



STUDY RULES

FOR THE FIRST AND INTEGRATED

STUDY CYCLES

According to Article 61, Paragraph (1), Clause k) of the Law on Higher Education ("Official Gazette of Sarajevo Canton", issue 36/22), and Article 121 of the Statute, No. IUS-SENAT-11-1720/2023 dated June 19th, 2023, the Senate of the International University of Sarajevo (hereinafter: the Senate) on its 177th session held on May 27, 2024, adopted the following

STUDY RULES
FOR THE FIRST AND INTEGRATED STUDY CYCLES
(CONSOLIDATED TEXT)

GENERAL

Article 1
(General provisions)

- 1) These Rules specify the organization and realization of the first cycle studies (hereinafter: undergraduate) and integrated programs at the International University of Sarajevo (hereinafter: IUS), evaluation of student's work, duration of studies, procedure of writing and defending of the final paper (graduation projects and thesis), internship and practical training, academic failure, issuing and awarding diploma, and regulating other matters significant for the organization of the undergraduate and integrated study at IUS in accordance with the Law and the Statute.
- 2) These rules apply to graduate studies in matters that are not regulated by study rules for the second and third cycles.
- 3) These rules apply to dual diploma studies for all cycles unless defined differently by the signed protocols.

Article 2
(Organization of studies)

Undergraduate and integrated studies at IUS are organized in accordance with the Law on Higher Education of the Sarajevo Canton (hereinafter: Law) and on the European Credit Transfer System (ECTS).

Article 3
(Duration of studies)

- 1) Undergraduate studies last four years and carry at least 240 ECTS, while integrated studies last for five years and carry at least 300 ECTS.
- 2) A 40-hour week is stipulated within the teaching process, where the student's involvement in classes is determined by curriculum.

Article 4
(Organization of study year)

- 1) The study year is organized into two semesters: fall and spring. The fall semester is generally the first semester of the study year, and the spring semester is the second one.
- 2) Calendar of organization and realization of study programs curricula (further: Academic Calendar),

adopted by the Senate, can determine the simultaneous beginning of the study year so that the spring semester is designated as the first (odd) semester and the fall semester as the second (even) semester of the particular study program.

- 3) For students enrolling in the study program in the spring semester, the first study year starts with the spring semester, per the date set in Academic Calendar.
- 4) Students referred to in paragraph (3) are entitled to full load in the semesters they attend, following the adopted curricula.

STUDENT

Article 5 (Study contract)

IUS and the student conclude a study contract specifying their mutual rights and obligations per the Statute and the Rulebook for establishing fundamental elements of study contracts.

Article 6 (Student Fees)

- 1) Tuition fees are determined by the Board of Trustees every academic year.
- 2) The student is responsible for paying tuition as specified in the study contract.
- 3) The student who fails to pay the tuition fees specified in the study contract cannot register for courses in the semester for which the tuition fee is overdue.
- 4) IUS may reject requests to issue official documents to students with overdue tuition fees.

Article 7 (Students' rights and obligations and students' standard of living)

- 1) Students have the right and obligation to study according to adopted and approved study rules, curricula, and syllabi and to be examined and assessed following rules that are transparent, just, and accessible to all students.
- 2) Students have the right to:
 - a. Attend all forms of teaching activities.
 - b. A good quality teaching process that complies with the adopted and approved curricula and syllabi.
 - c. Timely and accurate information about all the matters relevant to the study.
 - d. Equal rights in terms of studies and treatment at IUS, as well as all the benefits arising from the student status.
 - e. Be different and be protected from discrimination.
 - f. Access to health care in accordance with the law.
 - g. Use the library and other services provided to students at IUS, which are in accordance with the IUS acts.
 - h. Consultations that are provided by the academic staff in relation to course material.
 - i. Freedom of thought and expression of personal views related to the content of teaching during the realization of teaching.

- j. Evaluate the work of the academic staff in lectures.
 - k. Their study credits that are recognized and transferred between universities to ensure students' mobility, according to IUS regulations.
 - l. Participate in the procedure of election for the students' representative body and other bodies established by the Statute of IUS.
 - m. Participate in the work of the students' organizations.
 - n. Participate in work and decision-making processes within IUS bodies in accordance with the Statute.
 - o. Have protection of their rights, should their rights be violated, in the manner stipulated by law or by general acts of IUS;
 - p. Other rights specified by the Statute and other general acts of IUS.
- 3) Students have the obligation to:
- a. Adhere to all the study rules as stipulated by IUS.
 - b. Meet study and other requirements assigned to students.
 - c. Respect the rights of academic and non-academic staff, as well as the rights of other students at IUS.
 - d. Regularly complete their study obligations and participate in academic activities.
 - e. Timely regulate their residency status in Bosnia and Herzegovina (otherwise, they will be barred from taking examinations and other student activities).
 - f. To collect signatures of all the authorized persons on the form confirming fulfillment of financial and other student's obligations (Clearance Form) after passing all courses and defending the final project (if required).
 - g. Register and attend equivalent courses, or newly introduced ones, in case of a curriculum change during the study period.
 - h. Obey the house rules and the Code of Ethics of IUS.
 - i. Other obligations specified by the Statute and other general acts of IUS.
- 4) Failing to follow the rules and general acts of IUS, the student might be a subject of disciplinary action as further defined by the Book of Rules on disciplinary and material accountability of the student.

Article 8 **(Special student's status)**

- 1) Students with disabilities, students who are parents of children who need special care, single parents, pregnant women, puerperia, students who participate in international competitions, students who are top athletes, students who are recognized artists, students who are coaches of top athletes, students with chronic diseases, have the right on acquiring the special student status at the University.
- 2) Students with a special status are granted the right to individualization in the process of realizing the teaching process, i.e. attending classes, pausing the study process, participating in the performance of certain teaching contents, as well as in the evaluation of student achievements.
- 3) Person with established disabilities can enroll any study program in all study cycles at the University, provides that the person:
 - a) passed the entrance exam,
 - b) capable of performing practical tasks in class,

- c) acquired the right to enroll in the corresponding study cycle, and
 - d) submitted proof of the competent institution on the status of a person with a disability and the percentage of disability.
- 4) Rights referred to in paragraph (2) of this article specifically refer to additional consultations, a reduced percentage of mandatory class attendance, and the possibility of assessing student knowledge on the entire teaching content of the course (comprehensive exam).
 - 5) University assigns a tutor to candidates for enrolment and students with developmental difficulties and disabilities for the purpose of providing assistance in the course of application for the enrolment process, attending lectures and assessments.
 - 6) As a rule, special student status is acquired for one semester, i.e., one academic year, with the possibility of extension.
 - 7) The request for acquiring Special student status is submitted by the student no later than 15 days before the beginning of the semester, or academic year.
 - 8) The request must contain valid medical and other documentation based on which the special status is proved.
 - 9) The decision granting a Special student status is made by the Dean.

Article 9 **(Dormant status)**

- 1) Students' rights and obligations may remain dormant for a maximum of two semesters within an academic year under the following conditions and reasons:
 - a) during the student's maternity and paternity leave,
 - b) during a period of illness that prevented a student from attending lectures and sitting for examinations (which must be supported by the medical statement issued by a healthcare institution),
 - c) during a period of approved internship, professional development, or attending a non-cyclical form of education, and
 - d) for any other justifiable reasons, such as exceptional family circumstances, death of close family members, financial hardship which could affect the student's living arrangements and stay in Bosnia and Herzegovina, and other reasons listed and explained in the written application for dormant status which is decided by Dean.
- 2) To apply for the dormant status, the student submits the request to the Student Affairs Office accompanied by the explanation of reasons no later than the add-drop period of a particular semester.
- 3) The Dean of the relevant Faculty decides on the dormant status.
- 4) Expiry of the dormant status of the student's rights and responsibilities occurs in the following circumstances:
 - a) at the expiry of the dormant status period,
 - b) upon the Dean's decision to revoke the decision on the student's dormant status,
 - c) upon the student's withdrawal from the University, and
 - d) in other circumstances stipulated by the bylaws of the University.

- 6) To re-activate from the dormant status, the student notifies the Student Affairs Office.
- 7) After the student's dormant status expires, the student continues studies with full rights and obligations.

Article 10

(Circumstances in which the student's status is terminated)

- 1) Student status is terminated by:
 - a. Completing the study cycle,
 - b. Withdrawing from IUS,
 - c. Imposing disciplinary measures for termination of the student status, i.e., expulsion from IUS, by carrying out the procedure and under conditions in compliance with the law, the Statute, or other by-laws of IUS,
 - d. Expulsion as defined by the Rules on academic failure at IUS,
 - e. Not completing the English Language School in accordance with general acts of IUS,
 - f. Not enrolling in the academic year or failing to renew the enrollment/registration for the current year in a timely manner, where the rights and obligations do not remain dormant according to the Law and the Statute,
 - g. Refusal or missing to sign the study contract in the timeframe stipulated by general acts or not fulfilling the financial obligations arising from student status, timely and to the full extent,
 - h. Failing to provide an appropriate document on recognition of his/her foreign qualification as a legal requirement for enrollment,
 - i. attendance fail from all registered courses in two consecutive semesters,
 - j. Other circumstances stipulated by general acts of IUS.
- 2) Decision on termination of the student's status, except for circumstances stipulated by the general act, is issued by Rector.
- 3) The Rector's decision on termination of the student's status is final and cannot be objected.

Article 11

(Regaining student status)

- 1) Students who lose their status at IUS may be able to regain it as per a decision issued by Rector if:
 - a. IUS has technical and personnel capacities to fulfill regular students' duties.
 - b. The student will continue with studies according to the curriculum valid when student status is acquired again. Exceptionally, the student can be allowed to continue according to the previous curriculum.
 - c. The student has no outstanding balance towards IUS.
- 2) To regain student status, the student must apply for reinstatement of the student's status to the Student Affairs Office with a detailed explanation regarding circumstances that led to the loss of student status.
- 3) The decision on reinstatement of the student's status includes obligations that the student needs to fulfill in order to successfully complete the studies.

Article 12

(Change of study program within IUS)

- 1) IUS students may be allowed to transfer from one study program to another up to two times per their studies.
- 2) Request for a change of the study program must be submitted to the Student Affairs Office no later than seven days before the registration period.
 - a. The student transcript must accompany the request.
 - b. The student scholarship will be revised and communicated to the student.
- 3) The request is submitted to the relevant study program if the student accepts the revised scholarship terms.
 - a. The study program evaluates the courses passed and matches them with equivalent courses in their curriculum where the student may transfer fewer ECTS than initially accrued.
 - b. Recognition of credits for courses passed at the previous study program is done according to relevant IUS regulations or government by-laws.
 - c. With the course transferred from IUS, the grade is transferred and affects the student's CGPA, while the number of achieved credits is transferred following the ECTS rules and the value of corresponding courses in the new program.
- 4) Detailed procedure for change of study program within IUS is regulated by the Book of Rules on Recognition of Duly Passed Examinations and Equivalence of the IUS.

Article 12a
(Contagious disease)

- 1) If a student contracts a contagious disease, the student must refrain from attending university, promptly seek medical assistance and inform the Faculty Dean about the medical condition (submitting the medical report via email). After being treated, once a medical report confirms that the illness is no longer contagious or that successful treatment has been completed, the student may resume classes and return to the university.
- 2) Furthermore, necessary measures will be taken by the relevant Dean's Office, depending on the time the student will be away from classes during his/her illness. If the treatment process is less than half of the academic semester, the student may continue his/her study through distance/hybrid education or alternative methods as arranged with the Dean of the corresponding study programme, depending on the nature of the course. In cases where the treatment process will be prolonged, the student may be required to enter the dormant status.

STUDY PROGRAMS

Article 13
(Study programs)

- 1) The study program is represented by the curriculum, which covers one or more scientific and/or artistic fields/branches, whose delivery is performed in scientific-teaching and/or artistic-teaching process, leading to one of the academic levels following the Bologna declaration.
- 2) The final decision on adopting the study program rests with the Senate of IUS.

Article 14
(Division of study program and number of ECTS)

- 1) Study programs are divided into study years and semesters.

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

Article 15 (Curricula and syllabi)

- 1) The undergraduate and integrated studies at IUS is carried out following the curriculum and syllabi adopted by the Senate on the proposal by Faculty Council.
- 2) Faculties are required to implement the adopted curriculum and syllabi fully.
- 3) A curriculum stipulates course names, course codes, course statuses (required or elective), the number of ECTS credits, and the total number of hours required for lectures, practical work, and other necessary forms of the teaching process for each course.
- 4) A syllabus determines the content of the course, methods of lecture delivery, examinations, and other forms of assessment of student's acquisition of knowledge, required and recommended textbooks, handbooks, and other reference materials needed for the acquisition of knowledge and used for carrying out examinations and evaluations for a particular course, name, code (e.g., LAW 101), status (required, elective), level (I, II, or III cycle), a short description of the course, prerequisite course(s) (for attending the course and taking the exam), assessment criteria, year of study and semester, names of (possible) teachers and assistants for the course, ECTS value and anticipated student workload (per student involvement type), tabular presentation of progression scheme (through study program), and goals and learning outcomes.
- 5) The relevant Program Council, Faculty Council, and Quality Assurance Office monitor the implementation of the curricula and the syllabi.
- 6) The curricula and syllabi are changed according to the Law, Statute, and Book of Rules on the Adoption, Changes and Evaluation of Study Programs at IUS.
- 7) IUS is required to announce the curriculum on the web page.

Article 16 (Study courses)

- 1) Study courses in the first study cycle can be university, faculty, department, program, and free elective courses.
 - a. University, faculty, department, and program courses may be compulsory or elective.
 - b. Free electives are introduced in the curriculum and recommended to students as an opportunity to extend the student's professional knowledge, education, and general

culture.

- 2) The lecture delivery of university courses may be organized at the university level, which organizes such teaching activities in cooperation with the relevant faculty for a respective course.
- 3) Lectures and examinations in a particular course may be performed at another faculty that holds that course, as regulated by the Statute or by another general act of IUS.
- 4) IUS can determine that certain courses are included in the curricula of more than one study program so that students attending complementary study programs can gain common knowledge in particular scientific/artistic fields.

Article 17 (Graduation Project/Thesis)

- 1) The curriculum of a first study cycle program may require the completion of the final graduation project.
- 2) The graduation project is a course in which a senior-level student or group of them is supervised by a course instructor/coordinator and project supervisor.
 - a. If a project is realized by a group of students, project teams are assembled by the course instructor/coordinator by taking into account student proposals if such proposals are provided by students.
- 3) An individual student or a group can choose a topic for his/her/their final graduation project from the list of topics issued by the faculty before the beginning of each academic year or suggest his/her/their own topic in coordination with the project supervisor. Project topics can be derived from the ongoing research, project, or proposed in cooperation with the industry or business entity.
- 4) The graduation project consists of stages that have to be finished by students and evaluated by the course instructor/coordinator and project supervisor.
- 5) The graduation project's detailed structure, evaluation methods of students' individual and group work, and templates to follow are defined by the Graduation project syllabus or other relevant documents created by the Program or Faculty.
- 6) A graduation thesis is compulsory for the integrated programs.
- 7) The rules for the second cycle of studies that regulates the procedure of appointment of mentor and co-mentor, choosing the topic of the thesis, the appointment of the defense committee, and other related topics, are applied to the graduation thesis in integrated programs.

Article 18 (Prerequisites)

A study program through curriculum specifies prerequisite courses a student must pass to be allowed to take other courses determined by the study program (next-level course).

Article 19 (Syllabus and academic staff duties)

- 1) Academic staff is required to distribute course syllabus to students in the first week of classes in which he/she will inform students about the goals, content, and methods of delivering lectures for the relevant course, as well as about methods and criteria for monitoring, assessing and evaluating students' work and achievements.

- 2) Assessment tasks scheduled for individual student's work (seminar papers, projects, presentations, homework, and other forms of realization of student's obligations) should be evenly distributed throughout the semester. The total workload in tasks referred must be in accordance with the total course workload and ECTS rules.
- 3) Academic staff is obliged with their personal presence and commitment to fully implement the adopted syllabus of the course for which they are elected or hired.
- 4) Exceptionally to the rule referred to in paragraph 3) of this Article and for justified reasons, the appointed academic staff member for implementing the curriculum and syllabus can be substituted by another appropriate academic staff member proposed by the course teacher or the dean, with the prior consent of the Faculty Council.
- 5) Academic staff is obliged to assist students during course delivery, completion of their tasks, and preparation to comprehend scientific-educational content for the exams by organizing and maintaining regular, and if necessary, upon request of students, by providing additional office hours.
- 6) The schedule for student consultations during the week must align with the teaching schedule so that it complies with the duties of academic staff and the student's needs. Consultations can be arranged in the lecturer's office during office hours, in the classroom, or by using e-mail and other forms of electronic communication, provided that at least five hours a week are planned for office hours.
- 7) In case of any necessary changes in the class schedule and work plan, the course teacher is obliged to notify students publicly and transparently at least 24 hours before the change. The changes should not happen one week after the add-drop period.
- 8) Academic staff is responsible for carrying out all forms of teaching activities – lectures, tutorials, seminars, and practical work – and monitoring students' activities and assessing their knowledge following the curriculum, syllabus, and other acts of IUS.

Article 20

(Implementation of ECTS system, organization of examinations, practical training, and internship)

- 1) Implementing the ECTS system means that a student will be awarded ECTS credits after successfully completing each course and study program in general.
- 2) To award an appropriate amount of ECTS credits, learning outcomes of a course will be valorized by awarding points to the student for every activity that includes, but is not limited to, written exams, oral exams, practical work, seminar papers, tests, projects, participation, colloquiums, performance, and portfolios.
- 3) Teaching staff will record all student activities for which points are awarded. It is recommended that teaching staff keep records and award weekly points to motivate students to continue working and learning.
- 4) The course lecturer develops grading components and methods, and students are informed about them in the context of passing thresholds defined in the Law and Statute. Details of student assessment procedures for a particular course are part of the respective syllabus.
- 5) When teaching activities, or particular forms of teaching activities, are organized in the form of "distance learning", examination may be held online or at IUS.
- 6) Examinations in art courses may be carried out outside of the IUS location in case the examination is carried out in the form of a public manifestation such as a concert, an exhibition, a performance,

or as other forms of presentation of artistic work.

- 7) Following the Rules on Internships and Professional Practice During Studies, practical training and internship may be organized and carried out as an integral part of teaching at IUS premises, outside or within IUS.
- 8) In case of any examination in front of a Committee, Dean may allow one of its members to participate in its work via the remote mode actively.

Article 21 **(Total student involvement)**

Total student involvement consists of class attendance (lectures, practical work, practical experience, seminars, and others), individual work (tests, examinations, final examinations), and other forms of student engagement.

Article 22 **(Attendance policy)**

- 1) A minimum of 70% class attendance in lectures is mandatory regardless of the reason for absence (medical or any other).
 - a. Exchange students must have at least 50% attendance in all course activities, regardless of the reason for absence (medical or any other).
 - b. For the students who repeat the course, attendance is not mandatory unless:
 - i. They failed the course because of attendance.
 - ii. It is an elective course that replaces another elective course from which the student failed.
 - iii. The respective Faculty Council on the proposal of a program council decided differently before the beginning of the semester.
- 2) The course syllabus defines attendance in other course components like tutorials, workshops, lab hours, and application classes.
- 3) The course lecturer takes attendance and evaluates attendance records before the beginning of each exam. Students who do not fulfill attendance requirements are barred from taking any of the following exams from the moment they fail attendance.
- 4) The student who fails the attendance must be assigned "N/A" for that course immediately by the course lecturer.
- 5) The relevant course lecturer reviews and resolves the student's appeal for rescheduling an exam (quiz, midterm, final, and makeup) due to medical and other reasons. However, the remedial exam is not an option.
 - a. For an appeal to be considered by the course lecturer, it must be given before (*recommended*) or during the exam (*force majeure*). It has to be supported by convincing documentation proving the student's inability to take the exam for reasons that could not be attributed to the student.
 - b. Course lecturer resolves these appeals in accordance with his/her best judgment.

Article 23 **(Study Minor)**

- 1) The student can gain knowledge in a field that does not belong to the student's major study field. To complete a study minor, the student must complete a specified amount of ECTS (not

less than 30), which is further defined by each program individually.

- 2) The student must request formal approval of their Minor only if their CGPA is at least 2.5. Formal approval of the minor needs to be requested at the beginning of the third semester earliest, with a minimum of 60 ECTS credits earned, and not after students earned 204 ECTS credits.
 - a. The student submits the request to the Student Affairs Office.
 - b. The request is evaluated by the Minors Advisory Committee (MAC) as further regulated by the IUS decision on MAC, and the relevant faculty Dean makes the final decision.
- 3) Study Minor is entered as a note into the student's diploma supplement.

Article 24 **(Students' mobility)**

- 1) Students are entitled to spend a certain period (a semester or a study year) during their studies at another higher education institution in the country or abroad through the following:
 - a. International programs for student exchange programs.
 - b. Bilateral agreements between universities.
 - c. Students' own arrangement, provided that all conditions set in Law and in the Book of Rules on Participation in Exchange Programs are met.
- 2) Earned ECTS credits are recognized following the learning agreement, which the student concludes with IUS and Host University.
- 3) Students' mobility between universities does not imply awarding diplomas by the Host University unless there is an agreement between universities by which dual or joint diplomas are issued.
- 4) Governing principles of mobility of students of the University, as well as guest students of other universities, type and duration of mobility, application procedure, public documents, rights and obligations of students, as well as other issues related to realization of mobility are more precisely regulated by the Book of Rules on Participation in Exchange Programs.

REGISTRATION

Article 25 **(Course registration)**

- 1) Registration of courses must be done in the registration period announced in the academic calendar.
 - a. In case of failing to register, the student may request a late registration within the first week of classes.
 - i. The request is submitted to SAO.
 - ii. The request is reviewed and decided by the Rectorate and may involve penalties.
- 2) Every student is assigned an academic advisor appointed by the Program Coordinator. The advisor observes and records the student's progress and advises the student on the compulsory and elective courses he/she is supposed to take to ensure smooth progress in the study program.
 - a. During their studies, student plans his/her courses with the academic advisor and needs to get approval for the course list from the academic advisor.
 - i. As such, both student and academic advisor are mutually responsible for following the curriculum, study rules, and other acts of IUS.
 - ii. Failing to do so, both student and advisor share the consequences.
- 3) Program Coordinator is actively involved in monitoring the registration process.

Article 26
(Add-drop and withdrawal periods)

- 1) Students have the right to amend the registration list of courses by adding or dropping courses from the list during add/drop period announced in the academic calendar.
The dropped course will not be shown on the student transcript.
- 2) Students can withdraw from the course they registered for during the withdrawal period announced in the academic calendar. Withdrawal is done after Academic Adviser's approval.
- 3) The withdrawn course will appear on the student transcript with the remark "W" and will not affect the student's GPA/CGPA.
- 4) The total number of withdrawals for a student is limited to a maximum of four courses in a two-year program and a maximum of eight courses in a four-year program. A student can withdraw from at most two courses in the same semester.
- 5) The student can withdraw from one specific course only once.

Article 27
(Course registration and transition to the next study year)

- 1) The student is allowed to register for 60 ECTS per study year or 30 ECTS per semester.
 - a. Exceptionally, the student can register a different amount of ECTS per semester if the total registered ECTS per study year is 60.
- 2) The student enrolls in the next study year based on the ECTS credits accrued in the previous study year per the Law.
 - a. A student has the status of "freshman" until he/she completes at least 48 ECTS credits, has "sophomore" status when at least 48 ECTS credits are completed, has a "junior" status when at least 108 ECTS credits are completed, and has the status of a "senior" when at least 168 ECTS credits are completed.
- 3) To register more than 60 ECTS in the academic year, the student cannot lag behind more than 12 ECTS or two courses, regardless of their ECTS value, from the expected ECTS at the end of the study academic year (after the September make-up exam).
 - a. To register for more than 60 ECTS in the academic year, at the end of each academic year in which they registered courses, the student must be in the range of:
 - i. 48-59 ECTS
 - ii. 108-119 ECTS
 - iii. 168-179 ECTS
 - b. The student can transfer a maximum of 12 ECTS study credits to the next academic year or two pending courses, regardless of their ECTS value, under the condition that the transferred course is not a pre-requisite for taking another course in the next study year.
- 4) The student can take less than 30 ECTS per semester or 60 per academic year in case of failing the pre-requisite courses or courses in general.
- 5) The student who transferred courses from the previous study year to the following one cannot enroll in another higher year of study until he/she passes those transferred courses.

Article 28
(Repeating a study year)

- 1) To enroll and take the course from the third (junior) year, the student must complete all the

courses (60 ECTS) from the first (freshman) year as defined by the curriculum.

- a. In case of not fulfilling this requirement, the student can only take the remaining courses from the first and second (sophomore) years.
- 2) To enroll and take the course from the fourth (senior year), the student must complete all the courses (120 ECTS) from the first and second years.
 - a. In case of not fulfilling this requirement, the student can only take the remaining courses from the first, second, and third year.
- 3) Each study program curriculum defines third and fourth-year courses.
- 4) The student repeats a study year until the required number of ECTS from a particular year is not earned.
- 5) Exceptionally, the rule for not completing the courses from earlier years will not be applied to the students if:
 - a. They are transferred students and have been at IUS for a maximum of four semesters. After four semesters, the rules applied are the same as for regular students.
 - b. They spent at least one semester as an exchange student, and the difference between the courses of different years happened there. This exception is valid for two semesters after coming from the exchange.

Article 29 **(Transfer and irregular students)**

- 1) The transfer students obtain ECTS based on the courses they completed at the previous institution or study program at IUS or by taking intensive courses at IUS, following the IUS transfer policy and relevant curriculum requirements.
- 2) After it is decided about the amount of ECTS to be transferred, the student enrolls in a specific study year as follows:
 - a. First (freshmen) year – less than 48 ECTS.
 - b. Second (sophomore) year – minimum of 48 ECTS.
 - c. Third (junior) year – minimum of 108 ECTS.
 - d. Fourth (senior) year – minimum of 168 ECTS.
- 3) In general, the transfer student registers 60 ECTS per study year unless they fit the criteria for additional ECTS defined for the regular students.
- 4) The same rule applies to irregularly enrolled students (Spring enrolment) unless specified differently by the University decision.

Article 30 **(Talented students)**

- 1) Student whose CGPA in any semester is equal or over 3.7 as per internal IUS scale, can be allowed to register additional courses in the next semester, up to the maximum of 42 ECTS, thus a student can complete his/her studies in a shorter period.
- 2) Registration and attendance of additional courses in accordance with this article grants Dean on the base of application by the student, provided that organizational and technical capacities allow this option and that student satisfies all prerequisite requirements for registration of additional courses.

- 3) Board of Trustees may set tuition fees for students who register additional courses over 30 ECTS per semester i.e., over 60 ECTS per academic year.

Article 31
(Repeating a Course)

- 1) Students who do not pass the required course are required to repeat that course. The required course is recommended to be taken in the first available semester.
 - a. If failed course belongs to the group of elective courses, students can register again for the same course, or they can select another elective course to accrue the required number of ECTS study credits from the elective pool of courses.
- 2) To raise CGPA, students may be allowed to repeat the courses which he/she has already completed. When a course is repeated, only the most recent grade is valid and included in the CGPA calculation. The maximum study load must be taken into account.

Article 32
(Eligibility to take 42 ECTS in the last semester)

- 1) The last semester students are considered the ones that have at most 42 ECTS up to graduation. By taking these 42 ECTS, they will, without any remaining conditions, complete all criteria for graduation defined by the relevant curriculum and study rules.
- 2) The last semester's students are not the ones that may take additional exams during the Second makeup exam or if these 42 ECTS would grant them eligibility to request a Single Exam.

Article 33
(Verification of the semester and study year)

- 1) Student Affairs Office records the number of ECTS credits students achieved during the semester verification.
- 2) The fall semester is verified (and enrollment into the spring semester is done) after the end of the examination period in the fall semester, before the beginning of the spring semester, at the latest.
- 3) Spring semester is verified (and enrollment into the fall semester is done) after the end of the examination period in the spring semester, including September make-up exams, and no later than the beginning of the next semester.

TEACHING

Article 34
(Organization of teaching)

- 1) Teaching activities in the fall and spring semesters last for 15 continuous weeks.
- 2) Teaching activities are organized and performed according to the adopted teaching schedule.
 - a. IUS is required to announce the teaching schedule no later than five days before the beginning of the teaching activities.
- 3) The teaching schedule contains the name of the course, time (day, hour) of classes, venue of teaching activities (room, laboratory), names of the academic staff who are engaged in the activities, and other instructions about the courses.

Article 35

(Language of lecture delivery)

- 1) Lectures in undergraduate study programs at IUS are delivered in English with American English spelling.
The teaching can also be conducted in other languages if required by the curriculum of an individual study program.
- 2) To be able to attend study program courses competently, the student is required to possess a B2 level of English language skills.
- 3) Students that do not possess proof of adequate English language skills are required to attend Preparatory English Language School (ELS).
The ELS Book of Rules stipulates all the details about proof of adequate English language skills and ELS.

EXAMINATION AND GRADING

Article 36

(Examination procedure and grading)

- 1) The work of students is graded continuously during the semester, and the final grade is determined after the final examination.
- 2) Students receive points for each form of activity and assessment during the semester as well as on their final exam, after which the final grade is determined.
 - a. In the structure of the total number of points, activities and assessments done during the semester account for at least 50 percent of the final grade.
 - b. The final exam accounts for a maximum of 50 percent of the final grade.
 - c. In the case of specific courses defined by the programs and faculties, such (i.e., graduation projects), the final grade may be determined by the final work.
- 3) If a student during the semester accrues the number of points that meet the criteria for a passing grade, then the student is not required to sit for the final examination.
- 4) Providing a make-up opportunity to students who missed some of the in-semester grading components is possible if the lecturer decides that the reason is justified, the notice has been provided before or during the exam, and the component can be taken through a make-up option.
- 5) The lecturer shall not provide remedial opportunities for those who already took the exam.

Article 37

(Students' assessment grading system)

- 1) At the end of the semester, the student receives a final grade, as presented in Table 1.

Table 1: IUS Grading System

Grading Scale	IUS Grading System	IUS Grade Coefficient	Letter Grade (B&H)	Numerical Grade (B&H)	Grade Interpretation

0 - 44	F	0	F	5	Does not meet the minimum requirements
45 - 54	E	1			
55 - 64	C	2	E	6	Meets minimum criteria in achieving a learning outcomes
65 - 69	C+	2.3	D	7	Generally good in achieving learning outcomes, but with significant shortcomings
70 - 74	B-	2.7			
75 - 79	B	3	C	8	Average in achieving learning outcomes, with noticeable errors
80 - 84	B+	3.3			
85 - 94	A-	3.7	B	9	Above average in achieving learning outcomes, with some errors
95 - 100	A	4	A	10	Remarkable success in achieving learning outcomes without errors or with minor errors.

Note. B&H - Bosnia and Herzegovina.

- 2) Letter marks that do not affect student's CGPA:
 - a. **"IP" – In progress** is assigned for recording unfulfilled student obligations related to graduation project/thesis/dissertation and internship.
 - b. **"S" – Satisfactory** is assigned to a student who passed the examinations that are not numerically graded or whose written assignment has been accepted.
 - c. **"U" – Unsatisfactory** is assigned to a student who failed to pass the examinations that are not numerically graded.
 - d. **"W" – Withdrawal** signifies that student has withdrawn from the relevant course.
- 3) An additional letter mark that affects a student's CGPA is "N/A" – Not attending, and it is assigned to a student who is suspended from the course or who does not meet the minimal requirement for attendance on lectures or tutorials. The course lecturer must follow the attendance policy and assign "N/A" in each case of a student failing attendance.

Article 38

(Modes of assessment of student's performance)

- 1) Modes of student assessments may be written, oral, or practical. All forms of assessments are public.
- 2) Generally, assessments are in written form and conducted as a test or as written assignments.
- 3) As a rule, art course exams are taken before a committee.
- 4) Students' written exam papers are kept at least until the end of the academic year.
- 5) The lecturer must announce midterm and final exam results in the Student Information System within five working days from the examination date and notify students about the time for reviewing written/practical exam work via established communication used during the semester.
- 6) For other components (quizzes, projects, etc.), the lecturer must submit all the results five days

before the deadline for course withdrawal for components students take within this period and three days before the final examination period for the components taken after the deadline for course withdrawal.

- 7) The grade announcement in the Student Information System is made by submitting a signed Course Grade List to the Student Affairs Office, which records the exact date of the announcement.
- 8) The final grade is considered as the one which is verified in Student Information System within three days after announcing the final exam results or after resolving student complaints about the final exam result.
- 9) IUS is obliged to organize and establish exam terms so that students can have no more than two exams from the same study year on the same day.

Article 39 (Midterm exams)

- 1) The midterm exams as an in-semester component are optional for courses, and the syllabus or decision of relevant programs or faculties further defines it.
- 2) The midterm exams are usually organized in the middle of the semester, as indicated in the academic calendar.

Article 40 (Final examination periods)

- 1) The following final examination periods are organized at IUS:
 - a. Regular final examination.
 - b. Semester makeup examination.
 - c. Second makeup examination.
- 2) The regular final examination period is organized in each semester's seventeenth and eighteenth week.
 - a. Students who failed attendance or did not collect a sufficient number of points that would enable them to pass the course with the final exam (55 points in total) are not eligible to sit for the final exam.
 - i. The course lecturer should not give the exam to such students.
- 3) Semester makeup exams are organized after the regular final exam in the fall or spring semester.
 - a. The exact dates of semester makeup exams are determined in the academic calendar.
 - b. Students who have not sat for the final examination or have failed the course, but were eligible to take the final, are entitled to take the makeup exam.
 - c. Students who failed a course or would like to improve their course grade are entitled to sit for the makeup exams, except for specific professional-artistic courses determined by the faculty council for which re-sitting is not deemed feasible due to the nature of the teaching process.
 - d. In the case of taking a makeup exam, the latest final grade will count, even if it is lower than the one from the final examination.
 - e. To take the makeup exam, students may be required to register, which is further defined at the beginning of each academic year and announced on Academic Calendar.
 - f. Each student that decides to take a makeup is obliged to notify the relevant course lecturer.

- 4) The second makeup exam period is organized in the first week of September, which is further determined by the Academic Calendar in each academic year.
 - a. The student can take makeup exams from both semesters of a particular academic year if they are eligible to take the final exams of that particular course.
 - b. Both failing students and those who want to improve their grades must register in Student Affairs Office for the exam following the deadlines indicated in the academic calendar.
 - c. Each student who decides to take a makeup must notify the relevant course lecturer.
- 5) All exam schedules are approved by the Rectorate and announced at least five days before the examination period begins.

Article 41

(Sitting for the final exam in front of the examination committee)

- 1) The student who is unsatisfied with the achieved grade at any grade component can file a written appeal for re-evaluation by the committee.
 - a. The appeal is submitted to the Student Affairs Office within two working days from the grade announcement.
 - b. The appeal has to be supported by substantial rationale provided by the student.
- 2) Dean will appoint a chair and two committee members within two working days of receiving the appeal if he/she finds the student's appeal has merits.
 - a. Course teacher, with whose evaluation the student had not been satisfied, cannot be a member or president of the committee, except in cases of objective impossibility of organizing the exam before the examination committee. One committee member must be from the same or relevant scientific/artistic area.
 - b. Dean sets the re-evaluation date within three days after receiving a justified appeal from the student.
 - c. The student shall not retake the written exam or a part of the written exam, but the committee will reassess the existing exam and reassign the grade.
 - i. The student must retake the oral or part of the oral exam in front of the committee.
- 3) In establishing the final grade, the committee will consider all other verified evaluations of activities and academic performances achieved by the student during the semester.
 - a. In case the student's appeal pertains to a grade for the practical component of the exam which cannot be repeated, the committee appointed by the dean and composed of teachers from the relevant field will reassess the grade assigned by the teacher who graded the exam in the first instance by using audio/video recording or other forms of documented evidence from the exam and makes the final decision on the grade.
 - i. For such courses, IUS or the faculty is required to ensure video/audio recording or another relevant form of documenting the assessments.
 - b. The decision by the committee is made by a majority of votes.

Article 42

(Single Exam)

- 1) The final year student can apply to take the Single Exam in the first following examination period (either Midterm, Final or Make-up examination period) if the student satisfies all of the following conditions:

- a. Has one exam left to complete the studies, except for the final work/project.
 - b. Has been graded with an "F" or "E" at least once for the requested course during the studies.
 - c. Has not applied for the single exam earlier.
 - d. Agrees to be examined for the entire course content (comprehensive exam).
 - e. Agrees to nullify the opportunity to take the makeup exam from that course in case of failure.
 - f. The course is listed among the current active courses in the curriculum.
 - g. The Faculty Council does not list the course as a professional/artistic course, for which, due to the nature of the teaching process giving makeup examinations is not feasible.
- 2) The student who satisfies all the criteria for taking the single exam can apply Student Affairs Office as soon as possible but not later than seven days before the first upcoming examination period.
- a. The Student Affairs Office will check the request, and if confirmed that the student has the right to take the Single exam, the exam will be scheduled within the time frame of the first upcoming examination period.

Article 43
(Procedures for Written Examinations)

- 1) Each student must follow instructions from the responsible supervisor (invigilator) and submit to control measures that the invigilator may deem necessary for the proper conduction of the exam.
- 2) The student and responsible supervisor (invigilator) have to adhere to the following examination rules:
 - a. The examination starts and ends at the exact times announced.
 - b. Students should be in the indicated classroom at least five minutes before the start of the examination.
 - c. The invigilator is authorized to decide where each student will be seated and may change the seating of any student if needed.
 - d. Handbags, briefcases, coats, etc. shall be removed from the surrounding of the desks and placed elsewhere.
 - e. Mobile phones and other smart devices must be turned off and not on silent mode. In case of need, the students can be asked to put their mobile phones on the floor.
 - f. Unless indicated differently within the exam structure, using any other data-saving device or a device that connects to the Internet is strictly forbidden and a violation for expulsion from the exam.
 - g. Mobile phones must not be used as a calculator.
 - h. Each student is responsible for checking before and during the examination that only those aids indicated on the examination paper are exposed on or around the desk.
 - i. No material (books, sheets, etc.) related to the course should be accessible to the student during the examination without the permission of the invigilator.
 - j. If a student has questions about a certain aid, he/she may ask the responsible person/invigilator in the classroom solely and not communicate with some other student for any reason.
 - k. The invigilator can make random checks during the examination.

- l. Talking to or contacting another student is prohibited and considered an act of cheating.
 - m. Aids, writing material, calculators, pencils, erasers, etc., cannot be exchanged between students during the examination. The exchange can only be carried out through the invigilator in exceptional cases.
 - n. If books with mathematical formulas, tables, or any other references are allowed during the exam, students cannot write their own notes.
 - o. It is the responsibility of each student to make sure that the exam papers are submitted at the time stated. Otherwise, the exam paper will not be evaluated.
 - p. Student must write his/her name on each answer sheet and ensure that all sheets are numbered.
- 3) Disciplinary measures will be taken against the student who tries to use prohibited aids or suspicious technical items or those who disturb or obstruct safe and peaceful examination.
- a. Depending on the nature of the violation, the invigilator can warn or immediately collect the exam paper of a student who violates any of the regulations above and report the case to the relevant Dean for further action unless instructed differently.
 - b. The disciplinary procedure will be carried out following the Statute.

RECOGNITION

Article 44 (Dean's and Rector's list)

- 1) Students with a CGPA of at least 2.00 and who have completed at least 30 ECTS credits in a semester are placed on the Dean's (honor) list, provided their semester GPA is 3.50 – 3.79. They are placed on the Rector's (high honor) list if the GPA is 3.80 – 4.00 for that semester.
 - a. A student cannot be placed on any honor list if there is an F grade on the transcript for that semester.
 - b. The lists are published at the end of each Academic Year.

Article 45 (Completion of the Undergraduate or Integrated Cycle)

It is considered that the study program has been successfully completed if the student fulfills all requirements stipulated in the study program curriculum, including coursework and internship/practical training.

Article 46 (Academic title, scientific and professional qualification)

By completing the studies, the student is entitled to be awarded a relevant academic title, specifically scientific and professional qualification, as defined in the Rulebook on the use of Academic Titles in Sarajevo Canton.

Article 47 (Issuance of diploma)

- 1) IUS is authorized to organize the studies and to issue diplomas for which it has been licensed and accredited.
- 2) By completing the studies, the student is issued a diploma confirming that the student met the

requirements to be awarded a relevant academic title and professional and scientific qualification.

- 3) Besides the diploma, a diploma supplement is also issued to the student.
- 4) The diploma issued by IUS represents a public document.
- 5) Until the diploma is issued, the student is issued a graduation certificate as a public document confirming that he/she fulfilled all the requirements to obtain the title for completing the studies.
- 6) The graduation certificate is issued within seven days of the date student submits the clearance form to the Student Affairs Office. The graduation certificate is valid until the diploma and diploma supplement are issued.
- 7) Conditions, manners, procedures for issuing, revoking, or canceling the diploma and issuance of a duplicate diploma after completion of the study cycle are determined by the Law, Statute, and IUS bylaws.

Article 48 (Other documents)

- 1) Upon the student's request, other documents are issued confirming the student's status, as well as other information contained in the official records of IUS.
- 2) Student Affairs Office keeps records on issued documents.

Article 49 (Student ID)

- 1) IUS issues student identification cards to students as proof that a person is a student of IUS, which entitles the holder to:
 - a. Have access to all facilities where study programs and other programs are conducted.
 - b. Use the library and computer classrooms unless other specific rules require that the student is registered in another manner.
 - c. Have access to sports and other facilities used by IUS.
 - d. Use the services of the student canteen, etc.
- 2) Student identification card replaces the student identification document/course record (referred to in Law as index).

Article 51 (Students' organizations)

- 1) IUS students may organize student bodies to represent students' interests at IUS bodies.
- 2) Student bodies' objectives can also include the contribution to satisfying students' educational, learning, scientific, cultural, academic, or any other socially useful needs.
- 3) Student bodies are based on democratic principles and follow the law and IUS regulations.

Article 52 (Transitional and final provisions)

- 1) These Rules enter into force and become effective as of the 2023/2024 Academic year.
- 2) On the day these Rules became effective, the Book of Rules on First Study Cycle at IUS No. IUS-SENAT-11-2412/18, Decision on amendments to the Study Rules for the first study cycle at IUS No. IUS-SENAT-11-715/21 and the Rules on Examinations at the International University of

Sarajevo No. IUS-SENAT-11-1569-1/20 are no longer in force.

CHAIRMAN OF THE SENATE

Prof. Dr. Ahmet YILDIRIM

