



INTERNATIONAL BURCH UNIVERSITY

Francuske revolucije bb • 71000 Sarajevo • Bosna I Hercegovina

Tel +387 33 944 400 • Fax +387 33 782 131 • www.ibu.edu.ba • info@ibu.edu.ba

ID broj 4201383350000

Report on Department Activities:

This form reports on the work of your office at the Higher education institution International Burch University. It is necessary to enter the answers in all sections of this sheet. When analyzing the data provided you may be asked to explain or document specific answers.

Faculty (Organizational unit): **CONTINUING EDUCATION CENTER**

Department:

Statistical Indicators:

Number of academic programs conducted by Department		5		
Total number of courses/subjects that the department implements		4 cycles (17 courses)		
The total number of teaching hours that the department must implement		Average 12 h / week		
Number of registered students for taking exam in the department		1 anuary-february	june-july	september
Success achieved:	10 (A)			
	9 (B)			
	8 (C)			
	7 (D)			
	6 (E)			
	5 (F)			
Number of students that passed:				
Number of students who attended courses 2011/2012		119		
Number of students who got a certificate 2011/2012		82		

Department analysis:

<i>This analysis should be a maximum of one A4 page long and must address the following:</i>	
<i>a) Staff and their contribution to class,</i>	<i>d) Resources available for the department,</i>
<i>b) Research and publication activities,</i>	<i>e) Positive practice and perceived weaknesses in the work of the Department,</i>
<i>c) Percentage of students passing exams and a comparison with results from the previous years</i>	<i>f) Suggestions for improvement,</i>
	<i>g) Activities in ensuring quality.</i>



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Continuing education centre employed 14 different teaching staff members. All of them experts in their own field relevant to the course they taught (English, Turkish, Bosnian language teachers, Music teacher, Art teacher, Computer sciences etc.).

Since this is the first academic year for CEC there can be no comparison with the passing results from previous years. For this year the passing percentage according to the data given is 68,90%.

Continuing education uses most of its resources from the University. For example, classrooms, digital equipment and some staff members. For other resources that the University can not provide we look for outside of it.

Continuing education centre for its first year had over 100 students which is seen as quite a success. The courses were finished without any problems and both students and lecturers seemed satisfied with it. Improvement can be made in insuring that the courses are kept interesting, with the use of new technology, new methods of teaching etc.

A concrete improvement should be made in making a survey to have the feedback data in file.

Self-Evaluation of the Department:

With this form you are evaluating the work of your office.

In the appropriate box give your own opinion about the **Strengths** of your Office; the **Weaknesses** that you might see; The **Opportunities** that your office should take; **Threats** that are placed in front of your service.

Although the maximum number of items is not limited, the minimum acceptable threshold is 3 for each of the characteristics.

Strengths:

- a) Teaching staff
- b) Resources from the University
- c) Variety of courses
- d)

Weaknesses:

- a) Location
- b)



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<p><i>Opportunities:</i></p> <ul style="list-style-type: none">a) Starting new coursesb) Moving the locationc) University students	<p><i>Threats:</i></p> <ul style="list-style-type: none">a) Close Competitionb)
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04.09.2012.

Director of CEC

Delivered to:

1x a/a

1x Office for standardization and quality assurance