

**INTERNATIONAL UNIVERSITY OF SARAJEVO**  
**Internacionalni univerzitet u Sarajevu**

Number: IUS-SENAT-11-803/11

**STUDY RULES**  
**FOR THE SECOND STUDY CYCLE**

June, 2011

Pursuant to Article 56, Clause 1 of the Law on Higher Education (“Official Gazette of Sarajevo Canton”, issue 22/10 – Revised Version, **hereinafter: The Law**) and Article 69 of the Statute of the International University of Sarajevo (**hereinafter: the Statute**), number IUS SENAT 11-013/11 from 8<sup>th</sup> March 2011, the Senate of the International University of Sarajevo (hereinafter: the Senate), on its session held on 21.06.2011. adopted, and the Board of Trustees, on its session held in Sarajevo on 22.06. 2011, approved 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 evaluation 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: the University**), in accordance with the Law and the Statute.

*An integral part of these Study Rules for the second study cycle at IUS represents the Master studies General Regulations at IUS (updated version).*

#### **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 with American English spelling.

#### **Article 3**

After completion of the Second Study Cycle, an academic title and the title 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 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 competition announced by the University, upon the Senate of the University decision.
- 2) The number of students to be enrolled in the Second Study Cycle is established by the Senate of the University.

### **Article 5**

- 1) Candidates who have completed the First Study Cycle or candidates who accrued at least 240 ECTS credits, as well as candidates who completed their studies prior to introduction of the Bologna educational system, are eligible to enroll.
- 2) Candidates who meet criteria referred to in Clause 1 of this Article are eligible to enroll in the study program in the area which may be different from the area of their First Study Cycle, under conditions stipulated by the Faculty Council.

### **Article 6**

- 1) More detailed criteria for enrollment of candidates are stipulated by the Faculty Council and Senate.
- 2) Rector can nominate the Committee to carry out the procedure of enrollment of candidates in the Second Study Cycle.
- 3) Having completed the procedure, the Committee is required to submit a report to the Senate.

### **Article 7**

- 1) To be eligible to enroll in the second study cycle, candidates must have a certain number of points accrued in the international English language proficiency examinations (TOEFL, IELTS, KPDS), with the minimum score determined by the public competition.
- 2) Candidates may also opt to sit for the “Proficiency Exam” organized by ELS at IUS prior to the commencement of each academic year.
- 3) Students, whose previous studies were conducted in English, and students-guests, are exempt from compulsory sitting for the proficiency in the English language examinations.
- 4) 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 Clause, may attend

the preparatory English language classes at ELS, and sit for the English language examination after completion of the ELS course.

#### **Article 8**

- 1) Candidates who had been eligible to enroll, but failed to complete the enrollment procedure by the due date, lose the eligibility to enroll, and the next eligible candidate from the ranking list takes their enrollment place.
- 2) Students sign the Study Contract with the University 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.

#### **Article 9**

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.

#### **Enrollment by transfer**

#### **Article 10**

- 1) Students who are currently enrolled in the Second Study Cycle at IUS, or at another institution, and who have successfully completed at least one semester, are eligible to transfer to another Second Study Cycle at a relevant IUS faculty, having lodged all the necessary documentation prior to the beginning of the semester.
- 2) Students who transfer to IUS from another university must pass either the English Proficiency examination at IUS, or another equivalent English language examination, except those mentioned in Article 8, Clause 1.

#### **Article 11**

- 1) Student who passed the exam on another study program, can have the courses recognized in accordance with the requirements of the regulations established by the Senate.

### **III ORGANIZATION OF THE SECOND STUDY CYCLE**

#### **Article 12**

- 1) The University, or faculties of the University, organizes studies in the Second Study Cycle in area for which they have been registered.
- 2) The Second Study Cycle at IUS is worth 60 ECTS points, so that the total of the first and the second study cycle makes 300 ECTS points.

### **Article 13**

- 1) The Second Study Cycle study program may be organized with, or without the final paper/master's thesis.

### **Article 14**

- 1) Faculty council may establish the Study Council in charge of conducting the Second Study Cycle.
- 2) The Study Cycle comprises the teacher involved in the teaching on the Second study cycle.
- 3) The Study Council is managed by President of the Study Cycle who is chosen by the members of the Study Council among themselves, for the period of one year.

### **Article 15**

- 1) The Study Cycle decides on all the matters related to the organization and course of studies, in particular the following:
  - Determines the conditions and criteria for the students' enrollment in the programs in other areas which differ from the area of the first study cycle which the students have completed;
  - Determines equivalence of the credit points for students transferring from universities where the duration of the semester is different from the one at IUS;
  - Sets conditions and criteria, and other issues related to the switching of the registered courses;
  - Upon the Program Coordinator's proposal, makes decisions on nominating mentors, co-mentors, as well makes a decision on change of the mentor,
  - Nominates the Committee for assessment of the final paper, and the Committee for defense of the final paper,
  - Gives initiatives to the Senate to consider matters from the domain of the organization of studies of the Second Study Cycle;
  - Performs other tasks and duties stipulated by the Rules, or by other University by-laws.
- 2) The Study Council is responsible and accountable for its work to the Faculty Council and to the Senate of the University.
- 3) In case that Study Council is not established Faculty Council is in charge for all matters from Paragraph 1) of this Article.

## **Organization of joint, interdisciplinary and multidisciplinary studies**

### **Article 16**

- 1) The University can organize and conduct studies in the Second Study Cycle in one or more scientific areas at two or more faculties at the University, or jointly with another

higher education institution from the country or abroad, with the consent provided by the main faculty, in accordance with the Law.

- 2) The joint study program can be organized by faculties in the areas for which they are the main faculties.
- 3) Decision to organize a joint study program is made by the Senate of the University.
- 4) All significant matters relevant to such studies, in particular to the study program, the manner of organization of studies, academic titles, and professional titles to be obtained after the completion of the studies, are regulated by the Decision on organizing the studies.
- 5) When organizing studies referred to in Clause 1 of this Article, the University may conduct the program to award dual or joint diploma awards.
- 6) The organizers of the joint study program conclude a contract which regulates: the manner and conditions of conducting the courses; the procedure of approval and defense of the final paper; utilization of the spatial resources and equipment; conditions for acquiring and distribution of the resources; management of the studies; which institution will be in charge of keeping student records (enrollment, issue of certificates, diplomas, etc.); and any other rights and obligations of the organizers of the joint study program.

#### IV ASSESSMENT GRADING SYSTEM AND EVALUATION OF STUDENTS' WORK

##### Article 17

Students' final achievements, having all the stipulated assessment procedures been completed, is evaluated and assessed by the grading system comparable to the ECTS grading scale, as follows:

<b>ECTS grades</b>	<b>Points assigned to grades</b>	<b>Numerical grades by Law on Higher Education of BiH</b>	<b>Harmonization Points scale</b>	<b>Letter grade in use at IUS</b>	<b>Points in use at IUS</b>	<b>Weight coefficient in use at IUS</b>
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

## Article 18

- 1) 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 19

- 1) Final and makeup examinations are organized by the University.
- 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 teacher shall 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 4 (four) 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 achieve a total pass mark at the final examination are entitled for that exam.

## **V PROCEDURE OF WRITING THE FINAL PAPER**

### **Article 20**

- 1) The Second Study Cycle completes when all the necessary examinations have been passed, and when the final paper has been written and publically defended, in case that the same is stipulated by the study program.
- 2) The time of commencement of the final paper (**master's thesis**) must be harmonized with the scope of the final paper so that the student may start the defense of the final paper by the end of the semester at latest, and by all means prior to the commencement of the enrollment period for the next study cycle.

### **Article 21**

- 1) Teachers who are engaged in the teaching delivery in the Second Study Cycle propose to the Faculty Council or Study Council topics for the final papers.
- 2) In consultation with the teacher, the student may propose to the Faculty Council or Study Council the topic of the final paper, and may lodge a request to have previously accepted topic for the final paper assigned to him/her, which should include: a brief description of the topic, with an outline of the research goals, methods to be used and expected outcomes.
- 3) The student selects the topic of the final paper after the end of the first semester, or by the commencement of the second semester, at latest.
- 4) Exceptionally, in justifiable circumstances, the timeframes referred to in Clause 3 may be extended, based on the Faculty Council or Study Council decision.
- 5) The Faculty Council or Study Council establishes the form to lodge the topic of the final paper.

### **Article 22**

- 1) At the same Faculty Council or Study Council session, at which the topic of the final paper is approved, the candidate is assigned a mentor who is selected from the body of the teachers in the specific scientific area/ subject of the topic of the final paper.
- 2) Due to multidisciplinary character of the final paper topic in the Second Study Cycle, the student may be assigned more than one mentors.

### **Article 23**

- 1) The Faculty Council or Study Council nominates the Committee for assessment of the final paper, which consists of three or five members, where at least two members are from the body of teachers selected for the course / specific scientific/artistic area in which the final paper is written, where one of the members is the candidate's mentor.

- 2) If the Committee consist of three members, then the co-mentor cannot be the Committee member.

#### **Article 24**

- 1) The final paper may be submitted for evaluation and further procedure to the Committee for assessment of the final paper, under condition that the candidate has accrued all ECTS credit points required for study courses, and that all the financial and other obligations stipulated by the study program have been finalized.
- 2) Besides submitting the final paper for assessment, the candidate submits the mentor's consent that the paper may be put in the assessment procedure.

#### **Article 25**

- 1) The Committee for assessment of the final paper submits a written report to the Faculty Council or Study Council within two months from their nomination, at latest. The period of the collective staff annual leave is not calculated in this timeframe.
- 2) The Committee referred to in Clause 1 of this Article may recommend in its report the following:
  - To accept the paper and that the candidate may commence with the defense of the paper;
  - To have the paper further elaborated and then submit for re-assessment;
  - To reject the paper.

#### **Article 26**

In case that the Committee suggests in its report that the paper be further elaborated, then the report on the elaborated final paper must be submitted by the Committee to the Faculty Council or Study Council within 30 days from the date of receipt of the further elaborated paper.

#### **Article 27**

Should the Committee in its report state that the paper is rejected, the candidate has the right to have a new topic assigned once more.

### **Article 28**

- 1) Having accepted a positive assessment of the final paper, the Faculty Council or Study Council nominates the Committee for defense of the final paper (thesis), which consists of three or five members, who are, as a rule, the same members as in the Committee for assessment of the final paper, and appoints a deputy of the Committee member.
- 2) In the same session, the date of the defense of the final paper is set, which cannot be less than 15 (fifteen), nor more than three months from the date of the Faculty Council or Study Council session.
- 3) A Faculty authorized persons notifies the candidate about the date and venue for the defense of the final paper.
- 4) Notice about the defense of the final paper is posted on the notice board at the Faculty, and on the University website, at least seven days prior to the date set for the defense of the final paper.

### **Article 29**

At the end of the public defense of the thesis, the Committee makes a decision by majority vote and announces the candidate's results, which can be either:

- The candidate defended the thesis (accepted), or
- The candidate did not defend the thesis (rejected).

### **Article 30**

- 1) Having successfully defended the final paper (the thesis), the candidate is required to have the thesis bound within 15 (fifteen) days at latest and deliver it to the Students' Affairs Office in 5 (five) copies in hard copy, and 5 electronic copies (CDs or other appropriate media).
- 2) The form and the content of the Master's thesis are set by a particular form stipulated by the Senate of the University.

### **Article 31**

- 1) The curriculum and syllabus of the program may stipulate that the student of the Second Study Cycle be required to write an article, co-written with his/her mentor, and publish it in the proceedings of relevant international conferences, as a minimum requirement to commence the defense of the final paper.
- 2) The curriculum and the syllabus determine the number of ECTS credit points for each particular type of the above referred activities.

## **VI TERMINATION OF STUDENT'S STATUS**

### **Article 32**

Student's status is terminated in the following circumstances:

- a) Completion of studies;
- b) Withdrawal from the University;
- c) Expulsion from the University in the procedure and under conditions stipulated by law, or another appropriate University act;
- d) When the student fails to complete the studies in the timeframe stipulated by law, the Statute, or University by-laws;
- e) If the proposal for the final paper is rejected by the authorized Committee in two instances;
- f) If the authorized Committee rejects, or does not accept the elaborated final paper;
- g) In any other circumstances set by law, the Statute, or University by-laws.

## **VII DOCUMENTS AND STUDY RECORDS**

### **Article 33**

- 1) The student who has passed all the examinations stipulated by the study program of the Second Study Cycle in which he/she had 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 the University 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 34**

- 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 the University sets the date of the graduation ceremony officially announcing the completion of the Second Study Cycle.

### **Article 35**

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

## **VIII TRANSITIONAL AND FINAL PROVISIONS**

### **Article 36**

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 the University, the First Study Cycle Study Rules, or other University by-laws shall apply.

### **Article 37**

This Book of Rules enters into force on the date they are approved by the Board of Trustees.

### **Article 38**

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**

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## **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**

