



# **R U L E S**

## **ON ACADEMIC FAILURE**

### **AT THE INTERNATIONAL UNIVERSITY OF SARAJEVO**

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According to Article 61, Paragraph 1, Clause k) of the Law on Higher Education ("Official Gazette of Sarajevo Canton", Number: 36/22), and Article 121 of the Statute of the International University of Sarajevo, Number: IUS-SENAT-11-1720/23 from June 19<sup>th</sup>, 2023, the Senate of the International University of Sarajevo, on its 181<sup>st</sup> meeting held on September 12<sup>th</sup>, 2024, adopted the following

**R U L E S**  
**ON ACADEMIC FAILURE**  
**AT INTERNATIONAL UNIVERSITY OF SARAJEVO**  
**(REVISED TEXT)**

**Article 1**  
**(Regulation)**

These Rules define and regulate criteria and procedure in the case of academic failure based on student's not passing expected course load (within last two consecutive semesters), or ELS study requirements, which can lead to the expulsion and loss of the student's status.

**I                STUDENT'S OBLIGATIONS**

**Article 2**  
**(Expected success)**

The Student is expected to have successfully completed his/her studies at the first cycle of higher education (Bachelor) by acquiring a minimum of 240 ECTS in four years (eight semesters) at a rate of 30 ECTS per semester.

In special circumstances (which may include any physical, mental or psychological infirmities or dormant status), this period can be extended to a maximum of 16 (sixteen) semesters.

**Article 3**  
**(Academic success rate)**

The Student is required to pass a minimum of 50% of the total course load in one academic year (two consecutive registered semesters).

**II                MEASURES TO BE TAKEN IN CASE OF THE STUDENTS' FAILURE TO FULFILL OBLIGATIONS**

**Article 4**  
**(Academic Warning)**

If the student does not fulfill the obligation to pass a minimum of 50% of the total course load in one academic year (two semesters), he/she will be given a warning to improve the success rate within the next two semesters.

## **Article 5**

### **(Academic Probation)**

If the student does not fulfill the obligation to pass a minimum of 50% of the total course load in the previously given deadline, then he/she will be given a final measure of Academic Probation which will last next one academic year.

Within this measure, the student's parents / legal guardians / adoptive parents will be informed about the measure imposed.

## **Article 6**

### **(Loss of student's status and expulsion)**

If the student, even after the previously imposed measure of Academic probation, fails to fulfill the obligation to pass a minimum of 50% of the expected course load, then the respective dean will bring the decision on loss of the students status (expulsion from the University) where the student will be given a period of 10 days for appeal on the imposed Decision.

If appealed, then a rector's consent will be compulsory for the purpose of final resolution by the respective Faculty Council.

## **III COMMITTEE IN CHARGE**

### **Article 7**

#### **(Committee in charge)**

**The Committee for annual monitoring of student's success** consisting of **Vice-Rector, SAO Manager and representative from each faculty (hereinafter: the Committee)** is hereby established as a permanent body at the University with the main purpose of continued monitoring of the fulfillment of obligations arising from these Rules.

### **Article 8**

#### **(Committees' Responsibility)**

The Committee is responsible to review the individual transcript of each student at the end of two consecutive semesters and to analyze and report to the rector and the respective dean whether there are students who failed to pass a minimum of 50% of the total course load.

When the Committee finds such cases, then it will submit a full statistical report to the respective dean along with a guided proposal and recommendations.

## **IV            ENGLISH LANGUAGE SCHOOL (ELS) STUDY REQUIREMENT**

### **Article 9 (Attendance and Academic Failure)**

Students who fail due to excessive absences twice in one academic year (not necessarily in consecutive sessions) will be expelled from the University.

Students who fail the same level three times will be expelled from the University and will lose eligibility to attend classes or exams at ELS. However, they can apply to IUS again by submitting a valid IELTS or TOEFL score, as specified in the IUS ELS rulebook.

### **Article 10 (Length of the Education at ELS)**

ELS students are expected to complete their studies within one academic year (two semesters).

Students who are unable to complete the program in two semesters may continue attending ELS classes for one additional academic year. This means that students have a maximum of 4 semesters in total to complete their studies at ELS.

Students who have spent 4 semesters at ELS but could not complete B2 Level are obliged to either pass the ELS Proficiency Exam or submit a valid IELTS / TOEFL score by the end of the following academic year.

### **Article 11 (Validity of Assessment Proof)**

ELS Proficiency Exam results are valid for **two years** for enrolment at IUS. Any results older than two years are not accepted for registration.

The validity of external assessments (IELTS/TOEFL) is determined by the issuing body.

### **Article 12 (Maximum number of attempts at ELS Proficiency Exam)**

Students may take the ELS Proficiency Exam a maximum of four times.

Students who have completed B2 Level take the first the ELS Proficiency Exam at the end of the session in which they complete B2 level.

- If they pass the ELS Proficiency Exam, they are eligible to start their faculty courses.
- If they fail the Proficiency Exam, they will be allowed three additional attempts by the end of the following academic year. An exam fee is paid for each of these three additional ELS Proficiency Exams.

Students who haven't completed B2 Level within two academic years may take the ELS Proficiency Exam a maximum of four times (not necessarily consecutive exams) by the end

of the following academic year (their third year after registration). An exam fee is paid for each of these four ELS Proficiency Exams.

If a student does not pass the ELS Proficiency Exam after four attempts, they must submit an external assessment (IELTS/TOEFL) of their English language proficiency as specified in the IUS ELS Rulebook.

## **V            TRANSITIONAL AND FINAL PROVISIONS**

### **Article 13 (Integral part)**

These Rules form an integral part of the Study Rules for the first cycle study at IUS.

### **Article 14 (Entry in force)**

These Rules enter into force upon its adoption.

On the day these Rules became effective, the Rules on academic failure at the International University of Sarajevo, No. IUS-SENAT-11-368/24 is no longer in force.

**R E C T O R**

**Prof. Dr. Ahmet YILDIRIM**

***Enclosed: Templates of letters for Academic Warning & Academic Probation***

*Delivered to:*

- 1 x Vice Rectors Office*
- 1 x Student Affairs Office*
- 1 x QA Office*
- 1 x IRO Office*
- 1 x Academic staff*
- 1 x ELS*
- 1 x Faculty Secretaries*
- 1 x IUS web page (Regulations)*
- 1 x a/a*

REF. No. : xxxxxxxx/23

Date : xxxx.02.2023

Subject : **Academic Warning**

Student's Name:

Student ID:

Full degree program name: .....

Dear.....,

*In accordance with the Study Rules on the First Study Cycle of the International University of Sarajevo, Section ..... Article ..... and the Rules on Academic Failure at IUS, no. ....Article....., a student is expected to have successfully completed their studies at the first cycle of higher education (Bachelor) by acquiring 240 ECTS in 8 (eight) semesters. In particular, the student is required to pass a minimum of 50% of the total course load in one academic year (two consecutive registered semesters).*

*After carefully reviewing your academic performance to date, the International University of Sarajevo regrettably warns you that you will be placed in Academic Probation as of ..... if you do not improve your academic performance as stated below:*

- 50% of the courses taken over the Spring 2020 semester must be a pass
- No N/A
- No withdrawal from a registered course
- No dormant status

*You have achieved .....ECTS in .....semesters. Thus, failure to achieve a pass at minimum 50% of your course load (which must be at least xxx ECTS) in the ..... will result in your being placed in Academic Probation at the International University of Sarajevo at the end of that semester.*

*This will hold true each consecutive semester until the end of your study period at IUS. As a result of the Academic Probation period, you may stand to be in a position of expulsion at that stage.*

*It is our sincere hope that you will take this warning with the seriousness it is intended and improve your academic performance.*

Sincerely,

[Name and title]

**Deliver to:**

1x Student

1x Rectorate

1x Student Affairs

1x Archive

REF. No. : xxxxxxxx/23

Date : xxxx.02.2023

Subject : Academic Probation

Student's Name : .....

Student ID : .....

Full degree program name : .....

Dear.....,

*In accordance with the Statute of the International University of Sarajevo, Section ..... Article ....., and the Rules on Academic Failure at IUS, Article.....dated ...../number ..... on the timeframe for successful completion of studies at the International University of Sarajevo, a student is expected to have successfully completed their studies at the first cycle of higher education (Bachelor) by acquiring 240 ECTS in 8 (eight) semesters.*

*After carefully reviewing your academic performance to date, the International University of Sarajevo regretfully informs you that you have been placed in Academic Probation as of ..... for failing to meet the expected standards in terms of the regular time frame of studies.*

*You have achieved .....ECTS in .....semesters. Thus, failure to achieve a pass at minimum 50% of your course load (which must be at least xxx ECTS) in the Spring 2020 semester will result in your expulsion from the International University of Sarajevo at the end of that semester. This will hold true each consecutive semester until the end of your study period at IUS.*

Sincerely,

[Name and title]

**Deliver to:**

1x Student

1x Rectorate

1x Student Affairs

1x Archive

