance examination date, at latest, and for the faculties which do not require sitting for the entrance examination, two days after the application due date, at latest.
- 3) Candidates have the right to file an appeal to the ranking list referred to in Clause 2 of this Article within three days of its posting on the notice board.
- 4) A competent body of the faculty at the University is obliged to make a decision upon the appeal referred to in Clause 3 of this Article within three days.
- 5) The University is required to announce the final list of all students enrolled according to all status criteria at the corresponding faculties two days after expiry of the date to make a decision upon the appeal, at latest, and submit the list to the Ministry seven days prior to the beginning of the academic year, at latest.
- 6) Candidates who are accepted to enroll in the first study year at the faculty which does not require sitting for the entrance examination cannot acquire the student status at the faculty which requires sitting for the entrance examination within the first study year.
- 7) Students referred to in Clause 6 of this Article may exercise their right to continue studies at another faculty at later study years in accordance with the principle of equivalence.

Right to enroll in the First Study Cycle

Article 56

- 1) Students have the right to enroll in the study programs in the First Study Cycle in which the University diploma awards are obtained, according to the competition criteria.
- 2) For enrollment to particular study programs, the University may stipulate additional requirements in accordance with the Law, the Statute and these Rules.
- 3) Until enrolled student presents proof of English proficiency as referred in previous Article it will have status “English Language Preparatory School Student”. This status maintains active student status at the University, but places their rights and obligations towards their study program in dormant status, including their rights and obligation to attend lectures, verify semesters, and sign study contract.

Foreign citizens' right to enroll

Article 57

- 1) Foreign citizens have the right to enroll in the study programs at the University as a (privately owned) institution under the same conditions as citizens of Bosnia and Herzegovina, in accordance with the Law and the Statute of the University.
- 2) Students who are obliged to take SAT exam or its equivalent in their home countries, cannot take any exams at the University until they pass SAT exam or its equivalent in their home countries, and they produce proof to that fact.

Right to participate in the public competition prior to recognition of foreign qualifications

Article 58

- 1) Candidates who completed their high school education outside of Bosnia and Herzegovina have the right to participate in the public competition for enrollment into the First Study Cycle prior to having their foreign high school diploma being recognized.
- 2) Candidates referred to in Clause 1 of this Article who meet the criteria of the public competition and are shortlisted for enrollment as candidates who passed the entrance examination within the approved quota of the students to enroll in the University, may enroll in the first study year of the First Study Cycle after their high school qualifications have been recognized, by the beginning of the study year at latest.
- 3) In exceptional circumstances, candidates referred to in Clause 2 of this Article may conditionally enroll in the first study year even prior to having their high school qualifications recognized, with presentation of the document confirming that they have

applied for recognition procedure and that they are not responsible for any delay in making the relevant decision thereof.

- 4) Candidates who meet the criteria of the public competition for enrollment in the second or third study cycle may have the right to enroll, or enroll conditionally, in accordance with the legal provisions referred to in Clauses 2 and 3 of this Article.
- 5) The procedure of validation or recognition of foreign educational certificates, diplomas and other public documents confirming completion or commencement of education is carried out in accordance with a specific law, or on the basis of bilateral or multilateral agreements binding for Bosnia and Herzegovina.

Study contract

Article 59

- 1) The University as an institution and the student conclude a study contract which specifies their mutual rights and obligations, in accordance with the Rulebook of establishing fundamental elements of study contracts.

Students' rights and obligations and students' standard of living

Article 60

- 1) Students have the right and obligation to study in accordance with adopted and approved study rules, curricula and syllabi, and to be examined and assessed in accordance with rules which are transparent, just and accessible to all students.
- 2) Students have the right to:
 - a) attend all forms of teaching activities;
 - b) have a good quality teaching process which complies with the adopted and approved curricula and syllabi;
 - c) have timely and accurate information about all the matters relevant to the study;
 - d) have equal rights in terms of studies and treatment at the University, as well as to all the benefits arising from the student status;
 - e) be different and to be protected from discrimination;
 - f) have access to health care in accordance with law;
 - g) use the library and other services provided to students at the University which are in accordance with the higher education institution acts;
 - h) have consultations with and assistance provided by the academic staff in relation to acquiring the knowledge, and in preparing the final paper in particular;
 - i) have freedom of thought and expression of personal views related to the content of teaching during the realization of the teaching;
 - j) evaluate work of the academic staff;

- k) have their study credits recognized and transferred between universities for the purpose of ensuring students' mobility;
 - l) participate in the procedure of election for the students' representative body and other bodies established by the Statute of the University;
 - m) participate in work of the students' organizations;
 - n) participate in work and decision making within the University bodies, in accordance with the Statute;
 - o) have protection of their rights, should their rights be violated, in the manner stipulated by law or by general acts of the University;
 - p) have other rights specified by the Statute and other general acts of the University.
- 3) Students have the obligation to:
- a) adhere to all the study rules as stipulated by the University;
 - b) meet the study and other requirements assigned to students;
 - c) respect the rights of academic and non-academic staff, as well as rights of other students at the University;
 - d) regularly complete their study obligations and participate in academic activities;
 - e) obey the house rules and the code of ethics of the University.

Students' disciplinary accountability

Article 61

Procedure of the students' disciplinary accountability; light and severe breaches of the students' obligations; disciplinary bodies and procedures to determine students' responsibility are regulated with Book of Rules on the Students' Disciplinary Accountability.

Student organisations

Article 62

- 1) Students of the University may organize in representative body to represents the students' interests of the higher education institution and which contributes in realization of their educational, learning, scientific, cultural, academic and other socially useful students' needs, which are based on democratic principles and are in accordance with law.
- 2) Specific regulation on Students' Organisations at the University specifies the following matters: establishment and manner of work of students' representative bodies; associations of students' representative bodies; their rights, obligations and responsibilities; issues of the students' standard of living; and any other matters relevant for activities of the students' representative body.

Amendments and additions to the Rules

Article 63

- 1) Amendments and additions to the Rules are performed in the same procedure and in the manner stipulated for their adoption.
- 2) Amendments and additions to the Rules are valid only under condition that the Board of Trustees of the University approved/consented to them.

Transitional and final provisions

Article 64

These Rules enter into force by their approval from the Board of Trustees of the University.

Article 65

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.

PRESIDENT OF THE SENATE

**PRESIDENT OF THE
IUS BOARD OF TRUSTEES**

Prof. dr Hilmi Ünlü

Prof. dr. Hasan Zuhuri SARIKAYA

CONFIRMATION ON APPROVING THE RULES

The Board of Trustees of the International University of Sarajevo approved these Rules by its decision number _____ from _____.

CONFIRMATION ON ANNOUNCEMENT OF THE RULES

A copy of these Rules was posted on the notice board at the International University of Sarajevo on _____ 2011 at _____ o'clock;

A copy of these Rules was published by posting it on the International University of Sarajevo website on _____ 2011 at _____ o'clock.

PRESIDENT OF THE SENATE

Prof. dr Hilmi Ünlü