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Prototype Statute for Integrated University

CHAPTER I

Basic Provisions

Article 1.

Statute of an individual University shall define the University in terms of its public institution status and its legal personality.

Article 2.

In particular, University autonomy shall comprise:

- determination of education, scientific, artistic and professional programmes,
- selection of teaching staff and their promotion into scientific and academic titles,
- freedom of scientific, artistic, and technological research and creative work,
- determination of criteria for enrolment of students and rules of study,
- determination of internal organisation.

CHAPTER II

Founder and Duties of the University to the Founder

As the subject matter for each University is specific, the Statute of each university shall deal with the subject matter, pursuant to the law.

CHAPTER III

University Title, Seat, Activity and Mission

As the subject matter for each University is specific, the Statute of each university shall deal with the subject matter, pursuant to the law.



CHAPTER IV

Representation of and Action on Behalf of the University

As the subject matter for each University is specific, the Statute of each university shall deal with the subject matter, pursuant to the law.

CHAPTER V

Powers of the University in Legal Transactions

Article 3.

Within its registered activity, each University shall have legal personality and shall be held responsible with its property in any legal transaction, within the financial means available.

Article 4.

In legal transactions with third parties, the University shall have all the rights and duties, with unlimited liability.

Article 5.

The University shall be held responsible with its assets for any liability it accepts.

Article 6.

The founder is the second liable subject in relation to University liabilities.

Article 7.

Any losses of the University, incurred for objective reasons, shall be borne by the founder.

CHAPTER VI

University Organisation

Article 8.



With its organisation, the university shall provide conditions for performing its basic function, tasks and activities of the University, as set by the law and the statute.

Article 9.

The university shall integrate several organisational units/segments (faculties, academies, higher schools, institutes, centres, etc.)

Article 10.

Associated organisational units/segments shall lose their present legal status and shall become parts of the University as a legal person.

Article 11.

Sub-organisational units (departments, chairs, etc.) may exist within organisational units of the university.

Article 12.

Administrative and technical services for the University shall be provided by the University secretariat, through its professional services, the rector's office and the vice-rector's office.

CHAPTER VII

Rights and Duties of Organisational Units in Legal Transactions

Article 13.

Organisational units may have their internal rules.

Senate of the university shall approve the internal rules referred to in the preceding paragraph.

Organisational units shall have special powers in legal transactions, pursuant to the law and this statute.

Article 14.

Organisational units shall act in legal transactions under the title of the university and under their own title.

Article 15.



In legal transactions with third parties, organisational units shall have limited powers within the registered activity, and within the means credited to their sub-account.

Article 16.

The University shall be responsible with its own resources for any duties of its organisational units.

Article 17.

The manager of the organisational unit shall represent and act on behalf of the organisational unit in legal transactions, within the powers set by the Statute.

Article 18.

Organisational units shall maintain a separate accounting of revenue they generate.

Article 19.

Individual organisational units may provide periodic forms of professional development for third parties, such as seminars and courses not defined within levels of education, and will issue corresponding certificates for that purpose.

Article 20.

Organisational units of the University shall dispose of funds generated through research projects, and any other means the organisational unit may generate through its own work, with a proviso that part of the funds shall belong to the University.

Scientific and teaching councils of organisational units of the University shall adopt internal rules on the allocation of funds referred to in the preceding paragraph, on the basis of criteria and principles set by the Senate.

CHAPTER VIII

Status Changes: Establishment of New Organisational Units, study departments, etc.

Article 21.

The University may conduct status changes (organisation of new units, merger, attachment, division, severance, termination of operations)



Article 22.

An initiative for a change of status shall be launched by the Senate of the University.

Article 23.

A decision on the change of status shall be made by the founder.

Article 24.

When deciding on a change of status, the founder shall adopt a feasibility study justifying it.

CHAPTER IX

Generation of revenue and management of resources for work and of property

Article 25.

The University acquires resources for its basic activity from the following:

- the founder,
- participation by students and other citizens,
- sale of intellectual, cultural, and material goods and services,
- revenue on the basis of copyrights and patents,
- gifts, donations and endowments by natural persons
- other sources.

Article 26.

Funds generated by the university shall be determined and allocated by a financial plan of the University.

Article 27.

Funds that the University receives from the budget of the founder shall be allocated to its units pursuant to a separate act, in compliance with standards and norms.

Article 28.



Once a year, the University shall submit to the founder a proposal for criteria for allocation of funds within its financial plan.

Article 29.

The University shall retain the revenue it generates itself, and shall disburse it in compliance with the law and the adopted financial plan.

Article 30.

The authorised instructing party / commissioning party / signatory of the University in relation to the execution of its financial plan shall be the rector

Article 31.

The rector may transfer the rights referred to in the preceding article to other persons, in relation to duties such persons are directly responsible for.

Article 32.

The University shall have the right of use and full protection of its property, teaching and scientific, cultural, sports, health, and student standard facilities, and all other facilities it uses for its activities.

Article 33.

Property of the University shall comprise real estate entered into land registry in accordance with law, on the basis of decisions based in law and contracts entered into.

CHAPTER X

Organisation and delivery of University studies

Introductory issues

Article 34.

University studies shall be organised at three levels, pursuant to provisions of the Bologna Declaration. Studies shall end in an acquisition of qualifications, related to general provisions for each cycle, based on learning outcomes and accumulated ECTS credits, in compliance with qualifications framework in the European Higher Education Area.

Article 35.



University studies shall be conducted on the basis of an accredited programme of study and in compliance with rules of study based on the European Credit Transfer and Accumulation System).

Article 36.

The number of accumulated ECTS credits related to a programme of study is the quantitative measure of work and activities necessary for a student to complete the given programme successfully, thus attaining the expected result. One ECTS credit shall correspond to activities comprising 25 to 30 student work hours.

Admission to study

Article 37.

The university shall guarantee access to all three cycles on the equal basis and on the basis of a public competition.

Article 38.

The main precondition for enrolment into the first cycle is the completion of four year secondary education in BiH, or equivalent education abroad.

Article 39.

A candidate shall be enrolled into a specific programme of study on the basis of competition, and pursuant to results attained in previous education (secondary education, first or second cycle diploma) and at an enrolment exam, on the basis of criteria and procedures organised by an act adopted by the Senate, at the proposal of organisational units.

First cycle

Article 40.

In order to acquire a first cycle qualification, the required study and work corresponds to, or represents, 180-240 ECTS credits, which corresponds to a period of three to four years (or six to eight semesters) of full time study.

Article 41.

First cycle students (full time) shall be obliged to complete the programme of study they started on the basis of the curriculum they enrolled with, plus two years.



Article 42.

First cycle part-time studies may be longer than full time studies. Senate of the university shall decide on this matter, at the proposal of the relevant organisational unit of the University.

Article 43.

Students shall have the right to apply for second cycle studies on the basis of completion of first cycle studies.

Second cycle

Article 44.

In order to acquire a second cycle qualification, the required study and work corresponds to, or represents, 60-120 ECTS credits, which corresponds to a period of one to two years (or two to four semesters) of full time study.

Article 45.

Second cycle students (full time) shall be obliged to complete the programme of study they started on the basis of the curriculum they enrolled with, plus two years.

Article 46.

Second cycle part-time studies may be longer than full time studies. Senate of the university shall decide on this matter, at the proposal of the relevant organisational unit of the University.

Article 47.

Students shall have the right to apply to third cycle studies on the basis of completion of second cycle studies. Enrolment into third cycle studies without a completed second cycle shall be possible only in specific and exceptional circumstances (see Articles 48. – 53. hereinafter).

Doctoral studies (third cycle)

Article 48.

A candidate shall complete the third (doctoral) cycle upon successful completion of the period of study and research equivalent to a period of 3-4 years following successful completion of the second cycle. The candidate may spend this period



at the university or a research institution recognised by the University, and in compliance with the law.

Article 49.

The period of study and research shall be considered completed with a successful defence of a doctoral dissertation, including research results published in indexed publications. A dissertation may be submitted for examination no later than the expiry of the period twice as long as the period the candidate originally applied for.

Article 50.

The period of study and research may include lectures, no longer than one year.

Article 51.

Method of supervision of research, as well as assessment procedures for candidates preparing their doctorates shall be described in Rules of Procedure to be adopted by the Senate, and which may introduce respective ECTS systems for studies and for research, which will guarantee adequate transparency of the process.

Article 52.

The Senate shall be obliged to approve the content of the research programme the candidate is to work on, in order to have the doctorate recognised. Such content shall be submitted to the Senate by the Council of the faculty where primary research is to take place.

Article 53.

A third cycle candidate shall be considered a student (of doctoral studies) but also a researcher at the initial level.

Lifelong Learning

Article 54.

The University shall organise lifelong learning programmes, principally using innovative teaching and learning methods (new technologies, schools by correspondence, etc.), and using the facilities and equipment of the university available for daily and weekly programme of teaching.



Article 55.

Lifelong learning may have the following aims:

- a) acquisition of a formal university diploma,
- b) acquisition of certificate of successful attendance of specific training programmes (introductory or continuous) or
- c) upgrade or refreshment of knowledge in a given area, for former students.

Article 56.

Lifelong learning programmes aimed at acquiring a formal university diploma may not be an alternative to a corresponding regular university programme, as these programmes are intended primarily for potential students of older age groups.

Article 57.

Grading system of lifelong learning programmes shall also be based on the ECTS credit system and learning outcomes.

Article 58.

Previous learning, both formal and informal, shall be recognised by the University and such student shall be awarded a corresponding number of ECTS credits, which may be used as the basis for enrolment into university programmes (full time or lifelong) or as an element within these programmes.

Article 59.

The University shall adopt detailed instructions, criteria, standards and procedures for lifelong learning programmes, in a separate act.

Scientific Research and Artistic Work

Article 60.

Scientific-teaching, scientific research and artistic research activities shall be activities of the University with and equal status.

Article 61.

Scientific-teaching, scientific research and artistic research shall be conducted by the teaching and scientific staff of the University, individually or within scientific research or artistic research organisational units of the University.



Article 62.

Scientific-teaching, scientific research and artistic research work shall include students at undergraduate, postgraduate and doctoral studies, and shall engage, as required, personnel outside the University, appointed into scientific and professional titles in compliance with relevant regulations.

Article 63.

Scientific research means fundamental, applicative, developmental and experimental research.

Article 64.

Artistic research includes research in art, artistic research and art work.

Article 65.

The University shall publish university textbooks, monographs, magazines and other scientific and professional publications, to meet the needs of university studies.

Article 66.

Publishing activities of the University shall be regulated by a separate general act of the University.

CHAPTER XI

Students and Rules of Study

Article 67.

Student Status

Students who meet the requirements for enrolment to a certain programme of study, may acquire the status of a student.

Students may have the status of a full time or a part time student.

Article 68.

Students' Rights and Duties



Basic rights and duties of students shall be:

- to become familiar with rights, obligations and duties at the beginning of the academic year,
- to have teaching organised pursuant to the curriculum, teaching and exam schedules;
- to complete their studies within the prescribed time;
- to be able to complete their studies according to the curriculum they enrolled into;
- to attend lectures, seminars and other forms of teaching;
- to use libraries and other student facilities, available at the institution;
- to take part in elections for student places in student representative bodies and other bodies established in accordance with the Statute of the institution;
- in case of public higher education institutions, to have the right of recognition of credits transferred between higher education institutions within and outside Bosnia and Herzegovina, on the basis of multilateral and bilateral agreements;
- to take exams in accordance with statutory criteria set in advance.

Article 69.

Evaluation of Student Work and Completion of Duties

Higher education institutions shall develop a system of continuous assessment, evaluation and grading of students' knowledge during the semester, and shall determine the method of final assessment.

Article 70.

Right to Object

A student who is displeased with final assessment results may file an objection with the dean's office during the next working day following the exam.

The dean shall be obliged to consider the objection and form a three member committee no later than the next working day, to re-examine the student.

The professor with whom the student took the exam he or she is displeased with may not chair the committee.

Article 71.



Enrolment to the Next Year of Study

Students may carry no more than 20% of their duties into the next year of study, and details shall be determined by the Rules of Study, adopted by the Senate of the University.

During an academic year, the student may take the final part of an exam in a single subject no more than four times: three times with the responsible teacher, and the fourth time before a committee established by the dean of the faculty.

Should he/she fail the fourth time, the student shall take the same subject in the following academic year, pursuant to other provisions of the Statute.

Article 72.

Right to Acquire Student Status at the University

A student whose student status has been terminated, may re-acquire that status under the following conditions:

- that the University has facilities, staffing and other conditions that allow a continuation of studies;
- that the student takes exams and fulfils obligations set by the curriculum in application at the time of re-acquisition of the student status.

For the purpose of the preceding Article, the student may use the right to re-acquire the student status only once during the studies.

A decision to approve the re-acquisition of student status shall determine the duties of that student in relation to the continuation of studies.

A decision on approving the re-acquisition of the student status shall be made by the dean.

Article 73.

Student Mobility and Method of Recognition of Exams Passed

The Universities shall guarantee student mobility and recognition of credits accumulated during the education completed at a different university, in compliance with law and the European Credit Transfer and Accumulation System.

During his/her studies, a student shall have the right to spend a certain amount of time (a semester or an academic year) at a different university in the country or abroad, through international student exchange programmes or on the basis of bilateral agreements between universities.



Pursuant to the contract a student enters into with the University or a bilateral agreement between universities, the credits that the student acquired at the university (semester or academic year) attended shall be recognised.

With a request to attend the University, the student shall present original documents provided for by ECTS rules for changing the location of studies, as follows:

- an application form to register at a different university,
- a contract of studies at a different university,
- a transcript of grades,
- information package.

Article 74.

Individualisation of Studies and Special Needs of Students

The University shall be obliged to provide for students with special needs equal participation in all the teaching and scientific processes at the University.

The method of provision of such rights shall be determined by law.

Article 75.

Conditions and method of inclusion of students in scientific research ...

Conditions and method of inclusion of students in scientific research shall be regulated by the curriculum.

Article 76.

Commendations and Awards

Assignment of commendations, awards and scholarships shall be regulated by a separate act of the University.

Article 77.

Issue of Diploma and Diploma Supplement

Following the completion of all the duties as provided by the curriculum, each student shall be awarded a diploma.



For each student who has completed all the duties provided for by the curriculum, the University is obliged to issue a Diploma Supplement, in two languages, **one of which is widely used**, free of charge.

Article 78.

Termination of Student Status

The status of a student shall be terminated:

- when the student has completed his/her studies (graduation),
- when he de-registers from the university (de-registration, or if a student who has active rights and duties fails to enter the next year of study, i.e. fails to renew registration for the same year of study, he/she shall have the status of a student who has de-registered),
- if he/she fails to enter the next academic year, or fails to renew registration for the same year,
- if he/she fails to complete the programme of study within the time provided by the programme and other general acts,
- if he/she leaves the studies for reasons set by general acts of the University and its unit.

Article 79.

Liability for Breach of Student Duties

The University shall establish a disciplinary committee, competent for all cases of breach of student duties.

Article 80.

Data Protection

Governing Board of the University shall determine rules for protection of student data pursuant to the law.

Article 81.

Actions based on the Law on Administrative Procedure



When deciding on individual rights and duties of students, the University and its organisational units shall act in compliance with the Law on Administrative Procedure.

CHAPTER XII

Teaching Staff, Research Staff and Teaching Assistants

Article 82.

Teaching Titles

Teaching titles shall be:

- full professor
- associate professor
- assistant professor
- other teaching titles

Article 83.

Teaching Assistant Titles

Teaching Assistant titles shall be:

- assistant
- lector
- senior lector
- artistic teaching assistant
- other teaching assistant titles (as required)

Article 84.

Scientific titles

Academic staff with scientific titles shall be involved only in scientific research (pursuant to legislation on scientific research):

- scientific advisor,
- senior scientific fellow



- scientific fellow

Article 85.

Conditions for Appointment

Minimum conditions for appointment or selection into academic titles:

For appointment into a title, in addition to the above conditions set by the Statute, academic staff must meet the conditions set by standards for a relevant title as adopted by the Senate, in accordance with an advance opinion by the relevant higher education body.

for teaching assistants:

- completed second cycle of study with a minimum average grade of eight(8), or 3.5, or other adequate average,

for lectors:

- second cycle of study with a minimum average grade of eight (8), or 3.5, or other adequate average

for senior lector:

- second cycle of study with a minimum average of eight (8), demonstrated results in the field of language,

for an assistant professor:

- the title of doctor in a given field, no less than three (3) scientific papers published in indexed publications, proven teaching abilities

for an associate professors:

- all the requirements for an assistant professor, plus no less than four (4) scientific papers published in indexed publications, a published book or monograph, and/or original professional success such as a project, a patent, or an original method, teaching and supervision of second cycle candidates.

for a full professor:

- all the requirements for an associate professor, plus no less than two (2) published books or monographs, no less than six (6) scientific papers published in indexed publications following entry into the title of an associate professor, successful supervision of candidates for second and third cycles, and participation in no less than one committee for a doctoral title.

Article 86.

Conditions for appointment to academic titles in art subjects shall be:

for a teaching assistant:



- completed second cycle of study with a minimum average grade of eight (8), or 3.5, or other adequate average,

for an assistant professor:

- no less than the second cycle of study or an equivalent, a considerable number of publicly presented forms of artistic creation, and demonstrated results in art teaching,

for an associate professor:

- no less than the second cycle of study or an equivalent, a considerable number of publicly presented forms of artistic creation, recognition of successful work on a given area of art, and demonstrated results in art teaching,

for a full professor:

- no less than the second cycle of study or an equivalent, a considerable number of publicly presented forms of artistic creation which have confronted to the development of culture and art, and contribution in developing teaching and art professionals.

Article 87.

Re-appointment

An assistant is appointed for a period of three years.

An assistant professor is appointed for a period of five years and may be re-appointed into the same title only once.

An associate professor is appointed for a period of six years and may be re-appointed into the same title only once.

A full professor is appointed for an indefinite period.

Appointment periods do not include time spent on maternity leave, sick leave longer than one year, or time spent serving in public office.

Article 88.

Early Appointment

A higher academic title may be acquired before the times prescribed by the preceding Article, provided the candidate has met the requirements for appointment into the next title and provided he/she taught for no less than three years after the last appointment.

Article 89.



Procedure for appointment and removal of title

Each University shall regulate the procedure for appointment to a title and removal of title.

Article 90.

Sabbatical

Teaching staff shall have the right to a year of sabbatical, after five years of work at the University.

CHAPTER XIII

Honorary Titles and Awards

Article 91.

Honorary Doctoral Title

The University may award a doctoral title *honoris causa* to distinguished scientists or personalities in culture or public life from the country or abroad, for extraordinary contribution to specific areas of teaching, scientific, research, artistic or other forms of creative work.

A decision on awarding an honorary doctoral title shall be made by the Senate at the proposal of no less than three Councils of University departments.

Promotion into an honorary doctoral title shall be conducted by the Rector.

Article 92.

Professor Emeritus

The Senate shall award the honorary title of *Professor Emeritus* to particularly prominent retired full professors who contributed, over a longer period of time, to the advancement and development of university teaching and scientific research, or art work.

Criteria for awarding the title of *Professor Emeritus* are:

- longer period of successful teaching (no less than 10 years),
- scientific or artistic contribution through which the candidate publicly promoted his/her profession,



- education of new masters and doctoral degree holders, i.e. how many times the candidate has been a supervisor,
- education of successors in teaching and in science, or that the candidate is leaving a successor teacher in his area or his subject,
- a considerable number of published scientific papers of importance for the given field.

Professor Emeritus may be engaged as:

- a supervisor in doctoral, masters, and specialisation theses, as well as for their assessment and defence,
- as member of committees for appointment of teaching staff,
- for coordination and work in scientific research projects,
- for part of lectures within a subject in all three cycles of study.

Article 93.

University Awards and Prizes

Distinguished teachers and other staff of the University whose work at the university has, over a longer period of time, contributed to development of the University, as well as other legal persons or individuals who have helped in promoting and developing the University, may receive awards in the form of charters, plaques, or monetary awards.

CHAPTER XIV

Quality Assurance

Article 94.

As part of its mission, the University shall secure continuous development of quality culture – this is one of the principal tasks of the University. The principle of internal quality assurance is in compliance with the principle of institutional autonomy and provides the basis for real responsibility of the institution within domestic and international quality.

Article 95.

Within that context, the University shall adopt policies and procedures related to quality assurance and standards for programmes and diplomas. The University shall also undertake to develop the quality culture which recognises the



importance of quality and quality assurance in its work. In order to achieve this, the University shall develop and implement a strategy of continuous quality improvement. The strategy, policies and procedures shall have a formal status and shall be publicly available. Students and other interested parties shall have a respective role in this.

Article 96.

The University shall establish a Quality Assurance Committee (QOC), to be chaired by the vice-rector, and comprising mainly highly qualified teaching staff and/or those who have experience in issues of quality assurance and come from different organisational units. QAC shall also include no less than 20% student representatives and no less than 20% of representatives of external partners. QAC shall be responsible for preparing strategies and policies of the University in the area of quality assurance, submitting proposals to the Rector and the Senate for final adoption. QAC shall also be tasked with preparing short-term and long-term quality assurance plans, as well as supervising and coordinating procedures related to this matter. In its work, QOC shall be assisted by the quality assurance office of the University, which will provide adequate administrative and technical support in quality assurance activities.

Article 97.

The University shall have formal mechanisms for approval, regular monitoring and periodic reviews of programmes and diplomas, thus assuring their continued value. The University shall secure student participation in quality assurance procedures, as well as consultations with employers, representatives of employees and other partners.

Article 98.

Student participation shall be part of the regular (annual) monitoring process and shall include evaluation of lectures, programmes and professors and their teaching abilities by the students, as well as consultations with student organisations and student representatives in academic bodies.

Article 99.

Consultations with partners shall be part of periodic reviews of study programmes and diploma awards, and shall include all the partners: alumni, employers, trade unions, government bodies, local representatives, etc.

Article 100.



Student assessment shall be conducted on the basis of transparent and published criteria, provisions and procedures applied consistently. Whenever possible, student assessment shall not be based on an assessment by a single examiner.

Article 101.

In order to secure qualification and competence of the teaching staff for a given teaching or research activity, the University shall be obliged to establish criteria, provisions and procedures for selection of candidates for teaching and/or research titles (habilitation). These criteria, provisions, and procedures shall be public and shall be applied consistently. (see Chapter XII).

Article 102.

In their six-month and annual plans, Universities shall ensure that resources aimed at supporting student learning are adequate and appropriate for each programme offered. This shall also ensure that only the information relevant for effective management of their study programmes and other activities are collected, analysed and used. (see Chapter IX).

Article 103.

Information collected by annual monitoring and periodic review of study programmes and diplomas awarded shall be public. On the basis of such information, Universities shall take specific steps to improve quality and to implement continuous quality improvement strategy.

Article 104.

Universities shall publish regularly their most recent, impartial and objective information, both quantitative and qualitative, on study programmes offered and diplomas awarded.

Article 105.

Universities shall take into full account internal quality assurance guidelines, agreed at national level (Rectors' Conference), as well as international (European University Association, ENQA etc.).

Article 106

The University shall establish detailed guidelines, criteria, standards, and procedures for internal quality assurance, through a separate University act.



CHAPTER XV

University Bodies

Article 107.

The University shall have a Governing Board as its governing body.

The Senate shall be the highest academic body of the University.

The Rector shall manage the University.

Other bodies may be established at the University, pursuant to the Statute.

Article 108.

Governing Board

The Governing Board shall comprise:

- academic staff representatives
- external members (representatives of the founder and the public),
- student representatives
- non-academic staff representatives.

Nomination and appointment procedures shall be regulated by law and by the Statute of the University.

Article 109.

Senate

The Senate shall comprise

- Rector
- Vice-Rectors
- respective representative selected from and by academic staff, with the highest title as a rule, from each faculty, academy, institute, or autonomous higher professional school, irrespective of the number of full time staff with academic titles, and one additional member for each faculty or academy with more than 25 full time staff with academic titles, and
- student representatives, whose number may not be lower than 20% of the total number of Senate members, with the structure reflecting full time students at undergraduate, postgraduate, and doctoral studies.

Nomination and appointment procedures shall be regulated by law and by the Statute of the University.



Article 110.

The Senate may establish councils, committees or other working bodies, for the purpose of providing opinions or proposals on specific issues within their scope of work.

Article 111.

Rector

The Rector shall represent and act on behalf of the University.

The Rector shall be elected from full professors, on the basis of a competition.

The Rector may not be, at the same time, a dean, director or an organisational unit of the University, or hold any other managerial function at the University.

Vice-Rectors shall be selected at the proposal of the Rector, to help him/her in effecting duties.

CHAPTER XVI

Bodies of Organisational Units

Article 112.

Bodies of organisational units shall be:

- a Council,
- the Dean.

Article 113.

The Council shall comprise:

- the Dean
- Vice-Deans
- full time teachers with research and teaching titles,
- representatives of full time teaching assistants and
- student representatives, whose number may not be less than 20% of the total number of Council members.

Article 114.

The Dean shall manage the organisational unit.



The Dean shall be elected from all teaching, scientific or art-teaching titles.

The Dean shall be elected by the Council of the organisational unit.

Nomination and selection procedure shall be regulated by the Statute of the University.

Article 115.

An organisational unit may have no more than three Vice-Deans.

Duties of Vice-Deans shall be set by the Dean.

CHAPTER XVII

Student Organisation

Article 116.

Students' Union

Students' Union is an umbrella student organisation which acts within the University.

Students' Union comprises all the students enrolled at the University.

Work of the Students' Union shall be regulated by its autonomous acts, and its relations with the University shall be regulated by a separate Rules of Procedure of the University.

Students' Union shall be funded from the budget of the University and its own revenue.

CHAPTER XVIII

Public Nature of University Activities

Article 117.

Publicity of University Activities

Activities of the University shall be public.

The University is obliged to inform the public about its activities timely and accurately.

The University shall inform the public through public media, by providing individual oral statements, by publishing regular and special publications, and by



advertising on notice boards and internet pages of the University and its departments

The University shall have its own official publication.

CHAPTER XIX

Records and Public Documents

Article 118.

Records

The University shall maintain records on:

- undergraduate students;
- postgraduate students;
- exams;
- student success rates at the end of an academic year;
- diplomas issues;
- students who complete their study in less than the required time,
- students who receive university awards;
- students who receive disciplinary measures for breaching student duties
- persons who acquire associate or higher education degrees, masters or doctoral degrees;
- fully employed staff or staff under contract;
- appointment into titles
- property, commercial contracts, financial affairs of units of the University;
- scientific research projects, publishing projects, etc.
- library collections of units of the University;
- any other information as set by the Governing Board of the University;
- other records as set by general acts of the University.

Method of keeping and maintain records shall be set by general acts of the University.

Official registers and a register of diplomas shall be stored permanently.

Personal and confidential data contained in the records shall be protected in the prescribed manner.



Article 119.

Public Documents

Public documents issued by the University include:

- diplomas on the level of education attained,
- diplomas on masters or doctoral degrees attained,
- diploma supplements
- index books, de-registration document, certificate of graduation,
- certificate of exams passed,
- certificate of results attained during the studies, and
- certificate of participation in specific forms of professional development.

CHAPTER XX

Recognition and *Nostrification* of Studies, Certificates, Diplomas and Cycles

Article 120.

The University shall have the power to recognise periods of study, certificates, diplomas and cycles the student acquired/attended outside the territory of Bosnia and Herzegovina, for the purpose of continuation of studies at the same level/cycle, as well as for enrolment at the next level/cycle of study.

Article 121.

The University shall be obliged to issue decisions on recognition and *nostrification* on the basis of information on qualifications or periods of study for which recognition and *nostrification* is requested.

Article 122.

Initially (in the first instance), the candidate shall be obliged to provide all the adequate information in a conscientious manner.

Article 123.

In addition to the candidate's responsibility to provide all the necessary information, the University may request additional relevant information from the institution that awarded the qualification to the student, or the institution where studies were attended.



Article 124.

The University may request information from competent authorities at state level (e.g. the ENIC centre), entity or cantonal levels, on issue of recognition and *nostrification*.

Article 125.

The University shall be obliged to respect rules or directives regulating issues of recognition and *nostrification* adopted by relevant authorities at state level (e.g. the ENIC centre), entity or cantonal levels.

Article 126.

In principle, the University shall recognise periods of study for students who completed their studies within higher education programmes in foreign countries, unless it is established that there are major thematic differences between that period of study and the part of the university programme the student is seeking recognition for. In the latter case, the candidate requesting the recognition shall have the possibility for the University to conduct an assessment of the period of study that recognition is sought for.

Article 127.

In principle, the University shall be obliged to recognise a higher education qualification of a student who completed his/her studies in a foreign country, so that the *nostrification* is based on the knowledge acquired and confirmed by the qualification, unless it is established that there are major thematic differences in the programme of the qualification that recognition is sought for and the corresponding qualification acquired at this University. IN the latter case, the candidate requesting the recognition shall have the possibility for the University to conduct an assessment of the qualification.

Article 128.

Procedures for recognition of periods of study, certificates, diplomas and cycles shall be conducted by the university *nostrification* office, established by the University. The University *nostrification* office shall provide adequate administrative and technical support in the area of *nostrification* of diplomas and recognition of periods of study, and shall be responsible for supervising and coordinating recognition procedures.

Article 129.



University recognition office shall cooperate closely with the national ENIC office, especially when requiring detailed comparative information on foreign education structures and institutions.

Article 130.

University recognition office shall cooperate closely with organisational units of the University in matters of systemic *nostrification* in other countries.

Article 131.

In individual cases, university recognition office shall seek professional opinions on comparability of qualifications, and opinions shall be by three independent reviewers, experts in the field of the qualification to be assessed.

Article 132.

Decisions on recognition shall be made by relevant academic bodies at the level of the relevant institution or faculty, on the basis of a justified proposal of the university recognition office.

Article 133.

The University shall be obliged to adopt detailed procedures for recognition and *nostrification* of diplomas. These procedures shall be regulated by a separate act.

CHAPTER XXI

General Acts of the University and their Method of Adoption

As the subject matter for each University is specific, the Statute of each university shall deal with the subject matter, pursuant to the law.

CHAPTER XXII

Transitional and Final Provisions

As the subject matter for each University is specific, the Statute of each university shall deal with the subject matter, pursuant to the law.