

INTERNATIONAL BURCH UNIVERSITY



**RULES OF STUDY
FOR THE FIRST STUDY
CYCLE**

Sarajevo, 2017.

In accordance with Article 119 and Article 48 (paragraph 4) of the Law on Higher Education of the Sarajevo Canton - consolidated text (“*Official Newspapers of Sarajevo Canton*” no. 42/13 and 13/15), in accordance with Article 116 of the Statute of the Higher Education Institution International Burch University, the Senate of the Higher Education Institution – International Burch University on its CXXXVII meeting held on 29.03.2017, adopted the following

STUDY RULES

For the First Study Cycle at the Higher Education Institution International Burch University
(Consolidated text)

I GENERAL PROVISIONS

Article 1 (Subject and definition)

- (1) These Rules more closely regulate the organization and performance of the first study cycle, progress of students in the course of study, the granting of scholarships and awarding of diplomas, issuance of documents concerning study, as well as other relevant issues which are important for the first study cycle at the academic departments of the Higher Education Institution – International Burch University (hereinafter referred to as: the Rules of Study).
- (2) The first study cycle at the academic departments of the Higher Education Institution – International Burch University (hereinafter referred to as: the University) is organized and conducted in accordance with the Law on Higher Education of Sarajevo Canton and the Rules of study based on the European Credit Transfer System (ECTS).

II ORGANIZATION OF THE STUDY CYCLE

Article 2 (Realization of the teaching process)

- (1) The University organizes and performs the first study cycle in the scientific and professional fields for which it is accredited.
- (2) Instruction at these units and departments, except the Oriental Philology Department, is delivered in the English language.
- (3) Instruction at the Oriental Philology Department, field of Turkish language and literature of the Education Faculty, is delivered in Turkish language.

Article 3 (Determining study credits)

- 1) Study program is divided into study years and semesters.
- 2) In accordance with the ECTS, the scope of the study program is 60 ECTS credits in one study year, in other words, 30 ECTS credits in one semester.
- 3) One credit corresponds to 25 hours of student workload within the total students’ workload, which is prescribed by the curriculum.
- (4) The number of credits per course is determined by the number of lessons (theoretical and/or practical, exercises, seminars and the like), the amount of time the student spends on individual

assignments (homework assignments, projects, seminar papers and the like), and the amount of time spent in preparation for knowledge assessment and evaluation (tests, midterms, final exam).

Article 4 (Duration of the Study Cycle)

- (1) The first study cycle in the academic departments for obtaining the diploma for the first academic study cycle, lasts for three study years, that is 180 ECTS points, or four years, that is 240 ECTS points.
- (2) The student who has passed all the exams determined by the academic program in which s/he is enrolled and who has met all other requirements prescribed by the Statute of University, these Rules and other general acts of the University, shall receive a diploma for the first study cycle in the relevant academic program (180 credits for a three-year study program or, respectively 240 credits for a four-year study program).
- (3) A Diploma Supplement accompanies the Diploma for the first study cycle in order to give a more detailed insight into the level, nature, content, system, and rules of study, as well as the achieved results during the study cycle.

Article 5 (Structure of the Study Program)

The study program defines general and specific requirements to be met by a student in order to obtain a certain type of knowledge, namely:

- a) Number of compulsory and optional courses per study years and semesters;
- b) The number of hours of the individual student load per course;
- c) Number of ECTS points for each course;
- d) Other forms of instruction intended for the improvement of knowledge and skills (seminar papers, conferences, conversation classes, practical work and others);
- e) A description of mandatory conditions for attendance and passing the courses;
- f) A description of modules and blocks, if the teaching was organized this way;
- g) Final work (Undergraduate thesis), if planned.

Article 6 (Display of the Study Program)

- (1) The study program is presented in the form of tables or diagrams.
- (2) The course data contains:
 - a) Name of the course and a relevant code for an easier course identification;
 - b) Short description of the course program that makes its content understandable to the students and other potential partners;
 - c) An assessment of the course level, which implies a clear indication of the required prior knowledge (with reference to the courses to pass and the recommendation of the literature to be used for preparation), the set objectives and the list of professional literature;
 - d) Indication of compulsory and optional courses;
 - e) Duration of teaching process – year of study, semester, weekly hours, place of the course in the overall scheme (Study Structure Diagram);
 - f) Method of teaching and learning – lectures, consultations, practicals, laboratory exercises, seminar papers, field work and the like, with weekly hours and total number of weeks required for the completion of a certain activity.

- g) ECTS credits determined for a certain course in accordance with the general ECTS protocols.

Article 7
(Organization of the Academic Year)

- (1) The academic year consists of two semesters: winter and summer semester
- (2) The teaching process in the first semester of the first two study cycles will start on the first Monday in the month of October. Winter classes will last for 15 weeks of continuous activity plus seven work days for the final exam. Preparation for the final exam and make-up exam will last for two weeks maximum.
- (3) Verification and enrollment for the winter and summer semesters last for two weeks.
- (4) In the summer semester, the teaching process for the first two study cycles will begin on the third Monday in the month of February, and it will last for 15 weeks of continuous activity plus two weeks for the final exam. Preparation for the final and make-up exam after spring semester lasts for two weeks maximum.
- (5) The weekly number of hours dedicated for curricular activities and cdesigned by curriculum (lectures, tutorials, seminars, practical work, etc.) in the winter and in the summer semester cannot be less than 20 nor can it be more than 30 hours.
- (6) Summer holiday lasts for 8 weeks, maximum.
- (7) Verification of the summer semester and enrollment for the winter semester shall last up to two weeks.
- (8) The University, that is departments organize one additional examination week in the last week of August and the first two weeks of September.
- (9) Students eligible for the final examination over the summer and winter semester in accordance with the curriculum may take an exam in the exam week mentioned under paragraph (9) of this Article.
- (10) The calendar for the organization and implementation of the curriculum for an academic year is determined and made public by the University Senate no later than 60 days prior to the beginning of the teaching process.

Article 8
(Organization of the Teaching Process)

- (1) Teaching is implemented and carried out according to a determined time table.
- (2) The University, that is departments are obliged to publish the time table under paragraph (1) of this Article, no later than ten days prior to the beginning of the teaching process.
- (3) The time table contains the following: the title of the study program, the study year, name of the course, time of the classes (day, hour), location where the classes take place (room, laboratory), names of the teaching staff that carry out teaching process and gives other instructions related to teaching process.
- (4) The course instructor is obliged to introduce the curriculum of the course to students in the first week of classes.

Article 9
(The Work Plan)

- (1) The teacher of the course is obliged to inform the students about the objectives, content, and methods of teaching for the relevant course, together with the methods and criteria for following their work, testing their knowledge, and evaluation.

- (2) Assignments determined for an individual work of students (seminar papers, projects, speeches, lessons and other forms of study obligations) must be evenly distributed within a semester and study year.
- (3) The overall scope under paragraph (2) of this Article must be in conformity with the course load, provided for by (E)CTS.
- (4) During the instruction process, the course instructor is bound to assist students in completion of their independent assignments and preparation for mastering educational and scientific contents as well as knowledge testing, by organizing and conducting regular, and if necessary or at the request of the students, additional consultations.
- (5) The consultation hours during a week must be in conformity with the plan of instruction, so as to be adjusted to the obligations of academic staff and the needs of students. The consultations may be organized in the form of office or classroom consultations, by e-mail and other aspects of electronic communications, with the requirement that office consultations be planned at least for 5 hours per week.
- (6) Any change in the timetable and work plan during the semester is not allowed.
- (7) In case of an unavoidable change in timetable and work plan, the course instructor is obliged to inform the students thereof in a transparent and public manner, no later than 24 hours prior to any change.
- (8) In accordance with the curriculum, the course instructor is responsible for all forms of teaching-lecturing, exercises, seminar papers, practical work, as well as for overseeing students' activities and testing their knowledge.

Article 10 **(Course Registration and Records)**

- (1) Student registers the courses that s/he needs to attend and pass in the next study year, that is semester prior to beginning of classes in the corresponding semester, beginning with the first study year after the enrollment.
- (2) Course registration is completed on a formal form.
- (3) The design and content of the form is determined by the Vice-Rector for teaching and student affairs.
- (4) Selection of courses is carried out up to a workload of 30 ECTS credits per semester and 60 ECTS credits per year, unless it is determined differently by the Vice-Rector for teaching and student affairs.
- (5) Student may register to attend courses s/he did not pass in the preceding semester, as well as courses from the next semester of the study cycle for which the prerequisites, provided for by the rules of the study program with a total workload of 36 ECTS points, are completed.
- (6) After a deadline for the course registration, the lists of students are made based on the courses for the next study year, which are then submitted to the course instructors for the purposes of keeping records of students' attendance.
- (7) The courses of study program registered by students may be changed after their verification, with an approval of the head of department.
- (8) The approval of the head of department/Dean under the preceding paragraph may be given in a separate form or on the course registration form mentioned in the preceding Article.

Article 11 **(Data Record)**

Details of registered courses, that is workload, are entered in the relevant records of students affairs office in accordance with the Rules on content and method of keeping documents and records at the International Burch University.

Article 12
(Repeated Course Registration)

In case of a change in the study program or course, the student who attends the classes again is bound to accept the changes.

Article 13
(Verification of Semester and Study Year)

- (1) Verification of semester and study year is compulsory for all students.
- (2) Based on the verified semester and a study year, it is confirmed how many ECTS credits were gained by a student, enabling him/her to use the prescribed student rights.

Article 14
(Evaluation of Teaching Process)

- (1) Monitoring success of instruction is carried out by surveying the students in accordance with the regulations of the University.
- (2) The Senate shall make a decision on surveying, terms of conducting the survey, its content and the method of processing it, as well as instruction on conducting the survey.
- (3) Final details concerning grades for every course are entered into the personal file of the professor.
- (4) The professor elected for the first time to an academic position, as well the professor who is teaching particular courses for the first time, has a right to insist that the data regarding his/her first year of instruction be not entered in the file.
- (5) The Dean is obliged to talk to the professor, whose grades are substantially below the average, and to point out the drawbacks as well as propose the method of redressing the drawbacks.

III PROGRESS DURING STUDY CYCLE

Article 15
(Student Status)

- (1) The status of a student is gained by the enrollment to a relevant study program.
- (2) When enrolling to a study year, the students opt for a specific part of the study program of 30 ECTS credits for a semester, that is 60 ECTS credits for a study year.
- (3) Contract for studies is signed with each student and it regulates mutual rights and duties.
- (4) A student transferring from another university is also recognized as having the status of a student, provided s/he has met the prescribed criteria for the status. In this case, the length of a study program at the other university is included into the overall duration of a study cycle.

Article 16
(Mobility at the University and between Universities)

- (1) A student may be allowed to transfer from one study program to another, under the conditions determined by the Faculty Council.
- (2) The right to transfer can be realized with the approval of the Faculty Council prior to the

beginning of classes in the semester as well as after the beginning of classes, but no later than the third week in the semester.

- (3) Request for changing the faculty or a study program is attached to documents of achievements in the study program from which one is transferring.
- (4) The time of study at the study program from which s/he is transferring is included in the overall duration of study.

Article 17 (Recognition of Exams)

- (1) The student who passed an exam at another study program shall be recognized as having passed the exam, if the course related to the exam corresponds in content and scope to the course in which the student is enrolled, which is proved with documents set forth by the ECTS rules.
- (2) If the course from which student has passed approximately corresponds in content and scope to the course in which the student is enrolled, the exam may be recognized as a whole, if it is determined that the student, through the studied material and completed program, has acquired the knowledge and skills to the extent sufficient for the recognition of the exam.
- (3) Recognition of the exam entails that the obtained grade is recognized, as well.
- (4) Number of the recognized exam credits is determined in accordance with the ECTS rules.
- (5) If there is a difference in the curriculum of the passed examinations, the relevant difference in the course or part of the course, which the student is obliged to pass, shall be determined.
- (6) The student is obliged to pass the determined difference of the exams in the further education at the University and to obtain the number of credits required for the enrollment in the following years of studies in accordance with the provisions of these Rules.
- (7) Following the completion of the procedure of recognizing the passed examinations, the transfer student is given the status of a student at the University.
- (8) For the purpose of conducting the procedures under the preceding paragraphs, the Faculty Council on the proposal by the Head of the department can appoint a special commission.
- (9) The aforementioned commission consists of three and five members of the academic staff that have the titles of professor (assistant/associate professor or university professor).

Article 18 (Student Transfers)

- (1) Transfer of students from other universities is performed in accordance with the Bologna principles and ECTS credit system.
- (2) Student studying at another higher education institution in BiH or abroad may be granted transfer only to the same or related study program at the University/Faculty.
- (3) Application for transfer together with grades and syllabi of the passed courses (only for the students outside of the University) as well as transcript shall be submitted by a student, fifteen days prior to the beginning of the classes in the semester, or two days prior to the beginning of teaching the latest.
- (4) The transfer student needs to attach: Original documents and student's transcript (entry-book) if it is issued by the University the student is transferring from.
- (5) The transfer is approved by the Dean of the faculty, based on the decision of the scientific committee, in the manner and under the conditions laid down by statute and other general acts of higher education institution.

Article 19
(Student exchange)

- (1) During the study cycle, student has a right to spend a certain time (semester or an academic year) at some other higher education institution in the country or abroad through international programs for students' exchange, or on the basis of bilateral agreements between universities.
- (2) The number of gained credits is recognized in accordance with the agreement signed between the student and the University.
- (3) The exchange of students does not imply the issuance of a diploma or acquisition of a degree from the university student is studying at, unless universities agree on joint degree.
- (4) A student who studied at another university is allowed to return to the study program of the University s/he enrolled in initially, and his/her status is subject to the provisions of these Rules.

Article 20
(Student Hold)

- (1) Student's right and duties are on hold in cases provided for by the law, Statute of the University, and these Rules.
- (2) For justified reasons, the University may, at the request of a student, approve that the student's rights and duties are put on hold for some time but maximum for one year.
- (3) The justified reasons under paragraph (2) of this Article imply the following events:
 - a) suffering from a serious illness due to which the student could not attend the courses and take the exams;
 - b) maternity leave;
 - c) and other cases provided by the Statute and other general acts of the higher education institution.
- (4) The existence of justified reasons under paragraph (3) of this Article is confirmed by showing the evidence, which is issued by the relevant public health or other institutions for each particular event to the head of the department.
- (5) The head of the department makes a decision regarding the student's application under paragraph (2) of this Article, holding the right to check the justification of the reasons from the paragraph (3) of this Article.
- (6) The student whose rights and duties are not on hold, and who fails to enroll in the next academic year, or repeat the registration for the same year, equals the status of the student who has withdrawn from the University.
- (7) Student's right and duties are on hold:
 - a) for the time stated in the rules of the state authority;
 - b) during student's pregnancy and until child becomes one year old;
 - c) due to continuous hospitalization for at least one semester (which is proved by a medical certificate and medical documentation);
 - d) if enrolled in the same study program at university abroad, according to the procedure prescribed by the ECTS rules on admission to another university (only duties are on hold);
 - e) for some personal reasons.

Article 21
(Request for Student Hold)

- (1) The application for hold of rights and duties is filed prior to the beginning of a hold and after

- enrollment in a study year when this right is to be used.
- (2) For justified reasons, the application for a hold based on hospitalization or pregnancy may be lodged during the study year.
 - (3) The decision regarding the application for hold of students' rights and duties shall be made by the Dean of the faculty.

Article 22
(Termination of Student Status)

The student's status shall terminate:

- a) by completion of a study cycle;
- b) by withdrawal;
- c) by exclusion through a procedure and under the conditions provided for by the law, the Statute, or some other relevant instrument of the University;
- d) when student does not complete the study program within the time prescribed by the law, the Statute, or some other general act of the University;
- e) in other cases stipulated by the law, the Statute, or some other general act of the University.

Article 23
(Continuation of Study after a Hold)

- (1) The student has a right to continue his/her studies after the expiry of the period for which the student was on hold.
- (2) Decision about the students' re-entry application is made by the Dean of the Faculty.
- (3) If the re-entry is approved, the student is obliged to resume study process according to the study program valid in the re-entry study year.

IV EVALUATION OF STUDENTS' WORK

Article 24
(Evaluation and Assessment Procedures)

- (1) The knowledge and work of students are reviewed and evaluated during the classes on which a record is kept in the manner set by the Faculty Council, and the final grade is determined through an examination.
- (2) The knowledge assessment is done by allocating points for each type of activity and assessment during the semester and the final exam, which determines the final grade. Identified elements of evaluation of specific activities or prescribed forms of assessment, should be performed as a single entity in the current academic year.
- (3) In the structure of the total number of points, at least 50% of the points must be kept for activities and tests during the semester.
- (4) The final exam in the structure of the total number of points can be evaluated with a maximum of 50% of the points. The final exam is taken in the regular and makeup dates of exams.
- (5) If a student, through activities and tests during semester, gains a number of credits that satisfies the criteria for the passing grade, s/he is not obliged to take the final exam.
- (6) Exam periods are regular and make-up periods.
- (7) Regular exam periods are in summer and winter.
- (8) Regular summer and winter exams are scheduled in the sixteenth week of semester and two weeks after the end of the semester in which the course was taken.

- (9) Summer and winter make ups last for one week after the regular exams. The difference in time between the regular exams and the make up exams is two weeks.
- (10) Besides summer and winter exam periods, the student has the right to one fall exam period that is organized in the first two weeks of September. In this exam period, the student has the right to take the examinations in a manner and under the conditions laid down by laws of the higher education institution with a single exam date.
- (11) The University is bound to organize the classes in each semester in the “classroom” for part-time students and distance learning students at least in the first, eighth, and fifteenth week in each semester and keep duly records about it.
- (12) Part-time students and distance learning students are obliged to be present for all types of knowledge assessment as determined by the syllabi at the University which are, as a rule, carried out during the working weeks when the classes for these students are organized.
- (13) The final examination, together with other activities, shall be implemented only during the time specified within a working week and within the time of 08-20 hours.

Article 25 (Attendance)

- (1) All students are bound to attend lectures and practicals.
- (2) The professors and instructors keep records of the students’ attendance and submit it to the students affairs office at the end of the semester.
- (3) The record under the paragraph (2) of this Article is kept in a unified manner for each course.
- (4) Students may justify their absences with relevant reports which are submitted to the Students Affairs Office at the University.
- (5) The students whose absence is determined to be 30% of the teaching hours by the records of the paragraph (2) as determined by the syllabus of each course, cannot take the final examination and are obliged to attend the same course again.
- (6) The student who has not fulfilled the requirements provided for by the Statute and these Rules cannot take exams.

Article 26 (Grading)

- (1) After the end of classes and the final examination, course instructor determines the total number of points and forms the final grade for each student.
- (2) Course instructor enters the total number of gained credits and the final grade in the common list of students and submits to the Students Affairs Office at the University.
- (3) Grading and evaluation are done in accordance with the ESCTS grading scale: A, B, C, D, E and F.
- (4) For each of the subjects determined in the curriculum evaluation and assessment of students are written in S (successful) and U (unsuccessful).
- (5) Upon the proposal of the Faculty Council and by a special act, the Senate of the University may determine the courses to be evaluated in accordance with the assessment methods referred to in the preceding paragraph.

Article 27 (Evaluation of Students' Knowledge)

- (1) The final success of a student after all forms of testing is evaluated and graded through the

system comparable with (E)CTS scale of grading, as follows:

- a) 10 (A) – outstanding performance without errors or with minor errors, carries 95-100 points
 - b) 9 (B) – above average, with few errors, carries 85-94 points
 - c) 8 (C) – average, with notable errors, carries 75-84 points
 - d) 7 (D) – generally good, but with significant shortcomings, carries 65-74 points
 - e) 6 (E) – meets minimum criteria, carries 55-64 points;
 - f) 5 (F, FX) – performance does not meet minimum criteria, less than 55 points.
- (2) The passing grades will be entered in student registry and or any other legal/valid document. Grade from point e) is the lowest passing grade.

Article 28 (Types of Assessment)

- (1) Forms of knowledge testing may be in written, oral, and practical form.
- (2) As a rule, knowledge testing is carried out in a written form, and performed through a test or a written assignment.
- (3) Results of the written part of the examination must be made public within five days from the day of the examination, with obligatory announcement of the time by which the student may have an insight into his/her work.
- (4) All forms of knowledge assessment are public.
- (5) Student's written exams are kept until the end of the academic year.
- (6) The university is bound to organize and determine the exam period, so that a student can take only one exam per day.
- (7) The course instructor cannot proceed with a knowledge assessment at the final examination in the presence of only one student.
- (8) With a specific decision, the Faculty Council is obliged to determine all forms of knowledge assessment, as well as the grading scale for each course.
- (9) Determined elements of the evaluation of certain activities, that is the prescribed forms of knowledge assessment, are need to be implemented as a single entity.

Article 29 (Final Exam)

- (1) According to the curriculum, the final examination is carried out during the last week of classes or in the first two weeks after the end of classes.
- (2) A student who does not pass the final exam may re-take the exam for courses s/he failed to pass at the end of a semester or an academic year, except for those technical courses where, due to the nature of the teaching process, re-take of an exam is not possible.
- (3) Between the final examination and make-up examination, the academic staff shall assist the student to prepare him/herself for make-up examination, through consultations with the student and, if necessary, by giving additional lessons.
- (4) A student did not pass the examination if s/he fails to gain minimum necessary points which the course instructor set for the passing grade in accordance with the curriculum.
- (5) If student fails to gain minimum necessary points in the make-up exam, s/he will register the course and attend it again in the following academic year.

Article 30 (Examination in front of the Commission upon Request of the Student)

- (1) The student who is not satisfied with the grade received from the examination may request to repeat the examination in front of the Commission within 24 hours after the announcement of the grade.
- (2) The request for the repetition of the examination under paragraph (1) of this Article must be explained.
- (3) The Dean appoints a president and two members of the Commission within 24 hours from the receipt of the request under paragraph (1) of this Article, provided that he has assessed that the request has a good basis.
- (4) The course instructor whose grade the student was not satisfied with, cannot be the president of the Commission, but one member must be instructor of another course, but from the same or a related field.
- (5) The Dean sets the time of taking the examination within three days from the day of the student's submission of the request.
- (6) In case of the request under paragraph (1) of this Article, the written examination or a written part of an examination will not be repeated in front of the Commission, however, the Commission will re-examine and evaluate already evaluated written examination, whereas the repetition of oral examination, or a part of it, shall be performed in front of the Commission.
- (7) When determining the grade, the Commission shall take into consideration all verified outcomes of student's work in classes.
- (8) Referring to the objection to the grade from practical examination of the course for which examination cannot be organized again, the Commission, appointed by the Dean, and comprised of professors from the relevant field, will re-examine the decision of the professor who evaluated the examination, and based on audio/video record and other forms of taking the examination, make a final decision.
- (9) For the course under paragraph (8) of this Article, the University or the department shall provide audio/video record or another adequate document which proves the evaluation of knowledge.
- (10) The Commission's decision is made by majority votes and the same may be appealed to the Dean within 24 hours from the announcement of the Commission's decision.
- (11) Student may request the Commission's examination for a maximum of two times over the course of one academic year.

Article 31 (Request for Repeating the Final Exam)

- (1) If a student in the course of a semester (including a final exam) has obtained a sufficient number of points for any of the passing grades referred to in Article 27 of these Rules, but is not satisfied with the achieved grade, s/he has the right to apply for a repetition of the final exam.
- (2) The request for repetition of the examination under paragraph (1) of this Article must be explained.
- (3) The request for re-examination shall be submitted to the secretary of the faculty on the prescribed form. The secretary of faculty is obliged to submit a request to the relevant professor who decides on the student's request in the specific case.
- (4) A student may apply for a repetition of a final examination twice per semester at most.
- (5) In the case of adoption of the request, the previous grade will be cancelled, whereas grade received from the repeated examination becomes valid.

Article 32

(Appointment of the Commission for the Final Exam)

- (1) In case that the course instructor is prevented from proctoring the final exam, the Dean entrusts the organization and proctoring of the final examination to another instructor from the same or related field, or appoints a commission.
- (2) The Commission comprises of at least 3 members.
- (3) The instructors from the same or related fields can be appointed for the Commission.
- (4) The Commission's decision is made by majority votes.
- (5) The Commission's decision is final.
- (6) The minutes of the course of the examination and the Commission's grade are submitted to the Dean of the faculty.

Article 33

(Transfer to the Next Study Year)

- (1) A student may transfer maximum of six (E)CTS credits within one study cycle, or maximum of one failed course to the next study year, if it carries more than six (E)CTS credits, provided that the failed course being transferred to the next study year is not a prerequisite for the attendance in another course in the next study year.
- (2) A student who renews the academic year is required to attend the classes of the failed course.
- (3) A student who renews the academic year may be allowed by the faculty/University to attend the classes and take courses from the next study year, within one cycle in accordance with his/her capacities and organizational capabilities, unless otherwise prescribed by these Rules.
- (4) The courses referred to in paragraph (1) and (3) of this Article are determined by the curriculum and Rules of Study.

V PREPARATORY SCHOOL OF ENGLISH LANGUAGE

Article 34

(Organization and Program of the Preparatory School of English Language)

- (1) The University organizes the classes in the Preparatory School of English language over one year or two semesters.
- (2) The aim of the Preparatory School is to have a candidate enrolled at the University whose level of knowledge of English is not satisfactory, to improve his/her knowledge at the level at which s/he can attend the classes taught in the English language at the University.
- (3) The curriculum of the Preparatory School is designed for general and specific purposes, in accordance with the needs of the academic programs at the University. The curriculum consists of basic skills such as reading, writing, understanding, and speaking, and in addition to these skills, includes English for a specific purpose – oriented to specific academic fields.

Article 35

(English Language Proficiency Exam)

- (1) The duration of the Preparatory School for English is one year, or longer depending on the level of knowledge of the English language by the students, after which the final exam is organized. Beginners who have completed the final exam of the Preparatory School have the opportunity to enroll in the first year of study with the fulfillment of the other enrollment criteria. An English language exam can also be organized at the end of each level of the

Preparatory School for students with advanced knowledge of the English language, or at the end of each cycle of the Preparatory School.

- (2) A decision on the number of cycles from the previous paragraph shall be made by the Senate of the University.

Article 36 (Detailed Organization)

- (1) The detailed organization of the curriculum of the Preparatory School as well as other issues important for the work of the Preparatory School are regulated by a special general document made by the Senate of the University.
- (2) If necessary, it is possible to organize the Preparatory School for another foreign language.
- (3) The decision about the Preparatory School for another foreign language is made by the Board of the University at the proposal of the Senate of the University.

VI THE FINAL WORK (UNDERGRADUATE THESIS)

Article 37 (The Final Work)

- (1) *The final work may be determined by the curriculum of a particular department within the faculty of the University.*
- (2) The final work (undergraduate thesis) is an independent professional review of a specific problem.
- (3) The final work (undergraduate thesis) demonstrates that based on the knowledge gained during the study, student mastered a given subject, dealt with the topic with the appropriate methodology, is able to use professional literature and terminology, as well as knows how to properly use references.

Article 38 (The Topic of the Final Work)

- (1) The topic of the final (undergraduate) thesis shall be elected from the compulsory subjects in the study program.
- (2) The possible topics of the final (undergraduate) thesis are proposed by the course instructors.
- (3) For justified reasons, a student may be allowed to select the topic of the final (undergraduate) thesis independently, subject to prior consultation with the instructor with whom the student wants to do the final (undergraduate) thesis.
- (4) Each topic of the final (undergraduate) thesis shall outline the basic literature.

Article 39 (Registration of the Final Work)

- (1) Final (undergraduate) thesis shall be registered at the secretariat of the faculty.
- (2) The student has a right to register the final (undergraduate) thesis when the workload of the courses and the anticipated load from the final (undergraduate) thesis does not exceed 30 ECTS credits.
- (3) The application for registration of the final (undergraduate) thesis includes the following information:

- a) working title,
 - b) the course name,
 - c) date of submission and signature of the mentor.
- (4) The completed and signed registration is verified and filed in the student record.

Article 40
(Change of the Topic of the Final Work)

Students may change the topic of the final (undergraduate) thesis once, but no later than 30 days from the date of approval of the first topic.

Article 41
(Writing Process of the Final Work)

- (1) Student independently writes the final (undergraduate) thesis.
- (2) The mentor is obliged to follow the student, give advice, and refer to literature.

Article 42
(Submission of the Final Work)

- (1) The student completes the final (undergraduate) thesis with all related parts.
- (2) The concept is submitted to the professor for inspection and review.
- (3) A student is obliged to act according to the directions and suggestions given by the mentor, otherwise the work is returned for the further processing.
- (4) The mentor is required to inspect the work and return it with comments, no later than three weeks from the date of submission.

Article 43
(Appointment of the Commission for a Defense of the Final Work)

- (1) After passing the last final exam, within 10 days, a student may check with the relevant office at the University for any possible discrepancies in the report card.
- (2) *The student submits at least 3 (three) copies of the final (undergraduate) thesis to the relevant office at the faculty.*
- (3) After submission of the required number of copies, the Head of the department, at proposal of the mentor, forms a commission and sets the date for the defense.
- (4) The Commission consists of the mentor, a chairman, and at least one other member.
- (5) Information about the defense is made public on the notice board of the department.

Article 44
(Defense of the Final Work)

- (1) The defense of the final (undergraduate) thesis consists of an oral presentation of results and conclusions, as well as the replies to the Commission's questions regarding the results and conclusions.
- (2) If a student fails in the defense of the final (undergraduate) thesis, s/he has the right to request the selection of a new topic to be approved within the same or another course.
- (3) Final (undergraduate) thesis and defense are evaluated with a single grade "successful" (A) to "fail" (F).

(4) The grade is made by the majority vote of the Commission.

VII OFFICIAL DOCUMENTS FOR A STUDY PROGRAM

Article 45 (Diploma)

- (1) The diploma and diploma supplement for the completed first study cycle are signed by the Dean and Rector.
- (2) The diploma is handed over at a special ceremony, and for justified reasons it can be delivered in some other circumstances.

Article 46 (Other Documents from the Official Records)

Documents from the registers and records are issued by the University, at the request of the interested students.

VIII TRANSITIONAL AND FINAL PROVISIONS

Article 47 (Interpretation)

The Board is responsible for the interpretation of the provisions of these Rules of Study and other general acts of the University.

Article 48 (Entry into Force)

These Rules of Study will come into force on the date of the adoption, and will be applied starting from the academic 2017/18.

Sarajevo, 29.03.2017.
No.: 01-86/17

Senate Chairman
Prof. Dr. Damir Marjanović

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