



R U L E B O O K

ON DISCIPLINARY AND MATERIAL LIABILITY OF STUDENTS

According to the Article 61, paragraph (1), point d) of the Law on Higher Education ("Official Gazette of Sarajevo Canton", No. 36/22), and the Articles 125 and 192, paragraph 1, point 13) of the Statute, No. IUS-SENAT-11-3326/24 dated October 22nd, 2024 - Revised text, the Senate of the International University of Sarajevo (hereinafter referred to as the 'Senate') on its 185th session held on December 24th, 2024, adopted the following

R U L E B O O K

ON DISCIPLINARY AND MATERIAL LIABILITY OF STUDENTS

I GENERAL PROVISIONS

Article 1 (Subject)

The Rulebook on Disciplinary and Material Liability of Students (hereinafter referred to as the 'Rulebook') determines the subjects of disciplinary and material responsibility, types of violations of disciplinary liability, principles of disciplinary procedure, jurisdiction of initiating and conducting disciplinary procedure, flow of disciplinary procedure, types of disciplinary measures and their imposition, as well as other relevant issues related to the liability of students of the International University in Sarajevo.

Article 2 (Principles)

- (1) The subject of the disciplinary procedure is considered innocent of breach of duty (discipline) until the conclusion of the disciplinary procedure, at which point a final decision will be made to determine the student's liability.
- (2) Any doubts about the existence of facts that constitute the elements of breach of duty (discipline) or which determine the application of certain provisions of this Rulebook, the disciplinary body resolves in a way that is favorable to the accused student.
- (3) The procedure for determining disciplinary liability is carried out without delay, in such a manner as to present all the evidence necessary for the correct determination of the facts and for making a legal and proper decision.
- (4) The subject of the disciplinary procedure is considered to be fluent in English if he/she has successfully passed the final English language exam (Proficiency Exam), that is if he/she is exempt from taking it under a special regulation.
- (5) In the context of implementing provisions regarding disciplinary liability related to the teaching process, the teaching staff assumes the role of officials with prominent authority

and responsibilities.

- (6) Expressions used in this Rulebook that have a gendered meaning, regardless of whether they are used in the masculine or feminine gender, refer equally to the masculine and feminine genders.

Article 3 **(Subject of disciplinary procedure)**

The subject of disciplinary proceedings in terms of this Rulebook is a student of the International University in Sarajevo.

Article 4 **(The term and obligations of student)**

- (1) A student is a person enrolled at the International University of Sarajevo (hereinafter referred to as the 'University'), who attends full-time, part-time, distance-learning, or combines these three study models in the manner established by the Statute.
- (2) A student referred to in paragraph (1) of this article is also considered a person who attends the English Language School (hereinafter referred to as the 'ELS'), a person who is a visiting student from another higher education institution, and a person enrolled in one of the non-cyclical forms of education organized and performed by the University.
- (3) The status of a student is proven by a student identification card issued by the University and by the appropriate records maintained by the Student Affairs Office.
- (4) A student is obliged to comply with the regulations established by the Law on Higher Education, the Statute, and the general acts of the University, to preserve the reputation and to respect the rights of employees and students at the University, to respect the prescribed discipline and usual rules of conduct at the University and to properly perform his/her duties.

Article 5 **(Student's liability)**

- (1) The liability of the student may be:
 - a) Disciplinary, due to the violation of obligations (discipline) of the student;
 - b) Material (damage compensation), when material damage is caused.
- (2) Liability referred to in paragraph (1) of this article is based on guilt (subjective liability).
- (3) A disciplinary violation is a violation that is prescribed by this Rulebook as a type of disciplinary violation and that represents a violation of the provisions on student obligations.

- (4) In the event of a particularly serious breach of a student's duty (discipline), such as behavior that endangers the reputation of the University, or poses a general danger or threat, or violates general security at the University, the rector may issue a special decision on reimbursement of the scholarship and other benefits received by the student from the University or its founder.

Article 6 **(Types of disciplinary violations)**

Disciplinary violations can be:

- a) A minor breach of obligation;
- b) A major breach of obligation.

Article 7 **(Minor violation of obligation)**

The following is considered a minor violation of students' obligation (discipline):

- a. Being late for lectures, exercises, and other mandatory forms of teaching or leaving them without justification before a certain time;
- b. Failure to provide the necessary document to the University (e.g. proof of residence permit, medical certificate, etc.);
- c. Misbehavior at the University or inappropriate behavior towards students, teachers, associates, and other employees of the University;
- d. Causing minor material damage to items owned by the University or owned by other persons, within the University Campus;
- e. Behavior that may harm the reputation of the University, University students, teachers, associates, and other University employees;
- f. Wearing clothing on the University campus deemed inappropriate for an academic institution. This includes clothing with political, ethnic, or vulgar messages, as well as attire typically worn at gyms, beaches, and swimming pools;
- g. Writing or drawing content or placing posters and banners on the Campus in places that are not intended for that and without the approval of the competent authorities of the University;
- h. Smoking, including cigarettes and electronic cigarettes, inside University buildings and designated non-smoking areas at the Campus;
- i. Other types of student behavior that are contrary to the academic principles of behavior, and which can be classified as minor violations of student obligations (discipline), i.e. for which misdemeanor or criminal liability is provided in accordance with the law.

Article 8 **(Major violation of obligation)**

A major violation of a student's obligation (discipline) is:

- a. Preventing or disrupting classes (lectures, exercises), exams, or work at the University;
- b. Falsification of documents in general, and especially public documents issued by the University or its organizational units;
- c. Editing or writing data in the records maintained by the University, that is, its organizational units;
- d. Providing untrue information to competent persons and bodies of the University in general and in particular to exercise rights that do not belong to them according to current regulations;
- e. Presenting incorrect information about the work and operations of the University;
- f. Unauthorized reproduction of copyrighted texts, plagiarism, direct quoting, paraphrasing, or retelling from sources without mentioning the author and the work;
- g. Theft;
- h. Causing disorder or a brawl, participating in a fight or calling for it within the University Campus;
- i. Expression of national, religious, racial, and other intolerance within the University Campus;
- j. Non-observance of security regulations and rules at the University, entering premises of the University Campus to which access is prohibited;
- k. Causing major material damage to items owned by the University or owned by other persons, within the University Campus;
- l. Arriving at the University Campus in an alcoholic or intoxicated state and/or using alcohol or narcotics within the University Campus;
- m. Establishment of an informal or formal organization or any legal entity within the University Campus, or under the name of the University, without prior consent of the competent body of the University, participation in the same activities, etc.;
- n. Encouraging or assisting students in the consumption of alcohol, i.e. narcotic drugs, trade, and disposal as well as the mere possession of the same within the University campus;
- o. Writing or drawing inappropriate content on walls or other surfaces within the University Campus, destroying signs, banners, or notices;
- p. Cheating at the exam (taking the exam instead of another, using illegal means, acting contrary to the instructions of the University staff responsible for the regular conduct of the exam, copying, etc.), i.e. taking the exam contrary to the study rules;
- q. Bringing weapons and explosive devices onto the University Campus;
- r. Causing a general danger or threat to it, thereby undermining overall security at the University;
- s. Refusal by a student to undergo testing for drugs or other psychoactive substances (including refusal or avoidance of a student to submit to a blood or urine analysis, etc.);

- t. Verbal and any other insults to teachers, associates, or employees of the University, or other persons on the University Campus;
- u. Irregular participation in classes, especially if this prevents the collective work of other students, and absence from officially designated tests and obligations without valid justification;
- v. Misuse of an IUS ID card, including using someone else's card, assigning one's card to another person, or attempting to abuse the parking payment system on the University campus;
- w. Non-compliance with the decisions of the rector, dean, faculty council, and other management bodies at the University;
- x. Bullying; as conscious, intentional, and consecutive physical, psychological, verbal, or cyber maltreatment among peers;
- y. Sexual harassment; as unwelcome behavior of a sexual nature that violates the dignity of an individual or creates an intimidating, hostile, degrading, humiliating, or offensive environment. Sexual harassment includes, but is not limited to, verbal sexual harassment (inappropriate remarks, sexual jokes, or explicit comments about someone's appearance), non-verbal sexual harassment (leering, displaying sexually explicit materials, or making sexual gestures) and physical sexual harassment (unwanted touching, hugging, kissing, or assault);
- z. Participation in activities or projects without obtaining prior consent from the relevant body or organizational unit of the University, if such consent may be deemed necessary according to the University's general regulations;
- aa. Non-compliance with the decision on the obligation to compensate damages;
- bb. Re-committing a minor breach of obligation (discipline) after the imposed disciplinary measure;
- cc. Helping, inciting, and concealing the activities of all persons who commit a disciplinary violation in terms of this Rulebook;
- dd. Other types of student behavior that are contrary to the academic principles of conduct, and which can be classified as major violations of student obligations (discipline), i.e. for which misdemeanor or criminal liability is provided in accordance with the law.

Article 9

(Misconduct that is also a criminal offence)

The following procedures apply in cases where the alleged misconduct could also constitute an offence under criminal law, if proven in a court of law:

- a) If a police investigation or criminal proceedings have begun or are likely to begin in relation to the alleged misconduct, the University may suspend the disciplinary process (at any stage) until the police investigation/proceedings have been concluded. The disciplinary process may be restarted at any stage if the University think it is necessary in the circumstances.
- b) Following a conviction that amounts to misconduct (including the acceptance of any type of formal Caution), if action is taken under this Rulebook the facts relevant to

the violation of student obligation cannot be challenged.

- c) Any student convicted in a criminal court and sentenced to imprisonment for one year or more, for a crime recognized under the law, may be expelled from the University. The student may only be readmitted to the University by applying to and with the permission of the Rector.
- d) If the student has been acquitted, the University will take into account the decision of the court. However, the University may investigate outstanding matters of concern to the University that have not been addressed.
- e) If the initial police investigation does not proceed to a criminal trial, this does not prevent the University from conducting further investigations and/or starting disciplinary proceedings in respect of outstanding matters of concern to the University that have not been addressed.

Article 10

(Property in the execution of a breach of obligation (discipline))

(1) Violation of an obligation (discipline) can be committed by a student in the capacity of:

- a) perpetrator or co-perpetrator (multiple persons);
- b) instigator;
- c) assistant;
- d) concealer.

(2) The nature of the person and the degree of culpability of the same in the violation of the obligation (discipline) are determined in the procedure established by this Rulebook.

Article 11

(Place of execution of violation of obligation (discipline))

Violation of the obligation (discipline) can be committed:

- a) anywhere within the University campus;
- b) in the premises or in front of the premises where dislocated teaching takes place;
- c) in any other place, if the actions undertaken damage the reputation of the University, other students, teachers and associates or non-teaching staff of the University (eg presenting untrue information, data, etc);
- d) in any other place, if the actions undertaken were intended to acquire a right in an illegal way or an illegal property benefit (i.e. falsification of a public document issued by the University).

Article 12

(Time of breach of obligation (discipline))

The procedure for determining responsibility for violating the student's obligation (discipline) can only be initiated against a person who had the status of a student at the time of the act, or who was in the process of acquiring student status, as well as against a person who

passed all exams, but did not fulfill the obligations prescribed by general acts in terms of issuing a diploma (clearance).

Article 13 **(Application of rules on causing damage)**

The provisions of this Rulebook apply to cases of causing damage.

II DISCIPLINARY MEASURES AND DAMAGE COMPENSATION

Article 14 **(Disciplinary measures)**

One or more disciplinary measures are imposed on the student for violation of obligations (discipline):

- a) **Warning**, which is issued for a minor violation of obligations (discipline) prescribed in Article 7 of this Rulebook;
- b) **Warning before expulsion**, which is issued when the student has committed several minor violations at the same time or in a short period or for a major violation of an obligation (discipline);
- c) **Temporary suspension from a course**, whereby the student is graded with "N/A" for a specific course in the semester when the violation was committed;
- d) **Expulsion from the University** for an indefinite or definite period, and it is imposed for a major breach of obligations (discipline) prescribed in Article 8 of the Rulebook.

Article 15 **(Removal of the student from the exam in the case of cheating or plagiarism)**

- (1) If the teacher in question or the authorized person supervising the course of the exam establishes without a doubt that the student cheats on the exam, tries to cheat, or commits plagiarism during the preparation of homework or some other teaching obligation, which is a major violation of the obligation (discipline) from Article 8, paragraphs f) and p) of the Rulebook, must remove the student from the exam, must withdraw and cancel the specific subject paper of the student, and submit a report on this to the Dean or ELS Director for the eventual initiation of disciplinary proceedings or the imposition of direct disciplinary measure.
- (2) If a student believes that he/she is unjustly removed from the exam, the student has the right to appeal to the Dean or ELS Director, within 2 working days of the examination. In this case, the Dean or ELS Director has to initiate disciplinary proceedings in order to establish the facts surrounding the case.

- (3) Student who is graded “N/A” for cheating, attempted cheating, or plagiarism may not request a withdrawal (“W”) from a particular course.

Article 16
(Measures prescribed by other general acts)

- (1) Other general acts of the University, and its organizational units, may prescribe special measures for certain violations of student obligations (discipline) related to a special type of study (i.e. ELS) which are imposed in the procedures regulated by these acts.
- (2) This Rulebook applies to all matters which are not regulated by the other general acts.

Article 17
(Damage compensation)

- (1) The student is responsible for damage caused to university property or property owned by other persons, within the University campus.
- (2) Compensation for caused damage includes direct (real) damage in the amount of actual damage, including the corresponding costs.

Article 18
(Cumulation of disciplinary measures and damages)

The decision to impose a disciplinary measure also determines the amount of compensation for damage, if the damage was caused.

Article 19
(Damage done to another person)

If the student caused damage to the property or personal property of another person, the University is not responsible for the same.

III DISCIPLINARY PROCEDURE

Article 20
(Reporting violation of obligation (discipline))

- (1) A report of a breach of duty (discipline) and/or damage may be reported by:
- a) Every student;
 - b) Every employee;
 - c) Any person who is engaged on any basis at the University.
- (2) The report must be submitted in writing and contain the following:
- a) Name and surname of the student or students who violated the obligation (discipline), or caused damage or, if possible, additional information for more

- accurate identification.
 - b) A precise description of the actions that violated the obligation (discipline) and/or caused damage. This description should specify the place, time, and method of perpetration;
 - c) Evidence (documents, official notes, witnesses, etc).
- (3) The report of a breach of duty (discipline) is submitted to the Dean of the faculty the student attends, or if the student attends the ELS, to the director thereof (hereinafter referred to as the 'Director').

Article 21 **(Initiation of proceedings and jurisdiction)**

- (1) Disciplinary proceedings may be initiated against a student in the event of a violation of the rules established by law, this rulebook, other general acts of the University, and the study contract, only if that violation is prescribed as a minor or major breach of the student's obligation (discipline) for which liability of a student is prescribed.
- (2) The procedure for determining the student's liability for a breach of duty (discipline) is initiated by the Dean of the faculty the student attends or the Director in case the student attends ELS, who issues a written decision containing information from Article 19, paragraph 2 of this Rulebook.
- (3) In the case of clear and indisputable evidence of a breach of duty (discipline), the Dean or the Director may decide to directly impose on the student one of the disciplinary measures outlined in the Rulebook, instead of initiating formal disciplinary proceedings referred to in paragraph (2) of this article.
- (4) If the measure is imposed directly against the student, the student may submit an appeal to the Dean, or the Director, within five (5) days from the day of receipt of the decision by which he can request the initiation of formal proceedings, and in that case, the Dean or Director must initiate disciplinary proceedings against the student.
- (5) The decision to initiate disciplinary proceedings appoints the members of the three-member disciplinary committee chosen amongst the University's full-time employees (hereinafter referred to as the 'Committee') that conducts the proceedings following the provisions of the Rulebook.

Article 22 **(Scheduling the hearing)**

- (1) The president of the Committee schedules an oral hearing during which the student expresses his/her liability for the breach of duty (discipline) and/or the damage caused.
- (2) As a rule, the hearing is scheduled on the premises of the University, during working hours at the University.

- (3) The student against whom the proceedings have been initiated, and other persons whose presence is necessary, are invited to the hearing.
- (4) If the student does not attend the hearing, the committee can either postpone it or proceed with the disciplinary procedure without inviting the student further.
- (5) If the hearing proceeds without the student's presence, he/she has the right to submit a written appeal to the president of the Committee within five (5) days, outlining the reasons for the absence, and the Committee will evaluate the justification in each specific case.

Article 23 **(Flow of the hearing)**

- (1) The oral discussion is led by the president of the Disciplinary Committee, in one of the official languages used at the University.
- (2) The hearing cannot be held if the student against whom the proceedings are being conducted has not been duly presented with the invitation for the hearing.
- (3) The oral hearing takes place in the following order:
 - a) Establishing the presence of invited persons and determining their status (person against whom proceedings are being conducted, witness, expert, if necessary due to the seriousness of the injury, recorder, etc.);
 - b) By reading the decision from Article 20, paragraph (2) of the Rulebook;
 - c) Giving a statement by the student against whom proceedings are being conducted;
 - d) Inspection of documents, hearing of witnesses and experts, inspection the relevant records kept at the University, etc.;
- (4) If the discussion cannot be completed in one hearing, a new hearing is scheduled, no later than five (5) days.
- (5) If the student confesses to a breach of duty (discipline) and the Committee determines that the confession was not given as a result of force or threat, and that the student is aware of its consequences, the oral hearing finishes.

Article 24 **(Minutes of the hearing)**

- (1) Minutes are kept at the hearing, in which all relevant data related to the course of the hearing are entered.
- (2) The minutes are kept by a Faculty Secretary, or ELS Secretary.

Article 25

(Elements considered when making a decision)

When imposing the disciplinary measure, the following elements are taken into account: motives that led to the breach of duty (discipline), consequences caused by the breach of duties, the method by which the breach of duties is carried out, previous conduct of the student, as well as the conduct of the student after the violation.

Article 26

(Deciding)

- (1) After the oral hearing, the Committee submits its report on the findings and established facts, along with their proposal to the Dean/Director, accompanied by the entire case documentation.
- (2) Within five (5) days from the date of submission of the proposal, the Dean/Director makes a decision in written form, by which:
 - a) declares the student responsible for the breach of duty and imposes a measure on him and/or establishes the obligation to compensate for the damage for which the student is responsible;
 - b) releases the student from responsibility or finds that there are extenuating circumstances or that there is no evidence of a breach of duty and/or damage, or
 - c) ceases the procedure, when he/she determines that there are no conditions for continuation.
- (3) The Dean independently decides on the type of disciplinary measure to be imposed on the student, based on the facts established by the Committee, and is therefore not bound by the Committee's proposal.
- (4) The decision from paragraph (1) of this article particularly includes:
 - a) Name and surname of the student against whom the disciplinary measure is imposed and other information about his/her identity;
 - b) Description of breach of obligation (discipline), place, time, and method of perpetration;
 - c) Type of disciplinary measure and/or amount of damages, if the student is found guilty;
 - d) Explanation of the decision;
 - e) Instruction on legal remedy;
 - f) Signature of the Dean/the Director and the seal of the University or the respective faculty, with the protocol number and date of the decision.

Article 27 (Appeal)

- (1) Against the decision from the previous article, the student may submit an appeal to the Faculty Council. The complaint can be submitted in person or by mail.
- (2) The appeal shall be filed no later than five (5) days from the date of receipt of the first-instance decision.
- (3) The faculty council can: confirm, modify, or annul, in whole or in part, the first-instance decision.
- (4) The decision of the Council on expulsion becomes final only after the consent of the Rector of the University.
- (5) If the Rector deems it appropriate, he/she has the authority to request a review of the Council's decision.
- (6) In the case referred to in paragraph (5) of this article, the Council makes a final decision taking into account the written opinion of the Rector, if provided.

Article 28 (Delivery of documents)

- (1) Any submission that needs to be delivered to the student against whom proceedings are being conducted (decision on initiation of proceedings, invitation to hearing, first and second instance decision, etc.) can be delivered to the student personally, through the Student Affairs Office, or electronically to the student's official e-mail address, assigned by the University upon enrollment.
- (2) A submission submitted electronically is considered submitted at the time of receipt of the confirmation of receipt of the submission sent to the student's official e-mail.
- (3) If the student cannot read the submission due to technical reasons, he/she will immediately notify the sender, who will suitably deliver the submission.
- (4) If it is not possible to deliver the submission to the student in person or by another means prescribed by the Rulebook, it shall be deemed delivered within five (5) days from the date of posting it on the notice board of the faculty the student attends, or the ELS if the student is enrolled in the ELS.

Article 29 (Deadlines)

- (1) The procedure for determining the student's responsibility for violations of obligations (discipline) committed and/or damage caused may not be initiated or conducted after the expiration of six months from the day of knowledge by the University.

- (2) The procedure for determining the student's responsibility for violations of obligations (discipline) and/or damage caused may not be initiated or conducted after 12 months, counting from the day the violation and/or damage occurred.

Article 30
(Record)

- (1) Disciplinary measures imposed on students will remain recorded on their transcripts until they graduate, withdraw, or transfer from the University.
- (2) The Students Affairs Office keeps a special record of issued disciplinary measures and damage compensations.

IV TRANSITIONAL AND FINAL PROVISIONS

Article 31
(Finality of decision)

- (1) No disciplinary measure imposed on the student will be applied until the decision with which it has been imposed is final.
- (2) The decision made at the end of the disciplinary procedure is final and may support the original decision of the Dean or may declare the original decision invalid and resolve the case differently.
- (3) A student subjected to a final disciplinary measure loses the scholarship awarded by the *Foundation for Education Development Sarajevo*, as per the Rulebook on scholarships for first-cycle students at the International University in Sarajevo.

Article 32
(Coordination of the implementation of the provisions of the Rulebook)

For all obligations related to the implementation of this Rulebook, which refer to the disciplinary and material responsibility of students, the Office for Legal and Administrative Affairs provides professional assistance, and the Student Affairs Office provides technical and administrative assistance.

Article 33
(Interpretation of the provisions of the Rulebook)

The Senate of the University is responsible for the official interpretation of any provision of this Rulebook.

Article 34
(Entering into force)

The Rulebook enters into force on the day of its adoption and is applied from the day of its publication.

R E C T O R

Prof. Dr. Ahmet YILDIRIM

CONFIRMATION ON ANNOUNCEMENT OF THE RULEBOOK

A copy of the Rulebook is announced by being posted on the notice board of the International University of Sarajevo on January 6th, 2025, at 8:30 o'clock.

A copy of the Rulebook is announced by placing the same text on the web page of the International University of Sarajevo on January 6th, 2025, at 8:30 o'clock.

R E C T O R

Prof. Dr. Ahmet YILDIRIM

