

On the basis of Article 126 Paragraph 2 point c) of the Act on Higher Education - Revised text (Official Gazette of Canton Sarajevo, no. 22/10), International Burch University's Senate on its' meeting no XXXVII held on June 2nd 2011. adopted the following

RULEBOOK

On adoption and evaluation of study program/curricula

Article 1.

This procedure regulates proposing, adoption of new curricula, changes of allready adopted curricula, procedures, evaluation of curricula, and quality assurance of curricula at the higher education institution of International Burch University (hereinafter University).

Proposing of new study program/curricula

Article 2.

Authorized proposer of the new study program is one or more organizational units of the University Council.

Before submitting a proposal for the new study program to the University Senate, it is necessary to organize a discussion, which should include student representatives, alumni, business and other organizations, depending on the content of study programs.

Article 3.

The study program must include:

- A statement containing the information of the discussion held after proposing the study program;
- The introductory section that provides information on:
 - the reasons for starting and goals of the study program,
 - estimates of labor market needs for such staff,
 - compatibility of the mission of the University with the proponents study program,
 - comparability of study programs with similar programs accredited at higher education institutions in Bosnia and Herzegovina and the EU countries, for reasons of student mobility
- The general section that provides information on:
 - Title and name of the person responsible for the study program,
 - teaching methods and the level of the study program
 - academic / professional title awarded upon completion of the study program,
 - scientific / artistic fields to which the proposed program of study belongs,
 - duration of the study program, and the number of ECTS credits gained upon completion of the study program,
 - language of the program of study,
 - procedures and requirements for admission to the study program,
 - List of compulsory and elective courses with a number of teaching hours and ECTS credits,
 - learning outcomes of this study program, and the skills and competences that are acquired with this qualification (diploma)

- information on the structure of study programs and conditions of entry into the next semester or next year, and the way in which the study program ends,
- conditions of transition from other study programs within the same or related fields of study and opportunities to continue studies,
- employment opportunities for students after completion of the study program.
- Description of each subject at the study program that contains:
 - information on every subject such as data about the holder, assistants, status of the subject (mandatory or optional), year of study in which the subject is performed, ECTS credits.
 - goals of the subject,
 - description of the conditions for enrollment or entry competencies required for the subject,
 - learning outcomes at the level of the program to which the subject contributes,
 - elaborate description of the subject content according to the teaching schedule,
 - information on teaching methods and student obligations,
 - ECTS credits granted on the basis of the obligation of students,
 - information on the assessment and scoring of students during classes and final exam
 - List of mandatory literature available in the library or available through other media as well as a list of additional references at the time of study program application proposal.

Human resources

Article 4.

The initiative for the introduction of a new study program must include a description of human resources, which contains the number of teachers and staff who will participate in the realization of the study program, and to evaluate the optimal number of students who can enroll in the study program.

Physical resources

Article 5.

Data on physical resources and equipment should include:

- information on available classrooms,
- information on laboratories,
- information about the informatics classroom and the number of computers,
- data on teachers' cabinets,
- information on library space, with an overview of library holdings,
- information on the secured area and staff in student services.

Financial Resources

Article 6.

The way of financing a study program, the funds required for the establishment and execution of the study program should include a financial analysis by the proposers, with the projection of revenues and expenditures of the proposed study program.

The evaluation procedure of the study program

Article 7.

A request to initiate the procedure of evaluation of a new study program should be submitted to the Senate of the organizational unit area which belongs to the proposed program of study, not later than 12 months before the start of the academic year in which it plans to begin implementation of the new study program.

An application with the documentation accompanying shall be submitted in three copies in electronic form.

University secretariat will be examining the submitted application to verify whether the proposer submitted the full documentation prescribed by this procedure and if it establishes that it is incomplete, it shall invite the applicant to supplement the documentation within 15 days.

Article 8.

A complete proposal for evaluation of a new study program shall be submitted to the Senate of the University for decision making and registration procedures of the study program in accordance with the Law on Higher Education of the Canton of Sarajevo and other relevant legislation in BiH.

Article 9.

In case of establishing a new study program or organizational unit, for which there is no registered home institution, the Senate shall appoint a special commission for drafting a study on the justification of the new study program (hereinafter the Commission), or an organizational unit.

Commission in the preceding paragraph consists of three or five members drawn from academic and administrative staff of the University.

Most members from the academic staff must be from a related field of the study program that is established.

Commission members from among the academic staff may be engaged with other domestic or foreign higher education institutions.

The content of the proposal elaborates on the justification of the new degree program, the organizational unit is defined by the Law on Higher Education of Canton Sarajevo.

Changes and amendments of the study program

Article 10.

Under changes and amendments of the study program it is meant changes to the presentation of the study program and content changes of up to 25%, which does not substantially alter course, the final students' competence and their qualifications (professional profile).

Minor changes and amendments include the following:

- update of the study literature (the proposed changes should address the following academic year)
- reassignment of ECTS credits (student workload to different types of commitments) in the total number in a given subject
- Reassignment of the number of teaching hours for different forms of teaching within a number of hours assigned to the subject.

Regular modernization of subjects related to improvement of teaching methods, monitoring and achievement of students, and harmonization of content with modern knowledge, are not considered significant changes, but are part of quality assurance.

Reducing the scope of the curriculum as part of the study program, whose implementation is underway, is not considered changing the study program.

Article 11.

The Senate makes the decision on amendments to the the study program in the preceding paragraph, at the proposal of the organizational unit.

Article 12.

The larger changes of the study program are those that significantly, in the percentage greater than 25%, change the curriculum. The process of such amendments to the study program, is conducted with the appropriate application of these procedures, and they consider the request for the introduction and evaluation of a new student program.

Faculty Council recommends an initiative to change the study program in which it defines:

- reasons for proposing the changes to the study program,
- how the changes will affect the learning outcomes defined in the study program.

Decisions relating to changes to study programs for all three cycles have to be adopted and published at least two months before the study year.

Article 13.

With the application of the preceding paragraph of this Article it shall also be submitted, if previously implemented, the student survey, self-evaluation or external evaluation report on quality of the study program.

Joint study

Article 14.

Joint study of the higher education qualifications acquired at at least two higher education institutions from Bosnia and Herzegovina or Bosnia and Herzegovina and abroad, that have jointly developed a study program, and it is jointly implemented and realized, with the possible cooperation with other institutions.

Ensuring quality of study programs

Article 15.

Self-evaluation and follow-up of study programs are implemented to ensure that the approved program over time, adapts to the development of specific scientific areas and developing practice in the profession.

At the same time, the organizational unit continuously checks whether students acquire defined learning outcomes at a satisfactory level, and adapt teaching methods and assessment of learning outcomes in line with indicators of their efficiency.

Article 16.

For the purpose of conducting regular studies and analysis it is necessary to monitor:

- implementation plan of the study program,
- availability and accessibility of learning resources,
- periodic report on indicators of the performance study
- student evaluation of the teaching program,
- if the student can't handle the subject load,
- report on the teaching derived,
- the suitability of the learning outcomes.

Article 17.

Implementation plan of the study program should include:

- general information about the subject (subject type, number of hours, ECTS, website items, carriers, and associates on the subject, etc.)
- description of the subject (subject content, objectives and expected learning outcomes, teaching methods, responsibilities of students scoring duties of students, methods of evaluation, reading, test dates)
- consultation with teachers, assistants, etc.
- Any additional information on the subject.

Implementation plan of each subject is published on the university website.

Article 18.

In order to ensure availability and accessibility of learning resources it is required to undertake the following activities:

- set up a website with the curriculum content,
- to ensure a sufficient number of copies of the required literature, that exists only in printed form, or a sufficient number of simultaneous access to content in electronic form
- to ensure availability of necessary software,
- plan for laboratory capacity, etc.

Article 19.

At the sessions of the Council of organizational units, on the first session after the previous academic year, heads of departments shall submit a report on a study according to levels of study for the previous academic year.

The report should be based on available indicators of quality such as the transience of the subjects and programs of study, enrollment and graduates, the average length of study, number of employees in study programs, teacher reports, student evaluations, etc.

Article 20.

Student evaluation is a basic way of determining students' experience in the classroom of a particular subject. Organisational units are required to regularly carry them out in order to improve the teaching process, in accordance with the laws and regulations of the University.

Article 21.

Evaluation of the student workload refers to the comparison of predicted ECTS credits and the actual workload of students toward certain activities on the subject, and is conducted for all subjects.

Article 22.

After completion of lectures and the completion of the exam, teachers / assistants provide a report on the conducted classes of the subject, which includes information on the effectiveness of study, teachers' self-analysis and suggestions for improving teaching of the subject. Report on the teaching, the teacher / assistant submits to the vice rector and student affairs in their archives, which is sent to be inspected by the head of department.

Article 23.

Organizational units conduct examination of achieved learning outcomes of students who have completed a cycle of studies with the real needs of the labor market, eg through surveys

or joint thematic meetings, etc., teachers, employers and their employees (alumni), professional associations, representatives of labor and other relevant organizations. Examination under paragraph (1) shall be conducted after the completion of each study cycle. Involvement of representatives of the economy in the teaching contributes to the achievement of appropriate learning outcomes.

Transitional and Final Provisions

Article 24.

Changes and amendments, as well as evaluation of study programs whose implementation is underway, is carried out on the manner and procedure set forth in this procedure.

Article 25.

Procedure shall enter into effect upon its adoption and will be posted on the bulletin board and the university website.

**No: -11-IBU
Sarajevo, 02.06.2011**

**PRESIDENT OF THE SENATE
Prof. dr. Hüseyin Padem**