

**INTERNATIONAL BURCH UNIVERSITY**



**RULES OF STUDY  
FOR THE SECOND 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 Second Study Cycle at the Higher Education Institution  
International Burch University (Consolidated text)

### **I GENERAL PROVISIONS**

#### **Article 1 (Subject and definition)**

Study rules for the Second Cycle/Master Studies at the International Burch University (further addressed as Rules), are means of regulating the organization and teaching at the Second Cycle/Master Studies, as well as the regulations of application, examination, research work, thesis defense, promotion of the MA graduates, and other issues of importance for the realization of studies for obtaining the title of Master at the higher education institution International Burch University (hereinafter: the University).

### **II ADMISSION**

#### **Article 2 (Admission to the Second Study Cycle)**

- (1) Admission to the second study cycle is done based on a public competition announced by the University following a decision of the Senate.
- (2) The number of students for the admission to the second study cycle is determined by the University Senate, with the consent of the founders of the University.
- (3) The right of enrollment to the second cycle of studies have candidates who have completed the first study cycle.
- (4) Candidates who meet the requirements of paragraph 1 of this Article will have the right to enroll in the programs in areas other than the area of the study program of the first cycle which was completed under the terms established by the Faculty Council.
- (5) Ranking of the candidates will be based on the Decision on the criteria and standards for determining the order of the admission of candidates to the first year of the second study cycle at higher education institution International Burch University.
- (6) Detailed conditions for the admission of candidates in the previous paragraph will be determined by the University Senate.

#### **Article 3 (Knowledge of English)**

- (1) Classes at the second study cycle are performed in English, with the exception of the Department of Oriental Philology, where the teaching is carried out in Turkish.
- (2) In order for students to attend classes, they must have a certain level of knowledge of the

English language, or Turkish language at the Department of Oriental Philology.

- (3) The level of the candidate's knowledge of English or Turkish language is assessed according to the results of language proficiency examination, or equivalent results achieved in other of language proficiency exams specified by the University Senate.
- (4) To enroll for the academic degree of Master, the Senate of the University establishes the benchmark for the acceptable results from these tests.

#### **Article 4 (Admission Procedure)**

- (1) For carrying out the process of ranking, Senate may appoint a special Commission.
- (2) Commission from the previous article gives the final report on the results of student enrollment submitted to the Council of the organizational unit.
- (3) The final list is adopted by the Senate of the University.
- (4) The candidates with the same number of points have the same right of entry.
- (5) The competition results will be published on the bulletin board of the University, that is Faculty.
- (6) A candidate who believes that the ranking procedure is not performed correctly has the right to object in accordance with the legal procedure.
- (7) The decision is communicated to the complainant and published on the bulletin board of the University and Faculty.
- (8) Candidates who qualify for the enrollment, but have not completed registration in due time, lose their right to enroll. Instead, the next qualified candidate on the ranking list receives the right to enroll.

#### **Article 5 (Study Contract)**

The student signs a studying contract with the University, which closely defines their mutual rights and obligations.

#### **Article 6 (International Students Admission)**

Foreign citizens have the right to enrollment in the study of the second cycle with the same conditions as citizens of Bosnia and Herzegovina in accordance with the Law.

### **III TRANSFER STUDENTS**

#### **Article 7 (Transfer-based Admission)**

- (1) A student who is currently enrolled in the second study cycle at another higher education institution in Bosnia and Herzegovina or abroad, may be allowed to go only to the same or a related degree program, after submitting all the necessary documents.
- (2) An examination from English language knowledge or Turkish, if one is applying to the Department of Oriental Philology, needs to be arranged for a transfer student coming to International Burch University from another university (unless s/he encloses an acceptable proof of English language knowledge, as decided by the Faculty Council).
- (3) The credit equivalence for students transferring from universities where the length of the

semester is different from the IBU is determined by the Faculty Council.

- (4) Transfer is approved by the Dean of the Faculty, based on the Decision of the Faculty Council in the manner established by these Rules, the Statute and other general acts of the IBU.
- (5) Students who are currently enrolled in the second cycle of studies in one of the IBU study programs, have the ability to freely choose another program of study leading to a Master of Science degree, which was launched in the context of organizational units of the IBU.
- (6) Students enrolled in regular second cycle studies at IBU have the option of transferring to distance learning within the same study program (and vice versa), meeting the procedural and financial conditions for the transfer.
- (7) The transfer from paragraph 6 of this Article shall be approved by the Dean of the Faculty upon request of the student.

### **Article 8 (Exam Recognition)**

- (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.

### **Article 9 (Admission to the Preparatory School of English Language)**

- (1) Applicants who are found to be eligible for enrollment in the second study cycle but have failed to pass an English-language exam or have not written the English-language exam, need to take the training provided by the Preparatory School of English Language.
- (2) Upon completion of the training, candidates are required to pass the exam from the knowledge of the English language within the Preparatory School or an equivalent examination in another institution that organizes such forms of training whose eligibility is decided by the Faculty Council.

## **IV ORGANIZATION OF THE SECOND STUDY CYCLE**

### **Article 10 (Organization)**

- (1) University, that is Faculties organize and implement the second study cycle in the field for which they are responsible.

- (2) The second study cycle is organized in the full number of hours provided by the curriculum as a regular study program or distance learning program.

#### **Article 11**

#### **(Distance Learning DL – Study Program)**

- (1) Distance Learning is a formalized system of education where students are using computer technology and interactive teaching materials which provide the access to teaching processes.
- (2) Teaching process of the second study cycle at the International Burch University can be organized in a number of hours adapted to students who are unable to attend the regular study program.
- (3) When classes or certain forms of teaching are organized in the form of "distance learning," it is mandatory to take exams at the Headquarters of the Faculty.
- (4) Practical work and professional practice can be organized and implemented as an integral part of the course at the headquarters of the University, or at the place of their realization.
- (5) Final work within distance studies is defended at the headquarters of the Faculty. For justified reasons, the Faculty Council may approve the video-internet connection defense.
- (6) In order for the Faculty Council to approve the organization of the defense of the final work via video-internet connection, it is necessary for the student to submit a request, written mentor's approval, and evidence justifying such a defense.
- (7) In any case, the student must fulfill all procedural and financial obligations towards the University beforehand.

### **V JOINT/MULTIDISCIPLINARY STUDY PROGRAM**

#### **Article 12**

#### **(Organization of the Joint/Multidisciplinary Study Program)**

- (1) University may organize and conduct second study cycle for one or more scientific fields, in two or more faculties of the University or in conjunction with another higher education institution in the country or abroad, with the consent of the parent faculty (hereinafter joint degree program) and in accordance with the Law.
- (2) Joint degree programs may be organized by the faculties in scientific fields for which they are responsible.
- (3) Decision on establishing a joint degree program is carried out by the Senate of the University.
- (4) The decision to establish a joint degree program determines all questions for this study, and particularly the study program, organization of studies, as well as academic title and the qualification obtained upon completion of studies.
- (5) The proponents of the joint degree program set out a program, which is to be adopted by the competent authorities of all the participants in the program.

#### **Article 13**

#### **(Contract on Joint Degree Program)**

The organizers of the joint degree program sign a contract governing the following: the terms and manner of carrying out instruction, procedures for approval and defense of the final work, the use of premises and equipment, conditions of acquisition and deployment of resources, management studies, staff member who will be keeping the student's records (registration, issuance of certificates, diplomas, etc.), and other rights and obligations of the joint degree program organizers.

## VI EVALUATION OF STUDENTS' WORK

### Article 14 (Knowledge Assessment Process)

- (1) Students must take an exam in the mid-semester and/or complete other projects/homework for the evaluation during the semester and, in addition, they must take the final exam and/or complete the final project for the evaluation of the course.
- (2) The University will determine and announce the time and place of final exams.
- (3) Students are given their final grade by their course instructor.
- (4) The final grade is based on the evaluation of the midterm exam, assessment of the final exam and/or assessment of final projects and continuous monitoring of students' work (presentations, attendance records, etc.).
- (5) Students who miss any type of examination may be allowed to repeat examination, provided that the competent department determines that there was a valid reason for not taking the exam in the first place.

### Article 15 (Assessment)

- (1) For every exam that students are required to take, course instructors are supposed to give one of the grades (numerical or letter) from the table below at the end of the semester. Evaluation system at IBU is the following:

<i>Percentage/Points</i>	<i>Letter Grade</i>	<i>Numerical Grade</i>
<i>95-100</i>	<i>A</i>	<i>10</i>
<i>85-94</i>	<i>B</i>	<i>9</i>
<i>75-84</i>	<i>C</i>	<i>8</i>
<i>65-74</i>	<i>D</i>	<i>7</i>
<i>55-64</i>	<i>E</i>	<i>6</i>
<i>54 and lower</i>	<i>F</i>	<i>5</i>

- (1) For some of the courses determined in the curriculum evaluation and assessment of students are written in S (successful) and U (unsuccessful).
- (2) 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 16 (GPA)

- (1) In order to learn student's GPA, arithmetic mean needs to be calculated.
- (2) All grades are presented in the transcript/certificate of the exams that student has passed.

## **VII TERMINATION OF STUDENT STATUS**

### **Article 17 (Reasons for the Termination of Student Status)**

The student's status shall terminate for the following reasons:

- a) completion of the study cycle,
- b) withdrawal from the higher educational institution,
- c) the expulsion in accordance with the procedure and the requirements established by law, statute, or other appropriate article of the University,
- d) if s/he fails to register and verify the semester twice (2x) in a row,
- e) if the thesis proposal is rejected by the competent Commission twice,
- f) if students do not complete their study program within the specified deadline,
- g) as well as for the other reasons specified by other regulations of the University.

## **VIII MASTER PROGRAM WITH/WITHOUT A THESIS**

### **Article 18 (Types of Master Program)**

- (1) The study program of the second cycle of studies can be organized with or without a thesis.
- (2) The subject of study for the master's degree with a thesis is that students acquire knowledge through scientific research, assessment, and that they make their own conclusions about what they have learned.
- (3) The aim of the study for the master's degree without a thesis is to give a student a thorough knowledge in specific professional subjects and to demonstrate how to use the existing knowledge.
- (4) Upon the request of the student and the department proposal, The Faculty Council gives a decision about the transfer from the study program with thesis to the study program without a thesis.

## **IX DURATION OF THE SECOND STUDY CYCLE**

### **Article 19 (Organization of the Academic Year)**

- (1) Study programs of the second study cycle are divided into academic years and semesters.
- (2) In accordance with the European Credit Transfer System, (E)CTS scope of the study program is 60 (E)CTS credits in one academic year, and 30 (E)CTS credits in one semester.
- (3) The number of study credits for each subject is determined by the total student workload (theoretical and/or practical training, exercises, seminars, etc.), the total amount of time student spent on independent tasks (homework, projects, seminars, etc.), and time spent studying and preparing for the assessment and evaluation (tests, final exams, etc.).
- (4) The study program for receiving the qualification for the second study cycle lasts for one or two years, that is two or four semesters, in each department, and it is evaluated with 60 or 120 (E)CTS credits, so that its sum with the first cycle is 300 E(CTS ).
- (5) University organizes the study program for the second study cycle in such a way that students who completed the first study cycle with 240 (E)CTS credits, are admitted to a second study cycle whose duration is one year and which is evaluated with 60 (E)CTS credits. On the other hand, students with 180 (E)CTS credits after the first cycle, are admitted to the same study

program of the second cycle that lasts for two years, and which is evaluated with 120 (E)CT points.

## **X SELECTION OF A MENTOR**

### **Article 20 (Selection Process)**

- (1) The Faculty Council selects a mentor.
- (2) The mentor is responsible for providing assistance to newly enrolled students in matters related to the registration of the courses, the semester, selection of the dissertation topic, and to other academic issues.
- (3) Mentor is selected among the academic staff of the University, or other higher educational institution in the position of Assistant Professor, Associate Professor, and Full Professor in the scientific field, which master's thesis belongs to.
- (4) Mentor for the master's thesis is obliged to assist the student in selecting the method of scientific research, literature, preparing the structure of work, as well as in providing the expert assistance.
- (5) If the subject of a master's thesis topic requires more than one mentor, a co-mentor can be appointed.
- (6) In case of need, the Faculty Council may decide to replace the mentor/co-mentor.
- (7) A one-year master's student in co-operation with the mentor selects the topic of the final work after the first semester, and no later than one month after the last examination, while a two-year master's student in co-operation with the mentor selects the subject of the final work after the first semester of the second year of the master's degree the latest.
- (8) Due to justified reasons, time deadlines set out in the previous paragraph may be extended.
- (9) Student needs to apply the selected topic through the form determined by the Faculty Council.
- (10) Student at the master's program with a thesis is required to pass all the exams before submitting the application for the defense of the final work.

## **XI FINAL WORK**

### **Article 21 (Definition and Types of the Final Work)**

- (1) The study program of the second cycle of studies can predict a final project.
- (2) The final project also means and entails master's project (master's program without a thesis), and master's thesis (master's program with a thesis).
- (3) Student who successfully passes the courses from the curriculum must write a final paper using data from his/her research, and following the rules presented in the Rules for the thesis development.
- (4) The final work is the independent work of a student in which s/he elaborates the chosen topic, using scientific and technical methods, thus demonstrating that s/he has mastered the study program, acquired the necessary knowledge and has been able to apply it.
- (5) The beginning of the process of writing the final work must be in line with the scope of the final work so that the student can access the final work by the end of the semester the latest, but before the enrollment in the next cycle of study.
- (6) Final work is written in English (in the Department of Oriental Philology in Turkish).

## **Article 22 (Thesis Defense)**

- (1) Students who successfully pass the courses from the curriculum must write a final paper in English language (with the exception regarding the Department of Oriental Philology - Turkish Language and Literature, where the paper needs to be written in Turkish), using data from their research, and following the rules presented in the Regulation on the thesis development.
- (2) A student of master's studies is obliged to publish articles which need to be related to the thesis in indexed scientific journals, individually or in cooperation (co-authorship) with his mentor. Afterwards, student needs to defend the thesis in English (in the Department of Oriental Philology in Turkish) in front of the Committee for the evaluation and defense of the final work.
- (3) Minimal number of published articles in the international indexed journals is as follows:
  - a) At the Faculty of Engineering and Natural Sciences of International Burch University:
    - Master's with Thesis (4+1 and 3+2); one article related to the topic of thesis published or accepted in internationally indexed journals or published/accepted from the international conference (in co-authorship with the supervisor)
    - Master's without Thesis (4+1); not necessary to publish an article for a purpose of defense.
  - b) At the Faculty of Education and Humanities of International Burch University:
    - One article or a conference paper related to the topic of thesis must be published in a scientific indexed journal or international conference proceeding book (with a conference presentation<sup>1</sup>) (in co-authorship with the supervisor). Article/Conference paper's acceptance letter is acceptable for the defense
  - c) At the Faculty of Economics and Social Sciences of International Burch University:
    - Master's with Thesis (4+1 and 3+2); one article related to the topic of thesis published or accepted in internationally indexed journals or published/accepted from the international conference (in co-authorship with the supervisor)
    - Master's without Thesis (4+1); not necessary to publish an article for a purpose of defense.

## **XII COMMITTEE FOR THE EVALUATION AND DEFENSE OF A THESIS**

### **Article 23 (Selection of the Committee and Scheduling the Defense of the Thesis)**

- (1) Master thesis is defended in front of the Committee in the English language (at the Department of Oriental Philology in Turkish language).
- (2) A student who has met the requirements for the evaluation and defense of the thesis is obliged to submit an application to the Council of the organizational unit for the approval of the thesis defense with a request for scheduling evaluation and thesis defense, as well as the evidence of published articles.
- (3) The student is required to submit four copies of the thesis (not covered) together with the documentation under the paragraph 2 of this article.

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<sup>1</sup> Obligatory for the article to be accepted.

- (4) The Committee for the evaluation and defense of the thesis shall be appointed by the Faculty Council and at the latest within one month from the date of filing the formal request. The Committee consists of 3 to 5 members.
- (5) Mentor is a member of the Committee by position.
- (6) One of the members of the Committee may be from another department or other higher education institution.
- (7) For justified reasons, if a member of the Committee is prevented being present at the defense, a substitute member appointed by the decision of the Faculty Council may appear as a member of the Committee.
- (8) The Secretary of the Faculty shall be a member of the Committee without the right to vote, with the task of performing administrative and technical aspects of the thesis defense.
- (9) The date of the defense shall be determined by the decision and published on the official website of the University.
- (10) The form of thesis defense shall be determined by the Faculty Council.

#### **Article 24 (Thesis Defense)**

- (1) The thesis defense, consisting of a practical and an oral exam, may take place in two parts in a period of no more than seven days after the practical part of the exam.
- (2) If the thesis consists of two parts (practical demonstration and oral exam) the student first completes the practical part and then defends the written part of the final work.
- (3) At the end of the examination, the Committee shall, without public attendance, make a decision "approved", "rejected", "approved with amendments", or "repetition of defense".
- (4) A candidate whose thesis has been evaluated as "rejected" may reapply with a new term within one year after the rejection of the thesis, while the candidate whose work is evaluated as a "repetition of defense" may apply again for the defense in the period from 3 months after the Committee's decision.
- (5) A candidate whose thesis is evaluated as "approved with amendments" is obliged to submit the thesis with the necessary modifications within the deadline of 3 months.
- (6) In the case of a "refusal" or "repetition of a defense" decision, the Faculty Council shall, at the request of a student, appoint the Committee for evaluation and defense of the thesis with a new defense date.
- (7) Students are required to register each semester.
- (8) A student whose thesis defense is twice evaluated as "rejected" loses student status.

### **XIII DOCUMENTS AND RECORDS OF THE STUDY PROGRAM**

#### **Article 25 (Diploma)**

- (1) A student who has passed all the exams of the study program of the second cycle of studies, defended the thesis, and fulfilled all other obligations under the Statute of the University and these Regulations, acquires the academic title, master in a specific field, that is to say, a diploma of completion of the second cycle of the study program.
- (2) With a diploma, a student receives the diploma supplement for a detailed insight into the level, nature, content, study program's system and regulations, and the results achieved during the study program.
- (3) Before awarding a diploma, a student needs to receive a certificate of completion of the second cycle of studies in which it is stated that it is temporary.

- (4) The University Senate determines the date of a graduation ceremony for awarding diplomas of completion of the second cycle of studies.
- (5) A student who defends the thesis is entered in the Register of graduates or master's degrees.

#### **XIV TRANSITIONAL AND FINAL PROVISIONS**

##### **Article 26 (Application of other Provisions)**

University Statute and Regulations for first and second cycle of the university studies are to be applied for other issues related to the organization and way of teaching, and for the rights and obligations of students during their studies, which are not regulated by these Regulations.

##### **Article 27 (Entry into Force)**

The rules will come into force upon their adoption, and will apply starting from the academic 2017/2018 year.

Sarajevo, 29.03.2017.  
No.: 01-87/17

**Senate Chairman**  
Prof. Dr. Damir Marjanović

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