



INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU

- **RECTOR** -

Protocol no.: IUS-REC-01-203/2022

Date: January 25th, 2022

Pursuant to Article 131 of the Law on Higher Education of the Sarajevo Canton ("Official Gazette of the Sarajevo Canton", No. 33/17, 35/20, 40/20 and 39/21), and in connection with Article 64 and 139 of the same Law and Article 200, 203 and 204 of the Statute of the International University of Sarajevo (No. IUS-SENAT-11-1980/2018 dated from August 13th, 2018), the Rector of the International University of Sarajevo, adopts the following

INSTRUCTION

on keeping and completion of records on the realization of teaching process and exams

PART ONE – RECORDS

Article 1

(Subject of instruction)

This Instruction specifies the obligations of the course instructor in relation to the records of teaching process, pre-examination (quiz, project, essay, seminar paper, homework, etc.) and examination (partial, final and makeup exam) student activities and completion of documentation.

Article 2

(Records and manner of keeping records)

- 1) The course instructor keeps records of the student's attendance at lectures and practical teaching activities, as well as records of the results achieved at exams and completed student obligations during the semester (hereinafter: Records).
- 2) The records shall be kept in a manner that enables the determination of the student's presence at lectures and practical teaching activities as well as all pre-examination/examination activities, and shall be kept in the following ways:
 - a) **Written form** and
 - b) **Electronic, by entering the Student Information System (SIS).**
- 3) Records are kept in a manner that allows the student a complete insight into pre-examination/examination activities.



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- 4) Course instructor shall provide an audio/video recording or other appropriate form of documentation of the practical or oral examination.

PART TWO – ENTRY AND INSIGHT OF THE GRADE

Article 3 (Grade entry)

- 1) The course instructor is obliged, within five days from the day of holding the pre-examination/examination activities, to enter the achieved results of the student in the Student Information System (SIS).
- 2) The signed report by the course instructor is submitted to the Student Affairs Office of the University, within the deadline from the previous paragraph.

Article 4 (Final grade insight)

As a rule, insight into the achieved results of examinations is done through the Student Information System (SIS).

Article 5 (Subsequent examination term)

- 1) The student is obliged to submit a request for postponement of pre-examination/examination activities, due to health and other justified reasons, no later than seven days before the beginning of the mentioned activities, and in exceptional cases this deadline may be shorter.
- 2) The request shall be accompanied by supporting documentation on the impossibility of attending the above activities.
- 3) The course instructor decides on the request.
- 4) The date of holding subsequent pre-examination/examination activities is determined by the course instructor at his/her own discretion.

PART THREE – COMPLETION AND SUBMISSION OF RECORDS

Article 6 (Completion of documentation and records)



- 1) The course instructor is obliged to complete the documentation that has been collected during the semester.
- 2) The documentation from the previous paragraph contains the following:
 - a) The syllabus of the course;
 - b) List of students' attendance at lectures and practical teaching activities;
 - c) Graded written works of students from the midterm, final and makeup exams, as well as all other forms of students' evaluation and
 - d) Signed report from the final and makeup exam.
- 3) The documentation referred to in this Article shall be stored by the course instructor in the binder with an indication:
 - a) Course name and code;
 - b) Semester and academic year in which the teaching process was held and
 - c) Name of the course instructor.

Article 7

(Completion of documentation and records in digital form)

- 1) In case the teaching is realized through distance learning, or if part of the regular teaching or examination activities is conducted online, the course instructor submits the documentation in digital form by uploading it on *Microsoft OneDrive Cloud Storage*, which for each faculty is initially structured by the University Information Technology (IT) Center (*IUS Course Report Archive folder*).
- 2) Archivist manages the *IUS Course Report Archive folder* and creates sub-folders for each course in particular semester, providing access to course instructor for uploading documentation and records in digital form.
- 3) The Rector, Dean, Vice-Dean, Secretary General, Deputy Secretary General, Manager of Student Affairs Office, Program Coordinator and Faculty Secretary have read-only access to sub-folders containing the stored course documentation in digital form.

Article 8

(Records supplement)

The subject teacher completes the register, ie stores it in digital form, with records of activities that occurred in the September exam period, as well as in any other case when necessary, as stated in Art. 6 and 7.

Article 9

(Deadline and submission)



- 1) The documentation is submitted to the faculty secretary, ie stored in digital form, within five days from the day of publishing the results of the makeup exams.
- 2) The course instructor indicates the content of the submitted documentation on the provided form (attached to the instructions).
- 3) The relevant program coordinator, or other assigned member of the academic staff, is obliged to check and confirm in writing the completeness of the submitted and/or digitally stored documentation.

Article 10 **(Academic staff responsibility)**

- 1) In case the course instructor fails to submit complete documentation, the dean of the faculty warns him/her to fulfill the obligation in a timely and orderly manner.
- 2) Failure to comply with the provisions of this instruction may be considered a violation of work discipline.

Article 11 **(Archiving)**

- 1) Faculty secretary is obliged to submit the documentation to the University archive within 10 days from the day of receipt.
- 2) The archivist is obliged to take care of the timely receipt of the documentation, as well as electronic storage on the hard disk, DVD or other appropriate medium.
- 3) Archiving is considered to be completed after a written email from the archivist to the Secretary General and the Deputy Secretary General on the completion of the process of archiving the relevant documentation in the semester.

PART FOUR – TRANSITIONAL AND FINAL PROVISIONS

Article 12 **(Entry into force)**

This instruction enters into force on the day of its adoption.

Article 13 **(Termination of validity)**

With the entry into force of this instruction, the instruction on keeping records on the implementation of teaching and archiving, No. IUS-REC-01-3682/2014 dated December 30th,



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2014 and Instructions on keeping records on the implementation of teaching in the spring semester of 2020, No. IUS-REC-01-1037/20 dated June 19th, 2020

R E C T O R

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Deliver to:

- 1 x Faculties
- 1 x Faculty secretaries
- 1 x SAO
- 1 x IT Center
- 1 x Archives