

International University of Sarajevo
Action Plan on the Quality System Improvement, October, 2014

Action Plan

How we will respond to the recommendations made				
No.	Recommendation:	Actions:	Body/Person responsible for action:	To be completed by:
1.	<p><i>Criteria 1. Development and Strategy of Higher Education Institution</i></p> <ul style="list-style-type: none"> - Ensure that IUS Strategy on Development as well as all other strategic planning documents are available to public via web link - Ensure that IUS Strategy for the next period include the following: <ul style="list-style-type: none"> ✓ <i>lessons learned through the implementation of the current IUS Strategy</i> ✓ <i>relevant external stake holders are included to a greater extent.</i> - Ensure that the Strategy, in addition to general strategic 	<p>I. Current IUS Strategy on Development for 2010-2015 and all relevant strategic documents (for example the Rule Book on Monitoring of Strategy Implementation) will be uploaded on the IUS web page.</p> <p>All future strategic documents will be systematically uploaded and updated on the IUS web page.</p> <p>This will ensure that the first aspect of this recommendation is addressed.</p> <p>II. Initiate activities related to the planning and</p>	<p>I. Vice Rector Muhamed Hadziabdic</p> <p>II. Rector</p>	<p>End of October 2014</p> <p>End of December 2014</p>

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	goals, includes short term objectives in order to reduce the risk of the University's development dependable on management changes, if any.	<p>adoption of new IUS Strategy on Development for 2015 - 2020 that among others will include the following:</p> <ul style="list-style-type: none"> a) Lessons learned through the implementation of the current IUS Strategy a) These Recommendations b) University development strategic goals and subsequent Action Plans with short term outputs. <p>These will ensure that the second aspects of this recommendation are addressed.</p>		
2.	<p><i>Criteria 2., Management, Internal Quality Assurance and Quality Culture</i></p> <ul style="list-style-type: none"> - Enlarge the number of Board of Trustees members by appointing more members from the pool of the University academic staff. - Ensure that IUS Quality Assurance Office is an independent body which is 	<p>I. The new members of Board of Trustees will be nominated from the pool of the University academic staff.</p> <p>This will ensure that the first aspect of this recommendation is addressed.</p> <p>II. Adjust the organizational scheme to ensure the</p>	<p>I. Rector and Board of Trustees (BoT)</p> <p>II. Rector and Senate</p>	<p>End of December, 2014</p> <p>End of November 2014</p>

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	directly responsible to the Rector.	status of QA Office as an independent body responsible to the Rector solely. This will ensure that the first aspect of this recommendation is addressed.		
3.	<p><i>Criteria 3., Procedures for quality assurance of study programmes</i></p> <ul style="list-style-type: none"> - Ensure that the information related to the study programmes are made more transparent and publically available. 	<p>I. All Study Programmes Curriculums will be uploaded on the IUS web page and publically available.</p> <p>II. A Working Group per each Faculty will be established in charge to complete/update Study Programmes' catalogues and check them for data accuracy both in BHS and English Language.</p> <p>III. The edited and proofread catalogues will be uploaded on the web page.</p> <p>These will ensure that all the aspects of this recommendation are</p>	<p>I. QA Manager, Edina Hadziahmetovic</p> <p>II. Faculty Deans</p> <p>III. Vice Rector M. Hadziabdic and QA Manager</p>	<p>I. Mid November, 2014</p> <p>II. Mid November, 2014</p> <p>III. End of November 2014</p>

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		addressed.		
4.	<p><i>Criteria 4. Student grading procedures</i></p> <p>Ensure that the exam schedule is more convenient for students time wise (i.e. the time between two exams is considered as too short)</p>	<p>I. Detailed exam schedule shall be published in the mid of a semester.</p>	<p>I. Office of Secretary General</p>	<p>Mid November, 2014</p>
5.	<p><i>Criteria 5. Human Resources</i></p> <ul style="list-style-type: none"> - Ensure that the higher education institution has a unique date base containing publications of its own academic staff - Ensure conditions for administrative staff professional development 	<p>I. Work on completeness of a unique date base containing publications of IUS academic staff.</p> <p>II. Develop and ensure its formal adoption of an Annual Plan for Administrative Staff Professional Development for 2015 calendar year.</p> <p>These will ensure that both aspects of this recommendation are addressed.</p>	<p>I. Vice Rector Muhamed Hadziabdic</p> <p>II. Office of Secretary General, emir Hadziakadunic</p>	<p>I. End of October, 2014</p> <p>II. First week of December, 2014</p>
6.	<p><i>Criteria 6. Quality of Physical</i></p>	<p>I. Design the Annual</p>	<p>I. Research</p>	<p>I. End of</p>

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	<p><i>Resources</i></p> <ul style="list-style-type: none"> - Improve and make updates of laboratory equipment and procure devices in accordance with the relevant study programmes needs in order to improve practical training of students and enable more quality research work of academic staff - Ensure better quality of library resources. 	<p>Plan (2015) for improvement of laboratory equipment resources in accordance with the relevant study programmes needs in order to improve practical training of students and enable more quality research work of academic staff. The Plan must contain the approved budget for the activity.</p> <p>This will ensure that the first aspect of this recommendation is addressed.</p> <p>II. Activity Plan on enhancement of library resources and electronic databases available to students and IUS staff via library.</p> <p>This will ensure that the second aspect of this recommendation is addressed.</p>	<p>Centre Manager Ali Osman in consultation with Programme Coordinators</p> <p>II. Vice Rector Mirsad Karic</p>	<p>December 2014</p> <p>II. End of December 2015.</p>
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7.	<p><i>Criteria 7. Information Systems</i></p> <p>- Ensure faster implementation of new information system</p>	<p>I. Work on follow-up of UNIPA software smooth implementation.</p>	<p>I. Office of Secretary General, Emir Hadzikadunic</p>	<p>I. March 2015</p>
8.	<p><i>Criteria 8. Public Information</i></p> <p>Ensure public access to detail information on all study programmes including courses content, teaching methods, grading system and similar data.</p>	<p>I. All the courses syllabi will be completed in the new UNIPA system</p>	<p>I. Faculty Deans</p>	<p>I. October 2015</p>
9.	<p><i>Criteria 9. International Cooperation</i></p> <p>Strengthen international relation activities by ensuring University participation in international projects such as Tempus¹, FP² or projects from Horizon 2020, IPA</p>	<p>I. A new Projects' Administration Office will be formally established.</p> <p>II. Erasmus Plus Activity Plan</p>	<p>I. Office of Secretary General, Emir Hadziakadunic</p> <p>II. Vice Rector Muhamed Ali and International Relation Office</p>	<p>I. End of December 2015</p>

¹ No longer active

² No longer active

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