



**BOOK OF RULES  
ON ADOPTION, CHANGES AND EVALUATION  
OF STUDY PROGRAMS  
AT THE INTERNATIONAL UNIVERSITY OF SARAJEVO**

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March, 2023

Number: IUS-SENAT-11-814/23

Pursuant to Article 61, Paragraph (1) point d) and Article 93, Paragraph (5) of the Law on Higher Education Law ("Official Gazette of the Sarajevo Canton", issue 36/22), the Senate of the International University of Sarajevo (hereinafter: the Senate), on its session held in Sarajevo on March 16<sup>th</sup>, 2023, adopted the following

## **BOOK OF RULES ON ADOPTION, CHANGES AND EVALUATION OF STUDY PROGRAMS AT THE INTERNATIONAL UNIVERSITY OF SARAJEVO**

### **Article 1. (Scope of the Rulebook)**

(1) This Book of Rules defines the procedure of adoption of new study programs. It defines the methods to be applied to changes and the evaluation of the existing study programs in all study cycles and other forms of education conducted at the organizational units at the International University of Sarajevo (*hereinafter: "University"*), in order to ensure the necessary level of quality.

(2) The Book of Rules also regulates the ways of canceling or suspension of study programs or courses within study programs.

### **Article 2. (Area of application)**

(1) The procedure regulated by this Book of Rules applies to all organizational units and study programs in the scientific-teaching process of all study cycles as well as other forms of education conducted at the University.

(2) The procedure defines and prescribes the way of documenting information, competences, responsibilities, sequence, deadlines for regular monitoring, review, changes, additions, modernization and evaluation of study programs in all study cycles and other forms of education which are carried out at the University.

### **Article 3. (Curriculum Committee)**

(1) The Curriculum Committee, as a permanent university committee appointed by the Rector, considers proposals and provides opinion for the introduction of new study programs. It also considers requests and provides opinion for amendments to existing study programs which may include major or minor changes of a study program under consideration.

(2) Requests for major changes to the study program are submitted to the Curriculum Committee for consideration no later than March 31<sup>st</sup> of the current academic year, and if approved, the changes may be implemented in the following academic year.

(3) Requests for minor changes to the study program are submitted to the Curriculum Committee by June 15<sup>th</sup> for possible adoption for the Fall semester, and by December 15<sup>th</sup> for the Spring semester.

(4) As a rule, the Curriculum Committee meets in the first half of April to consider proposals for major changes to study programs, as well as the introduction of new study programs, and in the second half of June and the second half of December, it considers proposals for minor changes to study programs.

(5) Mode of work and selection of members of the Curriculum Committee is defined in the Rules of Procedure of the Curriculum Committee.<sup>1</sup>

#### **Article 4. (Study Program)**

(1) Study program means a complete unit of study that leads to a specific qualification.

(2) The study program is represented by its curriculum. The curriculum encompasses a variety of required and elective courses that are to be mastered by a student in order to achieve the planned learning outcomes and complete a specific degree. The curriculum covers one or more scientific or artistic fields, the realization of which through the scientific/artistic-teaching process leads to the acquisition of one of the three academic levels in accordance with the Bologna Declaration.

(3) The study program may have one or more study tracks. In this case, in addition to the main qualification, a dash is added with the appropriate name of the study track.

(4) The study program in the form of a document must contain:

- a) Title of the study program;
- b) Holder of the study program;
- c) Name of the body responsible for the implementation of the study program;
- d) Scientific/artistic field;
- e) The position of the study program in the IUS structure;
- f) Introductory remarks about the study program, i.e. the needs of the professional sector, at the level of the latest scientific knowledge and the knowledge and skills based on it. This segment also contains references to the strategic goals listed in the Sarajevo Canton Higher Education Development Strategy as well as the current IUS Strategy;

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<sup>1</sup> IUS SENAT-11-3324/14

- g) Information on external and internal stakeholders involved in the creation, implementation and/or evaluation of the study program;
- h) Study cycle;
- i) Aims of the study program;
- j) Learning outcomes of the study program in terms of knowledge, skills and competencies in line with the BH National Qualification Framework;
- k) Referencing the content of the study program to the appropriate Basis of the qualification framework in Bosnia and Herzegovina<sup>2</sup> and "Dublin descriptors"<sup>3</sup>;
- l) The total number of ECTS acquired upon successful completion of the study program;
- m) Duration of studies;
- n) Language in which the study is conducted;
- o) Conditions and criteria of students' enrollment;
- p) Qualification – professional and scientific title that is acquired upon successful completion of studies;
- q) Study modality (full-time/part-time);
- r) Method of conducting studies (teaching area of a higher education institution/at a distance/combined/in the premises of other business entities in the case of conducting dual education);
- s) Funds for the implementation of the study program in accordance with the "Standards and Normative for Higher Education Activities in the Sarajevo Canton":
  - i. Staff,
  - ii. Facilities/Premises,
  - iii. Equipment;
- t) List of required and elective courses, with information on their content, prerequisite(s) and the number of study hours required for their completion, represented in credit units – ECTS<sup>4</sup>.
- u) Criteria for enrollment in subsequent semesters, i.e. subsequent study years, and the method of completing studies, including all special courses within the study program,
- v) Matrix of learning outcomes of the acquired qualification;
- w) Curriculum:
  - i. Curriculum and courses' syllabi in English and B/C/S
  - ii. Information on theoretical and practical teaching, practical work, student practice, final work, etc.;
- x) Internal quality assurance system;
- y) Assessment and evaluation of students' work, including assessment criteria;

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<sup>2</sup> The core of the European Qualification Framework (EQF), as well as the Qualification Framework of Bosnia and Herzegovina (NQF), consists of eight common reference levels in which knowledge, skills and competences are classified, mastering which leads to the achievement of the intended learning outcomes. These eight levels of the Qualification Framework generically encompass all levels and types of education and act as a means of recognition and understanding of comparing qualifications.

<sup>3</sup> In case of establishment of new study programs or self-evaluation of existing ones, it is mandatory to attach the matrices given in the forms, which form an integral part of this Book of Rules.

<sup>4</sup> European Credit Transfer and Accumulation System (ECTS)

- z) Professional and career opportunities of graduated students;
- aa) Mobility and recognition of achieved ECTS exchange students (incoming/outgoing);
- bb) Description of Diploma and diploma supplement upon successful completion of studies.

## **Article 5.** **(Amendments to Study Program)**

Amendments and supplements to the Study Programs can be:

- a) **Minor amendments** to the study program are limited in scope, such as a minor change in the content of the curriculum, which does not significantly change the study program, i.e. the final competencies of students at the level of required courses, i.e. their qualifications or professional profile, and do not represent an additional burden for students;
- b) **Major amendments** to the study program include amendments to the curriculum, which change the name of the study program, established aims of the study program, learning outcomes, duration of study, content of required courses, and the professional and scientific title acquired upon completion of studies;
- c) **Substantial amendments** to the study program are those that significantly change the study program. They are considered as a new study program for which a special procedure described in this book of rules is provided.

## **Article 6.** **(Modernisation of Study Programs)**

Regular modernisation of courses, such as improvement of course teaching methods, introducing new scientific findings and incorporation of contemporary literature, is not considered either major or minor change or amendment to the study program. Modernisation is considered as a part of the internal improvement of the quality system at the University. This category also includes changes in course codes, corrections of minor technical errors etc.

## **Article 7.** **(Submission of requests for amendments and supplements to the existing study program)**

(1) By submitting a request to change the existing study program the activities in this procedure commence. The request to change the existing study program can be submitted by the Dean of the Faculty where the study program is being conducted or the Coordinator of the respective study program (*hereinafter "the Proposer"*).

(2) The proposer states the reasons for proposing changes/amendments to the study program, which *inter alia* may be based on: legal obligation, alignment of the study program with the strategic goals of the University, new scientific knowledge, changes in the labor market, conclusions reached on the basis of the implemented survey, analysis and review of the study program, recommendations for improvement resulting from internal or external evaluation, and

adopted corrective measures, as well as the opinions of internal and external stakeholders (e.g. students and/or their organizations, business representatives, professional associations, etc.).

(3) The request is submitted to the Office for Quality Assurance in electronic form, using form **F\_252**. The mentioned form is an integral part of this book of rules. Proposer is required to respect the deadlines, which are defined in Article 3.

(4) Upon receipt of the request from paragraph (3) of this article, the Office for Quality Assurance checks the completeness of the request and forwards it to the Curriculum Committee for its consideration and opinion. The Curriculum Committee issues an opinion in accordance with the Curriculum Committee's Rules of Procedure. The Opinion of the Curriculum Committee is then submitted, through the Office for Quality Assurance, to the relevant Faculty Council and the proposer, for further procedure. The Secretary of the Faculty submits the final decision to the Office for Quality Assurance, which acts according upon it, i.e. makes changes in the documented information (study program registrar, curricula and course syllabi, which are publicly available via the university's website.)

#### **Article 8.**

##### **(Procedure of starting and adopting a new study program)**

(1) The proposal for the initiation and adoption of a new study program is, as a rule, made by the Faculty Council, which submits an Elaborate on the Establishment of a New Study Program to the Office for Quality Assurance. The Elaborate, which must contain all the elements listed in Article 4, is submitted on form **F-166**, which forms an integral part of this Book of Rules. The Elaborate is prepared in B/C/S and English.

(2) The proposal for starting a new study program must be harmonized with the Standards and Normative for Higher Education Activities of Sarajevo Canton.

(3) The procedure described in paragraph (2) of the previous article is applied identically in the case of establishing a new study program with the obligation that the Faculty Council, after receiving a positive opinion from the Curriculum Committee, must send the request for approval to the University Senate.

(4) Before making the final decision on the adoption of a new study program, the University Senate must obtain the prior consent of the Board of Trustees.

(5) In the decision of the Senate on adopting a new study program, an indication of the initial accreditation of the new study program must be inserted, noting further that it remains in effect after the first generation of students has completed the study program.

(6) Analogously to the procedure described above, the procedure for establishing new departments at organizational units of the University is carried out in accordance with the law and by-laws.

## Article 9 (Evaluation of the study program)

- (1) Evaluation of the study program is carried out by applying the internal quality assurance system in accordance with the provisions of the Law on Higher Education of the Canton of Sarajevo, the Decisions of the Agency for the Development of Higher Education and Quality Assurance (HEA), as well as the internal rules of IUS.
- (2) The faculty council initiates and evaluates the study program for all study cycles. The procedure of internal program evaluation (self-evaluation) is carried out continuously and at least once after the end of the study cycle in which the study program is implemented.
- (3) The procedure of internal program evaluation (self-evaluation) for a new study program is carried out for the first time in the academic year that follows after the first generation of students has completed the study program and must be completed in that academic year.
- (4) Periodic evaluation of study programs results in the implementation of a self-evaluation process and the creation of an internal Study Program Self-Evaluation Report (SER). SER is also a prerequisite for the process of external evaluation and ultimately the accreditation of the study program.
- (5) The process of self-evaluation of study programs, in accordance with the Agency's Accreditation Criteria and European standards, includes the analysis and processing of the following criteria and indicators:

<b>CRITERION 1: QUALITY ASSURANCE POLICY</b>	<p>1.1. The higher education institution has an adopted and publicly available internal quality assurance policy for study programs as part of its strategic management.</p> <p>1.2. The institution has developed an action plan for the realization of strategic goals, which specifies the bearers of activities, responsibilities, deadlines, monitoring, evaluation, revision and measures for improvement.<sup>5</sup></p> <p>1.3. The policy supports the development of a quality culture in which all internal participants take responsibility for the quality of study programs and defines the way to involve external stakeholders in this.</p> <p>1.4. The quality assurance policy of study programs is focused on the promotion of research work, learning and teaching, mobility and internationalization of study programs, and prevention of plagiarism of teachers' publications and</p>
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<sup>5</sup> The time period of monitoring is 3 years.

	students' final theses in all study cycles.
<b>CRITERION 2: DEVELOPMENT AND APPROVAL OF STUDY PROGRAMS</b>	<p>2.1. The higher education institution has established procedures for the creation and adoption of study programs that include students and all interested parties</p> <p>2.2. Study programs should be aligned with scientific and educational standards and achievements of a certain scientific/artistic field, requirements of related scientific fields in order to acquire multidisciplinary knowledge, labor market requirements, international trends.</p> <p>2.3. The objectives of the study program and the defined learning outcomes should be clearly defined and consistent with the content of the study programs and the level of the study cycle and are in accordance with the institution's strategy.</p> <p>2.4. The goals of the study program and learning outcomes are comparable to the same and/or similar programs at higher education institutions in BiH and abroad.</p> <p>2.5. Learning outcomes determined and specified at each level of the study program are linked to qualification standards, the Qualifications Framework in BiH, and the Qualifications Framework of the European Higher Education Area (FQ-EHEA).</p> <p>2.6. The curriculum contains at least: an overview of required and elective courses, the outline content of the teaching material for each course (preferably divided according to the number of weeks/teaching units within one semester), the student's workload per course, the point value of each course expressed in accordance with ECTS -, ways of checking and evaluating the continuous acquisition of student knowledge,</p>



	<p>ECTS credit value of the final paper in the I, II and III cycle of studies, depending on the status of the institution, quality assurance methods, list of mandatory and supplementary literature for each individual course, mandatory and specific equipment for execution of programs/ courses according to the requirements of the scientific/artistic field.</p> <p>2.7. The higher education institution includes seminars for students or webinars as part of the curriculum and gives the opportunity for students to choose certain contents that are not listed in the curriculum. Lectures on doctoral studies can carry a maximum of 20% of the total activities and obligations of students.</p> <p>2.8. The higher education institution ensures: interdisciplinarity/multidisciplinarity of the curriculum, internationalization of the curriculum, interaction with professional practice, practical teaching and active participation of students in scientific/artistic research within the study program.</p>
<b>CRITERION 3: LEARNING, TEACHING AND EVALUATION DIRECTED AT THE STUDENT</b>	<p>3.1. The higher education institution has defined and has made publicly available procedures for fair, transparent and consistent assessment of students through various forms of knowledge and skills testing in accordance with the specifics and set goals of the study program, as well as appeal procedures.</p> <p>3.2. Assessment procedures regulate: organization of tests and exams, criteria and methods of assessment by examiners and committees, transparency of assessment, i.e. students' familiarity with the requirements of the examination and quality assurance of the entire knowledge assessment process.</p> <p>3.3. Academic staff at all cycles of study programs motivates and involves students to take an active role in all elements of the research, scientific-research and teaching-educational process with appropriate guidance, consultation and support.</p> <p>3.4. The institution has a procedure that defines the preparation process, structure and evaluation of the final paper of a certain study cycle, as well as the rights and</p>

	<p>obligations of the student and mentor and the conditions for mentoring.</p> <p>3.5. Student representatives are involved in the work of the decision making bodies of the higher education institution.</p> <p>3.6. The higher education institution has established mechanism, procedures and the system of support for advising students on future career development by providing information in accordance with the needs of students.</p>
<b>CRITERION 4: ENROLLMENT AND ADVANCEMENT OF STUDENTS, RECOGNITION AND CERTIFICATION</b>	<p>4.1. The higher education institution ensures the enrollment of students in the study program of any cycle on the basis of legal provisions, clear and transparent criteria and procedures with public announcement of the admission (on the institution's website and in the media, in accordance with social needs, provided resources and based on success in previous education and examination of the candidate's knowledge, aptitudes and abilities.</p> <p>4.2. The higher education institution has established procedures for the recognition of higher education qualifications, periods of study and previous learning, which also includes the recognition of non-formal and informal learning, which are key elements in ensuring the progress of students through their studies and an incentive for mobility. Recognition procedures are in accordance with the Lisbon Recognition Convention.</p> <p>4.3. The higher education institution has procedures to award students with a document that clarifies the acquired qualification, including the achieved learning outcomes and the context, level, content and status of the studies they attended and successfully completed.</p>
<b>CRITERION 5: HUMAN RESOURCES</b>	<p>5.1. The higher education institution ensures a sufficient number of competent academic (teachers and associates) and non-academic staff for the quality implementation of the study program in accordance with the appropriate act of the competent educational authority that prescribes the criteria for licensing.</p> <p>5.2. The higher education institution has a defined human resources management policy with clear and transparent</p>

	<p>criteria for the employment of academic staff, responsibilities, workload and responsibilities, criteria for professional development, advancement and professional training of academic staff and mechanisms for monitoring the work of academic staff including measures for improvement.</p> <p>5.3. The higher education institution encourages the research, i.e. scientific-research and artistic work of its staff, especially through international scientific-research projects, and joint activities of mentors and students to find grants or scholarships.</p> <p>5.4. The higher education institution encourages the training of administrative and support staff, especially in relation to IT and management systems.</p>
<b>CRITERION 6: RESOURCES AND FINANCING</b>	<p>6.1. The higher education institution ensures adequate resources for the realization of the study program which are sufficient and available to students in accordance with the Agency's Recommendations on the criteria for licensing of higher education institutions and study programs in BiH and the corresponding act of the competent educational authority that prescribes licensing criteria.</p> <p>6.2. The higher education institution provides the mandatory and specific necessary equipment for the execution of the study program/course according to the requirements of the scientific field/narrower scientific field. The higher education institution provides mandatory and supplementary literature for each individual course, which in terms of content supports the realization of the course.</p> <p>6.3. The higher education institution makes available to students and academic staff a sufficient number of computer rooms with Internet access and a library with adequate reading room, search engines and access to scientific and other databases.</p> <p>6.4. The higher education institution has developed a plan for investing in physical resources and equipment for scientific research and teaching and educational activities.</p>

	6.5. The higher education institution ensures through contractual relations with other HEIs and research centers the possibility of using their resources.
<b>CRITERION 7: INFORMATION MANAGEMENT</b>	<p>7.1. The higher education institution has an established system of regular collection of information on all aspects of study programs: on the success rate of students, dropping out of studies, employability of graduated students, etc., and analyzes them with the aim of obtaining a clear picture of the success of the realization of educational goals and improvement of study policy.</p> <p>7.2. The higher education institution regularly collects and analyzes data on the number and age structure of academic staff, gender, the ratio of the number of teachers and students, the ratio of its own and guest staff, as well as data from staff surveys by students.</p>
<b>CRITERION 8: INFORMING THE PUBLIC</b>	<p>8.1. The higher education institution objectively and timely informs the public with updated information about all aspects of formally approved (licensed) and/or accredited study programs that it offers in specific study cycles, with special reference to the defined goals of the study programs and learning outcomes. Data on the academic careers of employees and engaged staff are publicly available.</p> <p>8.2. Part of the overall information is also in English, and all information related to doctoral studies is fully presented in English.</p>
<b>CRITERION 9: CONTINUOUS MONITORING, PERIODIC EVALUATION AND REVISION OF STUDY PROGRAMS</b>	<p>9.1. The higher education institution has established procedures for periodic evaluation, improvement and restructuring of existing study programs. Procedures involve students and other internal and external stakeholders.</p> <p>9.2. The higher education institution periodically evaluates the curriculum, the teaching process, the degree of realization of the learning outcomes and their relevance to the labor market. by surveying students, academic and administrative staff, and using feedback to innovate and improve it.</p> <p>9.3. The higher education institution monitors and evaluates the implementation of: the internationalization action plan, benefits from the signed Agreements on International Cooperation, the percentage of foreign students and</p>

	<p>professors; the number and progress of its students on professional training abroad; employment of holders of the title of doctor, etc.</p> <p>9.4. The higher education institution regularly evaluates the quality, modernity and availability of resources through surveys of academic staff and students.</p>
<b>CRITERION 10 MOBILITY OF ACADEMIC STAFF AND STUDENTS</b>	<p>10.1. The higher education institution/study program promotes and improves the mobility of academic staff and students through joint applications and participation in projects with other higher education institutions from the country and abroad.</p> <p>10. 2. The higher education institution establishes mechanisms for realizing bilateral and multilateral exchange of students with foreign higher education institutions through various programs and student exchange networks with recognition of time, grades and ECTS points earned during the exchange.</p> <p>10.3. The higher education institution strengthens the personnel and financial capacities of the services for international cooperation and two-way mobility of academic staff and students. This service monitors and evaluates mobility, and submits to the Senate an annual Report on the mobility of academic staff and students with proposed measures for improvement.</p>

### **Article 10. (Course analysis)**

(1) The course analysis and annual analysis report of the study program, which analyzes the results of teaching within the curriculum and determines the proposal of measures for improvement, is carried out at the end of the academic year and is carried out by the holder of the course and Program Coordinator, who collects the data from each course to prepare the Report.

(2) The course analysis is submitted in writing to the Program Coordinator on form **F\_253**, who collectively analyses the data on the implementation of the relevant study program and makes the proposal for corrective measures. Program Coordinator forwards the aforementioned study program performance analysis to the faculty secretary for consideration by the Faculty Council.

**Article 11.**  
**(Cancellation/dormancy of the study program)**

- (1) The decision to cancel/dormancy the study program is made by the Senate on the proposal of the faculty council, with the approval of the Board of Trustees.
- (2) The proposal of the faculty council is submitted to the Senate, filled in free form.
- (3) The decision on the cancellation/dormancy of the study program with the plan of gradual cancellation/dormancy is communicated to the students of the University.

**Article 12.**  
**(Archiving)**

- (1) All changes and additions to study programs defined by this Rulebook must be archived and recorded by the Office for Quality Assurance by publishing the latest version of the study program with a mandatory reference to the number stating the version and year, which is written in the right corner of the title page.
- (2) Also, one copy is submitted to the official archive of IUS, and one copy to the relevant secretary of the Faculty.

**Article 13.**  
**(Final Provisions)**

- (1) This Rulebook enters into force on the day of its adoption, and is applied from the day of its publication on the University's website.
- (2) With the entry into force of this Ordinance, the previous Ordinance on the acceptance, implementation and evaluation of study programs at IUS, number IUS SENAT 11-1467/21 of 07/16/2021, ceases to be valid.

**R E C T O R**

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**Prof. Dr. Ahmet YILDIRIM**

**Delivered:**

1x Faculties/departments  
1x Quality Assurance Office  
1x Legal department  
1x A/a



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F\_253/23 ver.0

The completed form is submitted in digital format to the Program Coordinator of the host program at the end of the semester.

### Course analysis (lecturer self-evaluation)

Academic staff member who delivered the course:	
Host Faculty:	
Host Study program:	
Academic year/ semester	
Date (of form submission):	

Course code:	
Course title:	
Number of students enrolled in the course:	
Number of students who dropped the course:	
Final average grade:	
Result of student survey:	
Comments/Measures for improvement:	

Extend as appropriate



Curriculum Change Form in the Existing Study Program – New Course or Existing Course Changes/Deletions			
<b>1. General information</b>			
a. Proposer	b. Proposer or Contact person email	c. Date	d. Faculty (select from drop down list)
e. Study Program (select from drop down list below)	f. Cycle (select from drop down list below)	g. Type of Action (select from drop down list below)	
h. Academic Qualification change (select from drop down list below)	If yes, describe:		
<b>2. Current course elements (old)</b>			
a. Current Course Code	b. Current Course Title	c. Current Prerequisite	d. Current ECTS
e. Current T/P hrs	f. Current Semester (select from drop down list below)	g. Current Course Pool (select from drop down list)	
T:	P:		
<b>3. Adding a new or changed course or adding existing course from other department</b>			
a. Course Code <sup>1</sup>	b. Course Title	c. Prerequisite	d. ECTS
e. T/P hrs	f. Semester (select from drop down list)	g. Course Pool (select from drop down list)	
T:	P:		
<b>4. New Course Description to be inserted in the IUS Course Catalogue (IUS web) – if necessary</b>			
Mandatory attachments: For new course: Syllabus (in English and B/C/S)			
New course code must be provided by SAO			
<b>5. Justification – Reasons for introducing the curriculum change</b>			
<b>6. Description of change – other than specified above such as: new learning outcomes list, change in grading or workload etc.</b>			
<b>7. Resources – Explanation of existing or additional resources needed for successful implementation of the change.</b>			
<b>8. Effects on other curricula across IUS (list all curricula)</b>			
Quality Assurance Office Observation to the Curricula Committee- to be filled by QA			





INTERNATIONAL UNIVERSITY OF SARAJEVO  
INTERNACIONALNI UNIVERZITET U SARAJEVU



INTERNATIONAL  
UNIVERSITY OF SARAJEVO

**ELABORATE**

**REQUEST FORM FOR ESTABLISHING STUDY PROGRAMS AT**

**INTERNATIONAL UNIVERSITY SARAJEVO (IUS)**

## CONTENT

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Request Form for the Establishment of Study Programs at IUS (hereinafter „The Request“) is divided into four areas. The Proposer is obliged to justify that the proposed study program meets the minimum criteria in accordance with the stated legal framework and internal acts of IUS.<sup>1</sup>

The Request covers aspects of the study program that are classified according to the following thematic units:

- I: Justification for starting the study program
- II: Objectives and intended learning outcomes of the study program
- III: Study program design
- IV: Resources

Terms used in the Request:

- **Standard** – a clearly defined quality level of a particular quality aspect of the study program.
- **Level of compliance** – elements that are taken into account when assessing the compliance of the quality aspect of the proposed study program with the standard(s).
- **Instructions** - serve the Proposer to prepare a Request for starting a new study program.
- **Evidence<sup>2</sup>** – data (facts) on the basis of which a conclusion is made about the level of fulfillment of the aspect of the standard.

<sup>1</sup> Decision on the criteria for the accreditation of study programs of the first and second cycles adopted by the Agency for the Development of Higher Education and Quality Assurance of Bosnia and Herzegovina (HEA) (Official Gazette of Bosnia and Herzegovina No. 47/17). Decision on the adoption of the basis of the qualification framework in Bosnia and Herzegovina (" Official Gazette of Bosnia and Herzegovina", No. 31/11).

<sup>2</sup> The evidence listed in this document serves as examples, which the Proposer can attach to substantiate the justification for establishing a new study program. The Proposer, however, may propose other evidence. At the same time, the attached evidence enables the Expert Committee to assess the expediency and justification of establishing a new study



## REQUEST FORM FOR ESTABLISHING STUDY PROGRAMS AT INTERNATIONAL UNIVERSITY SARAJEVO (IUS)

### GENERAL INFORMATION

PROPOSER	
ORGANISATIONAL UNIT RESPONSIBLE FOR STUDY PROGRAM IMPLEMENTATION	
TITLE OF THE STUDY PROGRAM (In B/C/S and English)	
STUDY CYCLE	
STUDY PROGRAM AIM	
SCIENTIFIC/ARTISTIC FIELD	
DOES STUDY PROGRAM BELONG TO A REGULATED PROFESSION?	
LANGUAGE	
ADMISSION REQUIREMENTS	
QUALIFICATION - PROFESSIONAL AND/OR SCIENTIFIC DEGREE OBTAINED UPON SUCCESSFUL COMPLETION OF THE STUDY PROGRAM (In B/C/S and English)	
STUDY DURATION	
TOTAL ECTS UPON COMPLETION OF THE STUDY PROGRAM	
STUDY DELIVERY <sup>3</sup>	<i>teaching premises of a higher education institution/ distance learning/hybrid/in the premises of other business entities in case of conducting dual education</i>
METHOD OF STUDY IMPLEMENTATION	<i>full-time/part-time</i>

*extend as appropriate*

program. As in the case of the Proposer, the Committee can use other evidence that the Proposer did not submit with his/her Request.

<sup>3</sup> Underline as appropriate



## I JUSTIFICATION OF ESTABLISHING A NEW STUDY PROGRAM

*I.1. The justification for starting a new study program is clearly explained in relation to the needs of the market, as well as society as a whole.*

Instructions for Proposer	To be graded by the Committee
<p><i>The Proposer is obliged to:</i></p> <ul style="list-style-type: none"><li>• provide the justification for starting a new study program based on the conducted needs analysis, which must include the opinions of internal and external stakeholders</li><li>• explain the compliance of his/her Proposal for starting a study program with the <i>Sarajevo Canton Higher Education Development Strategy</i>, and the needs of the professional sector in accordance with the latest scientific knowledge</li><li>• explain the comparability with existing study programs in the EU or the world, as well as the added value/innovativeness of the proposed program.</li><li>• attach relevant evidence</li></ul> <p><i>Example of evidence:</i></p> <ul style="list-style-type: none"><li>• a short analysis of the employability of students after graduation, which includes the opinion of three organizations from the labor market, which are relevant to the proposed study program and/or the conducted survey on employment opportunities</li><li>• assessment of the number of students who could enroll, considering the resources provided, the number of academic staff, equipment, space</li><li>• compliance with the development and/or educational strategies of KS, FBiH and/or BiH - relevant statements</li></ul>	<p>3 - Fully justified 2 - Needs improvement (minor corrections) 1 - Needs improvement (greater corrections) 0 -Unjustified</p> <p>Committee Observations:</p>

## II STUDY PROGRAM AIMS AND LEARNING OUTCOMES

- II.1 The study program aims and learning outcomes are clearly defined and consistent with the content of the study program, as well as the level of the study cycle.*
- II.2 The study program aims and learning outcomes are in accordance with the valid strategy of the higher education institution.*
- II.3 The study program is aligned with the scientific and educational standards and achievements of a specific scientific/artistic field, the requirements of related scientific fields in order to acquire multidisciplinary knowledge, the requirements of the labor market and international reform processes.*
- II.4 Learning outcomes are determined and outlined at each level of the study program and linked to qualification standards, the Qualification Framework in BiH and the Qualification Framework of the European Higher Education Area (FQ-EHEA).*

Instructions for Proposer	To be graded by the Committee
<p><u>The Proposer is obliged to:</u></p> <ul style="list-style-type: none"> <li>- clearly define the aims of the new study program as well as the expected learning outcomes, whereby the learning outcomes must be measurable and must include the generic (transferable) and professional-specific competencies.</li> <li>- explain the alignment of learning goals and outcomes with the mission, vision and valid <u>IUS Strategic Plan</u> of the higher education institution.</li> <li>- explain how the proposed study program is aligned with the scientific and educational standards and achievements of a certain scientific/artistic field, as well as the requirements of related scientific fields in order to acquire multidisciplinary knowledge, as well as the requirements of the labor market.</li> <li>- Provide evidence that the intended learning outcomes are aligned with the qualification standard, the Qualification Framework in BiH and the Qualification Framework of the European Higher Education Area (FQ-EHEA).</li> </ul> <p><u>Examples of evidence:</u></p> <ul style="list-style-type: none"> <li>- list of learning outcomes of the study program</li> <li>- <b>Matrix 1.:</b> Correlation matrix of learning outcomes from the qualification standard with learning outcomes of the proposed study program.</li> <li>- Reference to the relevant parts of the valid IUS Strategic Plan</li> </ul>	<p>3 - Fully justified  2 - Needs improvement (minor corrections)  1 - Needs improvement (greater corrections)  0 - Unjustified</p> <p>Committee Observations:</p>

### III STUDY PROGRAM DESIGN

*III.1. The curriculum and syllabi contain at least: an overview of required and elective courses, i.e. outline content of the teaching material for each of the courses (divided according to the number of weeks/teaching units within one semester), the student's workload per subject, the point value of each subject expressed in accordance with ECTS, methods of checking and evaluating the continuous acquisition of student knowledge, ECTS points at the final paper on the first and second cycle of studies, quality assurance methods, a list of mandatory and supplementary literature for each individual subject, mandatory and specific equipment for carrying out the program/subject according to the requirements of the scientific/artistic field.*

*III.2. Internationalization and interdisciplinarity/multidisciplinarity of studies, interaction with professional practice, implementation of practical teaching is ensured through the proposed curriculum and syllabi.*

<p><b>Instructions for Proposer</b></p> <p>The Proposer is obliged to attach:</p> <ul style="list-style-type: none"> <li>- curriculum and subject syllabi in accordance with the already established good practice at IUS. (curriculum sample, syllabus sample).</li> <li>- <b>Matrix 2.:</b> Learning outcomes at the study program level, course-learning outcomes correlation</li> </ul>	<p><b>To be graded by the Committee</b></p> <p><b>3 - Fully justified</b>  <b>2 - Needs improvement (minor corrections)</b>  <b>1 - Needs improvement (greater corrections)</b>  <b>0 -Unjustified</b></p> <p><b>Committee Observations:</b></p>
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## IV RESOURCES

- IV 1 IUS ensures the necessary financial resources for the organization of work and quality implementation of the planned study program.*
- IV 2 The premises, equipment and entire infrastructure (classrooms, laboratories, library) are appropriate for the implementation of the study program and ensure the achievement of the intended learning outcomes.*
- IV 3 The library is sufficiently equipped with a range of books or electronic resources to cover the mandatory literature listed in the course syllabi*

<p><b>Instructions for Proposer</b></p> <p><u>The Proposer is obliged to:</u></p> <ul style="list-style-type: none"> <li>- attach: Initial approval for the establishment of a new study program, signed by the Rector or Board of Trustees, which states that financial resources have been secured for the quality implementation of the study program.</li> <li>-attach a list of literature that exists in the library and/or is intended to be acquired during the implementation of the study program</li> <li>- provide proposal of the number of teaching staff of the appropriate professional profile for teaching in accordance with valid standards and norms related to the workload and coverage of teaching.</li> <li>- specify the equipment and other infrastructure (classrooms, laboratories) that are necessary for implementation of the study program and which ensure the achievement of the intended learning outcomes.</li> </ul> <p>This refers to 1. existing and 2. planned resources.</p>	<p><b>To be graded by the Committee</b></p> <p>3 - Fully justified  2 - Needs improvement (minor corrections)  1 - Needs improvement (greater corrections)  0 -Unjustified</p> <p><b>Committee Observations:</b></p>
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## ANNEXES

Table: Matrix 1

Table: Matrix 2