



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 ENGINEERING AND INFORMATION TECHNOLOGY

Department: ARCH

Statistical Indicators:

Number of academic programs conducted by Department		1 (undergraduate + PhD)		
Total number of courses/subjects that the department implements		20		
The total number of teaching hours that the department must implement				
Number of registered students for taking exam in the department		january-february	june-july	september
Success achieved:	10 (A)	22		
	9 (B)	25		
	8 (C)	48		
	7 (D)	37		
	6 (E)	34		
	5 (F)	47		
Number of students that passed:		213		

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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Although newly established, Department has already achieved significant results in terms of:

- core processes establishing and improving - two programs established: undergraduate and PhD
- increasing number of students in each subsequent generation – from first to third year (if take into account number of students enrolled the first year in 2012/13 and number of students who transferred from other departments upon establishing the Department of Architecture)
- receiving a grant for a proposed research project from the Federal Ministry of Education of B i H (together with GBE Dept.)
- participation of architecture students in international workshop; organization of the presentation and discussion on a workshop results
- organizing the first exhibition of works by students; making the design, supervising the works of redesigning the space and establishing the permanent gallery for architecture annual exhibitions
- motivating the students and increasing their interest in architecture, of which an obvious result is initiative for the founding club of architecture students. The club has been recently established.
- promoting newly established department: design and creating a new dept. WEB page
- joint participation of professors and students of doctoral studies at an international symposium; papers published in conference proceedings.

Department of Architecture aims to create an easy going, friendly and beneficial relationship with the students in order to introduce them individually and as groups in the profession for the real tasks and for their professional future. Students are tried to be inspired in enthusiastic and interactive environment. At the same time maintaining authority by setting strict rules in order to preserve discipline so that the students can concentrate and understand the content, seriousness and severity of courses that belong to this profession. Lectures are being taught through the usage of various course materials such as PP presentations, whiteboard, textbooks and interactive sessions where students have opportunity to express themselves in various ways and establish interactive, friendly and beneficial relations from all aspects of education and profession.

By means of good organization, communication of procedures, coordination, management and constant supervision of activities within department, is tried to ensure that every member of the academic staff develop in some other area besides teaching and research, ie, to become a type of "expert", gaining a certain degree of knowledge in conducting one segment of the entire academic life. So, different colleagues have been assigned responsibilities for different areas, eg., summer practice, students career development, coordinating student club, coordination and cooperation with the library and software support center, etc.

Although a lot has been done so far in terms of organization & management within Department; establishing and improving the core processes; equipping studios; implementation of QA procedures, etc., it is necessary to work constantly to overcome difficulties and problems that are still existing , and continue the development of department.

One of the important aims is to avoid a potential decreasing of the quality of academic engagement due to the current work overload.

Research is to be as important as teaching activities. However, due to responsibilities and obligations of the Department that are often not related to the basic process, but mostly to the management, organization, coordination or paperwork, it is not possible to spend enough time on research.

The one of aims of the department is to give chance to academic staff for upgrading, what would, consequently, increase research and educational potential of the University. Therefore, professors should be given an opportunity to make enough research and thus give a proper scientific contribution for strengthening the scientific capacity of the University.



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Furthermore, Department should give a chance to young academic staff members to develop; full – time assistants are attending Ph.D. program and new staff members will enrol the Master or Ph.D. programs next semester.

However, the work overload, as mentioned above, can affect negatively the research output in both cases (professor and assistant). The number of academic staff members (part-time and / or full time) should therefore be increased. In case of the possible full – time employees it is particularly important to appoint the staff of adequate, varied expertises / scientific fields, in order to cover properly all teaching areas.

Still, within the period since the establishment of the department to date, it has been presented several papers at conferences; one paper was published in an eminent specialist publication. In general, one of the greatest positives is that some staff members with previous teaching experience are recognized and well-known researchers, very present in the design practice (latter is extremely important for this specific profession / for this department), as well as highly published authors and members of international professional associations.

Many positive developments in terms of equipping the department has been done within recent months. However, further improvements are still needed. In fact, even with existing number of students, there is a need for additional educational spaces; counting on increased number of students which is expected, this need is quite obvious. It is also recommended to improve the existing classrooms and to provide all kinds of facilities that are normally needed for studying architecture. It's, thus, highly recommended to provide: bigger blackboards from wall to wall; separate studio for free - style drawing and painting (with appropriate trial material for the demonstration); appropriate software for drawing / 3D modelling; studio for making the models; separate space / workshop for working with CNC machine, etc.

Supplying the University Library with adequate architectural magazines and newer editions of books written in English language is also highly recommended .

Department activities are mostly guided and performed in positive atmosphere and with enthusiasm.

However, environment that supports and promotes research, international interaction and more development opportunities for the Department should be developed and strengthened. Enabling staff to concentrate more on research activities by means of employing new staff members temporarily or permanently is highly recommended.

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.

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.



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<p><i>Strengths:</i></p> <ol style="list-style-type: none">1. Good organization within the department2. Responsible staff eager to gain new knowledge and experiences3. Good communication and collaboration with other departments within Faculty of Eng. And Inf. Technologies4. Friendly environment	<p><i>Weaknesses:</i></p> <ol style="list-style-type: none">1. Lack of academic staff, therefore, work overload2. Lack of teaching experience in many cases3. Lack of teaching materials, primarily books; lack of space / classrooms4. Not enough communication and coordination with some administrative departments
<p><i>Opportunities:</i></p> <ol style="list-style-type: none">1. Multicultural and multilingual work environment2. Collaboration with other departments3. International cooperation4. Various types of training5. Academic development6. Connection with the architectural professional practice7. Support from Faculty and University in realization the projects of the department	<p><i>Threats:</i></p> <ol style="list-style-type: none">1. Potential decreasing of the quality of academic engagement due to the work overload.2. Students' lack of knowledge of English language in some cases which can negatively affect knowledge transfer3. Lack of finances for research activities of any type (study trips, exchanges, visiting professors, international conferences and workshops, etc.)

Date and signature: 13.06.2012.