



## INTERNATIONAL BURCH UNIVERSITY

Francuske revolucije bb • 71000 Sarajevo • Bosna I Hercegovina

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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): FACULTY OF EDUCATION

Department: ENGLISH LANGUAGE AND LITERATURE

#### *Statistical Indicators:*

Number of academic programs conducted by Department		3		
Total number of courses/subjects that the department implements		70		
The total number of teaching hours that the department must implement		630		
Number of registered students for taking exam in the department		january-february	june-july	September
Success achieved:	10 (A)	43	95	
	9 (B)	106	144	
	8 (C)	112	136	
	7 (D)	148	154	
	6 (E)	269	205	
	5 (F)	256	298	
Number of students that passed:		113	98	

#### 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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A great majority of the staff members at the department aim to create an easy going and friendly individual rapport with the students but carry out their good management by performing rules in order to preserve discipline so that the students can concentrate and perceive the content of courses. Furthermore, they do their best to establish open communication with students and are always available for further explanation of the obscure points regarding the course. Lectures are delivered through using various course materials such as Power Point presentations, videos related to the courses, whiteboard, textbooks and other electronic texts and animations etc. Teaching staff members are elaborating learning by means of adopted universal pedagogical approach to education.

Despite having a heavy workload and responsibilities staff members consider an equal priority to their teaching activities. Due to their daily responsibilities, they cannot allocate much time on research activities as they would like. Since the aim of the department is to give chance to young professionals, most of staff members are involved in their master or PhD programs and are performing research activities in their fields of study. Additionally, the department was one of the organisers of the annual FLTAL conference, and many of our staff members were among the presenters. English Department has also invited world-widely known scholars in the fields of Linguistics and Language Teaching to deliver lectures and workshops at the department.

Passing rate in the academic 2011/2012 at English Department department is 67,68%. Passing rate for masters and PhD students at English department is 100% . Overall success rate average for all cycles is 84,97%.

Resources available for the department are at the satisfactory level. The books related to English Department's field of interest are adequate and are newer editions. Furthermore, the greatest lack is in human resources, since the number of staff is not sufficient causing the inadequate reasonableness of work.

Department activities are all conducted in positive atmosphere and constant strive by the staff to improve the performance and quality of their work. One of the greatest positives is that some staff members are highly prolific authors and members of international professional associations with long teaching practice and teaching and research experience.

Department tries to provide an environment supporting and promoting research, international interaction and more development opportunities for the staff. It can encourage staff to concentrate more on research activities by increasing the number of skilful staff members. It is supposed to provide better quality lectures if the class size of graduate studies are reduced.

Department aims to introduce, implement and monitor policies and procedures written by IBU Quality Office that will help achieve higher standard of service. At the same time, department management promotes quality culture and recognizes the involvement of all staff members in development of quality assurance.

All courses at the department were implemented and taught appropriately conforming to their syllabi. Very slight number if the courses could not be performed completely because of the teacher(s) of the course(s) were hired part-time professors and s/he left earlier than expected time. But these absences have not influenced the essential proportion of the courses.



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### **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.

<p><i>Strengths:</i></p> <ul style="list-style-type: none"><li>a) Staff with teaching and professional experience</li><li>b) Responsible staff eager to gain new knowledge and experiences</li><li>c) Positive and friendly work environment</li><li>d) Location of the University / in Europe and in the capital city of BiH</li><li>e) Positive reputation in external community</li><li>f) Strong interaction between staff and students</li></ul>	<p><i>Weaknesses:</i></p> <ul style="list-style-type: none"><li>a) Poor motivation and no encouragement of staff by the university</li><li>b) Lack of discipline measures towards students</li><li>c) Underdeveloped campus life</li><li>d) Lack of native speaker lecturers</li></ul>
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### *Opportunities:*

- a) Development of individual academic careers
- b) Establishments of new programs
- c) Multicultural and multilingual work environment
- d) International cooperation
- e) Establishment of research and cooperation centre at IBU
- f) Improvement of partnerships with local employers
- g) Partner with the universities in Turkey and other countries
- h) Workshops with world-famous language experts

### *Threats:*

- a) Lack of development projects
- b) Lack of communication with administrative staff
- c) High teaching load
- d) Economical conditions in BiH

Date and signature: 13.06.2012.

Head of English Language Department  
Assoc. Prof. Dr. Azamat Akbarov