



**ELABORATE**

**REQUEST FORM FOR ESTABLISHING STUDY PROGRAMS AT  
INTERNATIONAL UNIVERSITY SARAJEVO (IUS)**

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Request Form for the Establishment of Study Programs at IUS (hereinafter „The Request“) is divided into four areas. The Proposer is obliged to justify that the proposed study program meets the minimum criteria in accordance with the stated legal framework and internal acts of IUS.<sup>1</sup>

The Request covers aspects of the study program that are classified according to the following thematic units:

- I: Justification for starting the study program
- II: Objectives and intended learning outcomes of the study program
- III: Study program design
- IV: Resources

Terms used in the Request:

- **Standard** – a clearly defined quality level of a particular quality aspect of the study program.
- **Level of compliance** – elements that are taken into account when assessing the compliance of the quality aspect of the proposed study program with the standard(s).
- **Instructions** - serve the Proposer to prepare a Request for starting a new study program.
- **Evidence**<sup>2</sup> – data (facts) on the basis of which a conclusion is made about the level of fulfillment of the aspect of the standard.

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<sup>1</sup> Decision on the criteria for the accreditation of study programs of the first and second cycles adopted by the Agency for the Development of Higher Education and Quality Assurance of Bosnia and Herzegovina (HEA) (Official Gazette of Bosnia and Herzegovina No. 47/17). Decision on the adoption of the basis of the qualification framework in Bosnia and Herzegovina (" Official Gazette of Bosnia and Herzegovina", No. 31/11).

<sup>2</sup> The evidence listed in this document serves as examples, which the Proposer can attach to substantiate the justification for establishing a new study program. The Proposer, however, may propose other evidence. At the same time, the attached evidence enables the Expert Committee to assess the expediency and justification of establishing a new study



## REQUEST FORM FOR ESTABLISHING STUDY PROGRAMS AT INTERNATIONAL UNIVERSITY SARAJEVO (IUS)

### GENERAL INFORMATION

<b>PROPOSER</b>	
<b>ORGANISATIONAL UNIT RESPONSIBLE FOR STUDY PROGRAM IMPLEMENTATION</b>	
<b>TITLE OF THE STUDY PROGRAM</b> <i>(In B/C/S and English)</i>	
<b>STUDY CYCLE</b>	
<b>STUDY PROGRAM AIM</b>	
<b>SCIENTIFIC/ARTISTIC FIELD</b>	
<b>DOES STUDY PROGRAM BELONG TO A REGULATED PROFESSION?</b>	
<b>LANGUAGE</b>	
<b>ADMISSION REQUIREMENTS</b>	
<b>QUALIFICATION - PROFESSIONAL AND/OR SCIENTIFIC DEGREE OBTAINED UPON SUCCESSFUL COMPLETION OF THE STUDY PROGRAM</b> <i>(In B/C/S and English)</i>	
<b>STUDY DURATION</b>	
<b>TOTAL ECTS UPON COMPLETION OF THE STUDY PROGRAM</b>	
<b>STUDY DELIVERY<sup>3</sup></b>	<i>teaching premises of a higher education institution/ distance learning/hybrid/in the premises of other business entities in case of conducting dual education</i>
<b>METHOD OF STUDY IMPLEMENTATION</b>	<i>full-time/part-time</i>

*extend as appropriate*

program. As in the case of the Proposer, the Committee can use other evidence that the Proposer did not submit with his/her Request.

<sup>3</sup> Underline as appropriate



## I JUSTIFICATION OF ESTABLISHING A NEW STUDY PROGRAM

*1.1. The justification for starting a new study program is clearly explained in relation to the needs of the market, as well as society as a whole.*

<p><b>Instructions for Proposer</b></p> <p><i>The Proposer is obliged to:</i></p> <ul style="list-style-type: none"><li>• provide the justification for starting a new study program based on the conducted needs analysis, which must include the opinions of internal and external stakeholders</li><li>• explain the compliance of his/her Proposal for starting a study program with the <i>Sarajevo Canton Higher Education Development Strategy</i>, and the needs of the professional sector in accordance with the latest scientific knowledge</li><li>• explain the comparability with existing study programs in the EU or the world, as well as the added value/innovativeness of the proposed program.</li><li>• attach relevant evidence</li></ul> <p><u><i>Example of evidence:</i></u></p> <ul style="list-style-type: none"><li>• <i>a short analysis of the employability of students after graduation, which includes the opinion of three organizations from the labor market, which are relevant to the proposed study program and/or the conducted survey on employment opportunities</i></li><li>• <i>assessment of the number of students who could enroll, considering the resources provided, the number of academic staff, equipment, space</i></li><li>• <i>compliance with the development and/or educational strategies of KS, FBiH and/or BiH - relevant statements</i></li></ul>	<p><b>To be graded by the Committee</b></p> <p><b>3 - Fully justified</b> <b>2 - Needs improvement (minor corrections)</b> <b>1 - Needs improvement (greater corrections)</b> <b>0 -Unjustified</b></p> <p><b>Committee Observations:</b></p>
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## II STUDY PROGRAM AIMS AND LEARNING OUTCOMES

- II.1 The study program aims and learning outcomes are clearly defined and consistent with the content of the study program, as well as the level of the study cycle.*
- II.2 The study program aims and learning outcomes are in accordance with the valid strategy of the higher education institution.*
- II.3 The study program is aligned with the scientific and educational standards and achievements of a specific scientific/artistic field, the requirements of related scientific fields in order to acquire multidisciplinary knowledge, the requirements of the labor market and international reform processes.*
- II.4 Learning outcomes are determined and outlined at each level of the study program and linked to qualification standards, the Qualification Framework in BiH and the Qualification Framework of the European Higher Education Area (FQ-EHEA).*

<p><b>Instructions for Proposer</b></p> <p><u>The Proposer is obliged to:</u></p> <ul style="list-style-type: none"> <li>- clearly define the aims of the new study program as well as the expected learning outcomes, whereby the learning outcomes must be measurable and must include the generic (transferable) and professional-specific competencies.</li> <li>- explain the alignment of learning goals and outcomes with the mission, vision and valid <u>IUS Strategic Plan</u> of the higher education institution.</li> <li>- explain how the proposed study program is aligned with the scientific and educational standards and achievements of a certain scientific/artistic field, as well as the requirements of related scientific fields in order to acquire multidisciplinary knowledge, as well as the requirements of the labor market.</li> <li>- Provide evidence that the intended learning outcomes are aligned with the qualification standard, the Qualification Framework in BiH and the Qualification Framework of the European Higher Education Area (FQ-EHEA).</li> </ul> <p><u>Examples of evidence:</u></p> <ul style="list-style-type: none"> <li>- list of learning outcomes of the study program</li> <li>- <b>Matrix 1.:</b> Correlation matrix of learning outcomes from the qualification standard with learning outcomes of the proposed study program.</li> <li>- Reference to the relevant parts of the valid IUS Strategic Plan</li> </ul>	<p><b>To be graded by the Committee</b></p> <p><b>3 - Fully justified</b>  <b>2 - Needs improvement (minor corrections)</b>  <b>1 - Needs improvement (greater corrections)</b>  <b>0 -Unjustified</b></p> <hr/> <p><b>Committee Observations:</b></p>
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### III STUDY PROGRAM DESIGN

*III.1. The curriculum and syllabi contain at least: an overview of required and elective courses, i.e. outline content of the teaching material for each of the courses (divided according to the number of weeks/teaching units within one semester), the student's workload per subject, the point value of each subject expressed in accordance with ECTS, methods of checking and evaluating the continuous acquisition of student knowledge, ECTS points at the final paper on the first and second cycle of studies, quality assurance methods, a list of mandatory and supplementary literature for each individual subject, mandatory and specific equipment for carrying out the program/subject according to the requirements of the scientific/artistic field.*

*III.2. Internationalization and interdisciplinarity/multidisciplinarity of studies, interaction with professional practice, implementation of practical teaching is ensured through the proposed curriculum and syllabi.*

<p><b>Instructions for Proposer</b></p> <p>The Proposer is obliged to attach:</p> <ul style="list-style-type: none"><li>- curriculum and subject syllabi in accordance with the already established good practice at IUS. (curriculum sample, syllabus sample).</li><li>- <b>Matrix 2.:</b> Learning outcomes at the study program level, course-learning outcomes correlation</li></ul>	<p><b>To be graded by the Committee</b></p> <p><b>3 - Fully justified</b> <b>2 - Needs improvement (minor corrections)</b> <b>1 - Needs improvement (greater corrections)</b> <b>0 -Unjustified</b></p> <p><b>Committee Observations:</b></p>
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## IV RESOURCES

*IV 1 IUS ensures the necessary financial resources for the organization of work and quality implementation of the planned study program.*

*IV 2 The premises, equipment and entire infrastructure (classrooms, laboratories, library) are appropriate for the implementation of the study program and ensure the achievement of the intended learning outcomes.*

*IV 3 The library is sufficiently equipped with a range of books or electronic resources to cover the mandatory literature listed in the course syllabi*

<p><b>Instructions for Proposer</b></p> <p><u>The Proposer is obliged to:</u></p> <ul style="list-style-type: none"> <li>- attach: Initial approval for the establishment of a new study program, signed by the Rector or Board of Trustees, which states that financial resources have been secured for the quality implementation of the study program.</li> <li>-attach a list of literature that exists in the library and/or is intended to be acquired during the implementation of the study program</li> <li>- provide proposal of the number of teaching staff of the appropriate professional profile for teaching in accordance with valid standards and norms related to the workload and coverage of teaching.</li> <li>- specify the equipment and other infrastructure (classrooms, laboratories) that are necessary for implementation of the study program and which ensure the achievement of the intended learning outcomes.</li> </ul> <p>This refers to 1. existing and 2. planned resources.</p>	<p><b>To be graded by the Committee</b></p> <p><b>3 - Fully justified</b>  <b>2 - Needs improvement (minor corrections)</b>  <b>1 - Needs improvement (greater corrections)</b>  <b>0 -Unjustified</b></p>
	<p><b>Committee Observations:</b></p>

### ANNEXES

Table: Matrix 1

Table: Matrix 2