



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): **Prep School**

Department:

Statistical Indicators:

Number of academic programs conducted by Department				
Total number of courses/subjects that the department implements				
The total number of teaching hours that the department must implement		3250 hours of teaching is minimum and can go up to 4550 hours		
Number of registered students for taking exam in the department		january-february	june-july	september
		80	60	20
Success achieved:	10 (A)			
	9 (B)			
	8 (C)			
	7 (D)			
	6 (E)	x	x	
	5 (F)			x
Number of students that passed:		20	40	10

Department analysis:

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

In IBU Prep School, there are usually 10 instructors teaching throughout the year. The same staff has been employed since the establishments of Prep school with only minor substitutions. This is an important fact in addition to the instructors' individual levels of experience, that they are also experienced in working with the type of students that are admitted to IBU Prep. They know the expectations and the needs of the students and have the qualifications to satisfy those needs. That's why I think prep school administration should consider contracting long term employments as it will help substantially to the efficiency of prep school. The prep school is not related with research activities in big scale or as a school policy as its priority is to equip the students with English language which is vital for their future studies. However, research is an inevitable part of education which is why all the staff members are currently pursuing degrees in their choice of academic fields.



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Every year almost 90% of the registered students graduate from IBU Prep school and pass on to the departments of their choices. About 10% of the students either have to make up for the levels they have failed in summer school and if not then they have to repeat a semester in the following year. This is considered as normal taking into account the student backgrounds which is not usually satisfactory in terms of language competence. The resources employed in the prep school are always up to date and satisfactory. However there is always a room for improvement. That's why it is always aiming to get and incorporate the cutting-edge tech and resources in the teaching process. The main negative thing, I think, that concerns the prep school is the student profile which doesn't seem to change according to year. I think there is a need to be careful when admitting students. Since the medium of instruction is English at IBU, the university should eliminate those who have shown no competence in languages in their previous education backgrounds as it is usually difficult for those who have failed in languages in their secondary education to succeed in their higher education. However, Prep School is trying to do its best to invigorate that kind of students and help the already successful and talented students to elevate them to upper levels.

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) Highly experienced and competent teaching staff
- b) Supportive administration
- c)

Weaknesses:

- a) Students with negative motivation
- b) Not having a dedicated premise



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Opportunities:

- a) Well-equipped teaching environment
- b) Technology
- c) Seminars and workshops being held

Threats:

- a) The lack of student motivation and low attitude towards languages may be perceived as instructor incompetence.

Director of Preparatory School
Mustafa Ugur Turkeyilmaz