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SELF-EVALUATION REPORT

Travnik, november 2019.

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Travnik, November 2019

INTERNATIONAL UNIVERSITY TRAVNIK

IUT

SELF-EVALUATION REPORT

Rector

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(MP)

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Index of terms, abbreviations and symbols

UNIVERSITY – International University Travnik in Travnik
ECTS – European Credit Transfer System
HEA – Agency for Higher Education and Quality Assurance, B&H
QA – Quality Assurance
HEI–Higher Education Institution
CBC – Central Bosnia Canton
EPP – Educational plan and program-Curriculum
SE – Self-Evaluation
EFT – Faculty of Economics
SFT – Faculty of Traffic and Transport Engineering Travnik in Travnik
TEF – Faculty of Ecology in Travnik
PFT – Faculty of Law in Travnik
FMiK – Faculty of Media and Communications in Travnik
FPTN – Faculty of Politehnical Sciences in Travnik
FIT – Faculty of Information Technologies Travnik in Travnik

Table1. Basic information

Higher education institution	Internacionalni univerzitet Travnik u Travniku – International University Travnik in Travnik
Address	Ul. Aleja Konzula – Meljanac bb, 72270 Travnik, BiH
Contact	Tel.: +387(0)30/509-682 ; Fax.: +387(0)30/540-587
Email address	kvalitet@iu-travnik.com
WEB page	www.iu-travnik.com
Self-Evaluation Manager	Prof. Dr. Enes Huseinagić Franje Markovića 4 X/11, Tuzla
Contact of Self-Evaluation Manager	Mob: 061/178 - 800 e-mail: huseinagic_e@hotmail.com

1. INTRODUCTION

1.1. The history and organization of the Higher Education Institution

The first organizational unit of International University Travnik (referred to as: University) in Travnik was founded in 2007 under the name Faculty of economic and technical logistics by the Decision for work and registration of Higher Education Institution of Central Bosnia Canton No. 03-38-49/07-4 from 29th of June 2007 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-za-rad-i-upis-u-Registar-visoko%C5%A1kolskih-ustanova-SBK-FPTL-4.pdfand the Decision on registration in Register of Municipal Court in Travnik No 051-0-Reg-14-000661 from 27th of November 2006 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-o-upisu-u-Sudski-Registar-Op%C4%87inskog-suda-FPTL.pdf.Immediately after that, Ministry of education, science, culture and sports of Central Bosnia Canton reached the Decision on registration of Faculty of Economics Travnik in Travnik in Register of Higher Education Institutions of Central Bosnia Canton No 03-38-50/07-4 from 29th of June 2007, available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-za-rad-i-upis-u-Registar-visoko%C5%A1kolskih-ustanova-SBK-EFT-3.pdf,Decision on registration in Register of Municipal Court in Travnik No 051-0-Reg-14-000659 from 30th of January 2007, available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-o-upisu-u-Sudski-Registar-Op%C4%87inskog-suda-EFT.pdf.In the same year, Ministry of education, science, culture and sports of Central Bosnia Canton reached the Decision on registration of Faculty of Traffic and Transport Engineering in Travnik in Register of Higher Education Institutions of Central Bosnia Canton No 03-38-1/07 from 5th of January 2007available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-za-rad-i-upis-u-Registar-visoko%C5%A1kolskih-ustanova-SBK-SFT-4.pdf,Decision on registration in Register of Municipal Court in Travnik No 051-0-Reg-14-000658 from 20th of January 2015 available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-o-upisu-u-Sudski-Registar-Op%C4%87inskog-suda-SFT.pdf.In the beginning of 2010, Faculty of Ecology Travnik in Travnik was established by the Decision on registration in Register of Higher Education Institutions of Central Bosnia Canton No 03-38-112/09 from 19th of February 2010,

Ministry of education, science, culture and sports of Central Bosnia Canton available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-za-rad-i-upis-u-Registar-visoko%C5%A1kolskih-ustanova-SBK-TEF-3.pdf. Ministry of education, science, culture and sports of Central Bosnia Canton solution No 03-38-2/10-6 from 05th of March 2010 entered International University Travnik in the Register university Central Bosnia Canton available on the official website http://iu-travnik.com/wp-content/uploads/2019/12/35.-Rje%C5%A1enje-o-upisu-u-registar-IUT.pdf. Decicion on registration in Register of Municipal Court in Travnik of 2nd of February 2015 No 051-0-Reg-14-000662http://iu-travnik.com/wp-content/uploads/2019/11/sudsko-rjesenje-IUT8836926228915580426.pdf by which studying program was expanded with teaching-scientific areas of biotechnology. This is how conditions for establishment of University by Framework Law on Higher Education in Bosnia and Herzegovina were obtained („Official newspaper of B&H" 59/07) according to which the University can be established if it realizes at least five different studying program from at least three scientific fields. Ministry of education, science, culture and sports of Central Bosnia Canton reached the Decision for work and registration of International University Travnik into the Register of Central Bosnia Canton No 03-38-2/10-6 from 5th of March 2010 available on the official website–http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-za-rad-i-upis-u-Registar-visoko%C5%A1kolskih-ustanova-SBK-PFT-4.pdf, Decision on registration in Register of Municipal Court in Travnik No 051-0-Reg-10-000198 from 24th of May 2010available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-o-upisu-u-Sudski-Registar-Op%C4%87inskog-suda-IUT.pdf. In the same year, Ministry of education, science, culture and sports of Central Bosnia Canton reached the Decision on registration in the Register of Higher Education Institutions of Central Bosnia Canton No 03-38-27/10-7 from 1st of October 2010available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-za-rad-i-upis-u-Registar-visoko%C5%A1kolskih-ustanova-SBK-PFT-4.pdf,for registration of Faculty of Law Travnik in Travnik and Faculty for Media and Communications Travnik in Travnik and that is how teaching-scientific area of social sciences was expanded for additional three studying program. Decision on registration of Faculty of Law Travnik in Register of Municipal Court was received on 13th of May 2011, No br. 051-0-Reg-11-000473http://iu-travnik.com/wp-content/uploads/2019/11/sudsko-rjesenje PFT2558898334470055851.pdf, while the Decision on registration of Faculty of Media and Communication Travnik in Register of Municipal Court was received on 3rd of January 2013,

051-0-Reg-12-000243http://iu-travnik.com/wp-content/uploads/2019/11/sudsjo-rjesenje-FMKT24658712257544641 87.pdf.Realization of lesson on these two faculties started with academic year 2011/2012. By the decision of Ministry of education, science, culture and sports of Central Bosnia Canton on establishment od new organizational units and status change of the name and registration into the Register of Higher Education Institutions of Central Bosnia Canton No. 03-38-25/12 from 31st of May 2012http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-za-rad-i-upis-u-Registar-visoko%C5%A1kolskih-ustanova-SBK-%E2%80%93-FiT-i-Rje%C5%A1enje-o-preimenovanju-FPTN.pdfFaculty of Information Technologies Travnik in Travnik was established and Faculty of economic and technical logistics Travnik in Travnik was renamed into Faculty of Politehnical Sciences Travnik in Travnik. Decision on registration of Faculty of Information Technologies Travnik in the Register of Municipal Court in Travnik was reached on 26th of January 2015, No 051-0-Reg-14-000660http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-o-upisu-u-Sudski-Registar-Op%C4%87inskog-suda-FIT.pdf.

International University Travnik in Travnik moved to the new building which size is over 10.500 square meters in 2017. By the Decision of Ministry of education, science, culture and sports of Central Bosnia Canton on change of the address and the residence and registration into the Register of Higher Education Institutions of Central Bosnia Canton No 03-38-12/17 from 25th of May 2017 http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-o-Ministarstva-obrazovanja-nauke-i-kulture-SBK-o-promjeni-adrese-i-sjedi%C5%A1ta-i-upis-u-Registar-visoko%C5%A1kolskih-ustanova-SBK-%E2%80%93-IUT.pdf the status change of the address and residence of International University Travnik was registered in Municipality Travnik, on the new address: ul.Aleja Konzula – Meljanac bb, Travnik Municipality, and the previous address was Ul. Bunar bb – Dolac, Travnik Municipality. International University Travnik received the Decision on registration into the Register of Municipal Court in Travnik on 28th of August 2017, No 051-0- Reg-17-000466 http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-o-upisu-u-Sudski-Registar-Op%C4%87inskog-suda-o-promjeni-adrese-%E2%80%93-IUT.pdf.

the status change of the address and residence of International University Travnik was registered in Municipality Travnik, on the new address: ul.Aleja Konzula – Meljanac bb, Travnik Municipality, and the previous address was Ul. Bunar bb – Dolac, Travnik Municipality. International University Travnik received the Decision on registration into the Register of Municipal Court in Travnik on 28th of August 2017, No 051-0- Reg-17-000466http://iu-

travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-o-izmjenama-podataka-sjediste-podruznice-FPTN-SFT-FIT-EF-PF-i-TEF-3.pdf,On 7th of September 2017, the Decision on registration into the Register of Municipal Court in Travnik about the change of the address was issued, in a way to make a correction of this Court No 051-0-Reg-17-000467 from 7th of September 2019 http://iu-travnik.com/wp-content/uploads/2019/11/Rjesenje-o-izmjenama-podataka-sjedista-i-ovlastenog-lica-FMIK-3.pdf.On 3rd of June 2019, Ministry of Education, Science, Culture and Sports issued the Decisions on records of study programs registered in the Register of higher education institutions for: Faculty of Ecology Travnik No.03-38-400-1/19available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-za-rad-i-upis-u-Registar-visoko%C5%A1kolskih-ustanova-SBK-TEF-2.pdf,Faculty of Economics TravnikNo.03-38-400—2/19 available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-za-rad-i-upis-u-Registar-visoko%C5%A1kolskih-ustanova-SBK-EFT-3.pdf,Faculty of Information Technologies Travnik No. 03-38-400-3/19 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-za-rad-i-upis-u-Registar-visoko%C5%A1kolskih-ustanova-SBK-%E2%80%93-FIT-3.pdf, Faculty of Politehnical Sciences Travnik No. 03-38-400-4/19 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-za-rad-i-upis-u-Registar-visoko%C5%A1kolskih-ustanova-SBK-FPTL-3.pdf,Faculty of Media and Communications Travnik No.03-38-400-5/19available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-za-rad-i-upis-u-Registar-visoko%C5%A1kolskih-ustanova-SBK-FMIK-3.pdf, Faculty of Law Travnik No. 03-38-400—6/19 available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-za-rad-i-upis-u-Registar-visoko%C5%A1kolskih-ustanova-SBK-PFT-3.pdf and Faculty of Traffic and Transport Engineering Travnik No. 03-38-400—7/19 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-za-rad-i-upis-u-Registar-visoko%C5%A1kolskih-ustanova-SBK-SFT-3.pdf.

Organizational structure of the University is defined in the Statute of International University Travnik in Travnik in Chapter 3 (Articles 16-28) and in Chapter 5 (Articles 35-78). The Statute of the University is available on the official web site of the University http://iu-travnik.com/wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdfwhose amendments were

adopted on 13th of September 2019 by the Decision on amendments of the Statute No 01-01-08-20/19 http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-izmjenama-i-dopunama-statuta-IUT-a.pdf.

The University is governed by a Senate and Board of directors who jointly appoint the Rector of the University. Board of directors is a collegial governing body responsible for business management of the University. The Board of directors has seven (7) members, two (2) of them are appointed by the University Senate and five (5) by the founder.

Senate is the most professional, academic body responsible for all professional and academic issues at the University.

The Senate consists of:

- Deans of Faculties;
- Three representatives of students;
- The Rector and the Vice-Rectors of the University.

The Rector reports about his work in the field of academic issues to the Senate and for his work in the field of business management reports to the Board of directors.

The Rector is assisted by two Vice-rectors in the field of their work. The University has two vice-rectors from the academic staff:

- The Vice-rector for curriculum and student issues;
- The Vice-rector for scientific research.

Six professional services have been organized in order to carry out administrative activities, which assist implementation of the entire teaching and scientific research processes:

- General, Legal and Personnel Service
- Student Service
- Economic and Financial Affairs Service
- Publishing Service
- PR service;
- Information Support Service

All service employees are responsible to the Rector, general manager and executive manager. This organizational structure of the University has proven to be very effective in implementation of its tasks and enables the teaching and scientific research processes to proceed smoothly.

Organizational chart of the University is available on the official website http://iu-travnik.com/organizaciona-sema/.

In the next table, there is an overview of the total number of enrolled and graduated students of all cycles of organizational units of the University by the end of academic year 2018/2019.

Table 2. Review of the total enrolled and graduated students of the University by the end of academic 2018/2019 year

Organizational unit	Academic year of enrolment of the first generation of students	A total of enrolled students	A total of graduated students by the end of academic year 2018/2019
Faculty of Economic and Technical Logistics Travnik	2007/2008 – 2013/2014	75	34
Faculty of Economics Travnik	2008/2009	1996	1258
Faculty of Traffic and Transport Engineering Travnik	2008/2009	1790	1122
Faculty of Ecology Travnik	2010/2011	237	132
Faculty of Law Travnik	2011/2012	395	254
Faculty of Media and Communications Travnik	2011/2012	102	45
Faculty of Politehnical Sciences Travnik	2013/2014	1103	728
Faculty of Information Technologies Travnik	2015/2016	149	41
Total		**5847**	**3580**

1.1.1. Organizational and sub organizational units within the University

The University includes the following organizational units – faculties that perform teaching and scientific-research work. The University consists of seven organizational units:

- Faculty of Economics Travnik
- Faculty of Traffic and Transport Engineering Travnik
- Faculty of Ecology Travnik

- Faculty of Law Travnik
- Faculty of Media and Communications Travnik
- Faculty of Information Technologies Travnik
- Faculty of Politehnical Sciences Travnik.

Organizational units are consisted of sub organizational units- institutes:

- Institute of Faculty of Politehnical Sciences Travnik,
- Institute of Faculty of Economics Travnik,
- Institute of Faculty of Traffic and Transport Engineering Travnik,
- Institute of Faculty of Ecology Travnik,
- Institute of Faculty of Media and Communications Travnik,
- Institute of Faculty of Law Travnik and
- Institute of Faculty of Information Technologies Travnik.

Faculty of Economics Travnik

Education at the Faculty of economics is structured on 3+2 or 4+1 models of studying. Curriculum is performed in two modules: 3+2 or 4+1 years of undergraduate studies (I cycle), two or one year stands for master studies (II cycle) and three years stands for doctoral studies or PHD studies (III cycle).

Undergraduate degree program and courses (I cycle):

- Banking and insurance
- Finance, accounting and auditing
- Marketing and trade
- Management in tourism
- Entrepreneurship and self-employment
- Business economy
- Business management
- Business informatics
- Financial markets, instruments and institutions
- Management in education

- Management in healthcare

Postgraduate master programs (II cycle):

- Economics, management and business
- Finance, banking and insurance
- Marketing, management and trade
- Entrepreneurship and self-employment
- Accounting and auditing
- Management in tourism
- Financial markets, instruments and institutions
- Management in education
- Management in healthcare

Postgraduate doctoral programs (III cycle):

- Economy
- Management
- Banking and insurance
- Marketing and trade
- Entrepreneurship
- Accounting, finance and auditing
- Management in tourism
- Financial markets, instruments and institutions
- Management in education
- Management in healthcare

Faculty of Traffic and Transport Engineering Travnik

At the Faculty of Traffic and Transport Engineering studies are managed in following models: 3 +2 and 4 +1 which means 3 or 4 years of undergraduate program (I cycle), 2 or 1 year of master program (II cycle) and 3 years of doctoral program (III cycle).

Undergraduate degree program and courses (I cycle):

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- Road and Urban Traffic
- Management in Traffic
- Air Traffic

Postgraduate master programs (II cycle):

- Road and Urban Traffic
- Management in Traffic
- Safety in Traffic
- Air Traffic

Postgraduate doctoral programs (III cycle):

- Traffic
- Road and Urban Traffic
- Management in Traffic
- Safety in Traffic
- Air Traffic

Faculty of Ecology Travnik

At the Faculty of Ecology studies are managed in two models: 3 +2 and 4 +1 which means 3 or 4 years of undergraduate program (I cycle), 2 or 1 year of master program (II cycle) and 3 years of doctoral program (III cycle).

Undergraduate degree program and courses (I cycle):

- Applied Ecology (3+2)
- Environmental Protection System (4+1)

Postgraduate master programs (II cycle):

- Ecology and Environmental Protection System
- System Engineering
- Preservation of biodiversity
- Sustainable development and renewable energy systems

Postgraduate doctoral programs (III cycle):

- Ecology and Environmental Protection System
- System Engineering
- Biodiversity
- Sustainable development
- Environmental protection in cities

Faculty of Law Travnik

Education at the Faculty of Law is structured on 4+1 model of studying. Curriculum is performed in module 4+1 which means 4 years of undergraduate program (I cycle) , 1 year of master program (II cycle) and 3 years of doctoral program (III cycle).

Undergraduate degree program and courses (I cycle):

- General Law
- Public administration

Postgraduate master programs (II cycle):

- Civil Law
- History of state and Law
- Criminal Law
- State and international public Law
- Commercial law
- Public administration

IUT

Postgraduate doctoral programs (III cycle):

- Civil Law
- Historical and legal Law
- Criminal Law
- International and public Law
- Commercial Law
- European Law
- Public administration

Faculty of Media and Communications

Education at the Faculty of Media and Communications is structured on 3+2 or 4+1 models of studying. Curriculum is performed in two modules: 3+2 or 4+1 years of undergraduate studies (I cycle), two or one year stands for master studies (II cycle) and three years stands for doctoral studies or PHD studies (III cycle).

Undergraduate degree program and courses (I cycle):

- Communications
- Media and Journalism

Postgraduate master programs (II cycle):

- Public relations
- Journalism

Postgraduate doctoral programs (III cycle):

- Public relations
- Media
- Communications

Faculty of Information Technologies Travnik

At the Faculty of Information technologies studies are managed in two models: 3+2 or 4+1 Curriculum is performed in two modules: 3+2 or 4+1 years of undergraduate studies (I cycle), two or one year stands for master studies (II cycle) and three years stands for doctoral studies or PHD studies (III cycle).

IUT

Undergraduate degree program and courses (I cycle):

- Computer systems and networks
- Software programming
- Information technologies

Postgraduate master programs (II cycle):

- Computer systems and networks
- Software programming
- Information technologies

Postgraduate doctoral programs (III cycle):

- Computer systems and networks
- Software programming
- Information technologies

Faculty of Politehnical Sciences

At the Faculty of Politehnical Sciences studies are managed in two models: 3+2 or 4+1 Curriculum is performed in two modules: 3+2 or 4+1 years of undergraduate studies (I cycle), two or one year stands for master studies (II cycle) and three years stands for doctoral studies or PHD studies (III cycle). Faculty of Politehnical Studies has six departments and each of them has courses mentioned bellow.

Undergraduate degree program and courses (I cycle):

MECHANICAL ENGINEERING

- Engines and Vehicles
- Manufacturing Mechanical Engineering
- Mechanical Construction
- Energetics
- Energy efficiency and renewable sources of energy

ELECTRICAL ENGINEERING:

- Power Engineering
- Computing and Informatics
- Telecommunications

CONSTRUCTING AND ARCHITECTURE:

- Building
- Roads
- Hydro-environmental Engineering
- Architecture and urbanism

LOGISTICS:

- Economics and Technical Logistics
- System Logistics
- Management in Logistics

SAFETY AND WORK PROTECTION:

- Safety
- Work protection
- Corporate safety

ENGINEERING MANAGEMENT:

IUT

- Entrepreneurs Management
- Information Management
- Engineering Management and Insurance
- Human Resources Management
- Logistics Management

Postgraduate master programs (II cycle):

MECHANICAL ENGINEERING

- Engines and Vehicles
- Manufacturing Mechanical Engineering
- Mechanical Construction
- Energetics
- Energy efficiency and renewable sources of energy

ELECTRICAL ENGINEERING:

- Power Engineering
- Computing and Informatics
- Telecommunications

CONSTRUCTING AND ARCHITECTURE:

- Building
- Roads
- Building management
- Architecture and urbanism
- Hydro-environmental Engineering

LOGISTICS:

- Economics and Technical Logistics
- System Logistics
- Management in Logistics

SAFETY AND WORK PROTECTION:

- Safety
- Work protection
- Corporate safety

ENGINEERING MANAGEMENT:

- Manufacturing Mechanical Engineering

IUT

- Quality and Logistics
- Engineering Management and Insurance
- Human Resources Management
- Energetics
- Business Management
- Industry Management

Postgraduate doctoral programs (III cycle):

MECHANICAL ENGINEERING

- Industrial Engineering and Management
- Mechanical Construction
- Engines and Vehicles
- Energy efficiency and renewable sources of energy

ELECTRICAL ENGINEERING:

- Automatics and electronics
- Electricity
- Computing and Informatics
- Telecommunications

CONSTRUCTING:

- Building
- Hydro environmental engineering
- Roads
- Geotechnics

ARCHITECTURE AND URBANISM

- Architecture and urbanism

SAFETY AND WORK PROTECTION:

- Safety
- Work protection engineering
- Corporate safety

ENGINEERING MANAGEMENT

COMPUTING AND INFORMATICS

LOGISTICS:

IUT

- Economics and Technical Logistics
- System Logistics
- Management in Logistics

1.1.2. Lifelong Learning Center

Beside organizational units and institutes on the University, Lifelong Learning Center was also established. According to the Article 114. Paragraph (1) of the Statute, the University can establish a Lifelong Learning programs. The goal of such programs is to:

- Obtaining the certificate of successful attendance at specific training programs (initial or continuing) or
- Updating or refreshing knowledge in a particular field, intended for alumni.

„Lifelong learning“ is a dimension which requires the most work and updates. The University established Lifelong Learning Center by Senate Decision No. S-4-15/10 from second of June 2010 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-osnivanju-Centra-za-cjelo%C5%BEivotno-u%C4%8Denje.pdf. The work of Lifelong Learning Center is regulates by the Rules of Procedure of the Lifelong Learning Center No 01-09-26-01/14, 01-09-45/15 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-radu-Centra-za-cjelo%C5%BEivotno-u%C4%8Denje-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-2015-februar.pdfwhich was adopted at Senate Session on 13th of February 2015, Decision No. 01-01-02-26/15available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-radu-Centra-za-cjelozivotno-ucenje-2015.pdf.Amir Mešinović was appointed for the Head of Lifelong Learning Center by Senate Decision No.01-01-01-67/19 from 18th of January 2019 available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-imenovanju-rukovodioca-Centra-za-cjelo%C5%BEivotno-u%C4%8Denje.pdf.

On 15th of March 2017, International University Travnik received the approval for the implementation of foreign language learning program, which is available on the official website of the University http://iu-travnik.com/wp-content/uploads/2019/11/Saglasnost-za-izvodjenje-programa-stranih-jezika-2017.pdfafter which the Lifelong Learning Center which operates within the University conducted the learning program by organizing Bosnian language courses, where students who attended were awarded certificates. The University in cooperation with Microsoft has started Microsoft Imagine Academy in order to help its students to acquire the skills they need

for success in the business world in 21st century. 12 one-year licenses were purchased for these purposes. In this way, the University become one of the 16000 Microsoft Imagine academies located worldwide. The Microsoft Imagine Academy is a comprehensive program that supports ongoing technological education for students, teachers and other education professionals and encompasses computerized basics of high-level programming, along with *cloud* and infrastructure management using Microsoft technologies. Microsoft Imagine Academy provides education from the field of additional IT education to students, professors and staff of International University Travnik and ensures skills and training necessary for everyday work. An important aspect is in-house opportunity to provide education to all employees of the University, both for professional development and for increasing of work efficiency of the University. Program resources include access to online learning content, official Microsoft academic courses, curricula and teaching tools. Combining education and the most modern technology, Microsoft Imagine Academy supports success and progress in a growing global economy.

The course proposal for starting the course at the Academy is related to courses from the field of Microsoft Office Word 2016, Microsoft Office Excel 2016 education, Microsoft Office PowerPoint 2016 and Microsoft Office Outlook 2016. The given program could be expanded immediately after starting the education with courses for the field Microsoft OneNote 2016 application as well as Office 365 services and specialized courses in Excel 2016, Power BI, etc. All mentioned is available on the official web site of the University: https://iu-travnik.com/microsoft-imagine-akademija-unutar-okvira-internacionalnog-univerziteta-travnik/.

International University Travnik received the Decision on approval to provide training for candidates for professional titles by the Accounting and Auditing Commission of Bosnia and Herzegovina, No. 121-4/19 from 28th of March 2019. In accordance to that, the University organized training for the applicants for examinations deadlines in May and November 2019. Call for training and successful completion of the training is available on the official website: http://iu-travnik.com/obuka-kandidata-iz-racunovodstvene-profesije/.

1.2. Application of the Bologna Process at a Higher Education Institution

1.2.1. Three cycles of education

In an effort to intensify activities on internationalization and international recognition of diplomas, the faculties started with implementation of curriculum based on European Credits Transfer System –ECTS), TZV credit system of studying. (Senate Decision No S-4-13/10 from 2nd of June 2010 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-nastavnih-planova-zasnovanih-na-evropskom-sistemu-prijenosa-bodova.pdf)

According to the Law on Higher Education of Central Bosnia Canton (Official newspaper of CBC No. 4/13, Art. 122) which is in line with the Bologna Declaration, there are three cycles in academic studies:

- The first cycle or undergraduate study leads to the academic degree of the Bachelor or equivalent obtained after at least three and the most four years of regular study after obtaining a high school diploma which is valued with at least 180, i.e. 240 ECTS credits.;
- The second cycle or postgraduate study leads to academic title of Master of specific field or equivalent, obtained after graduation, lasts one or two years and it is valued with 60 or 120 ECTS credits and in addition to the first cycle, 300 ECTS credits;
- The third cycle or doctoral study leads to the academic title doctor (of science) or equivalent, lasts three years and is valued with 180 ECTS credits, so that in the sum with the first two cycles it carries 480 ECTS credits.

The application of Bologna Model of study, at the University, 2007/2008 year started and the first organizational unit, Faculty of Economic and Technical Logistics started with teaching process. All organizational units within the University have opted for the application of both models of study, i.e. 3+2+3 and 4+1+3 (Senate Decision No. S-4-14/10 from 2n of June 2010 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-primjeni-oba-modela-studiranja.pdf.One ECTS corresponds to 25-30 hours of students work. Subjects on faculties are one-semester. The number of subjects per semester ranges from four to six and are divided into compulsory and elective subjects. Student workload during the week is between 20 and 30 hours. Student success in monitored through the study process. Modern teaching methods

and techniques are applied, as well as practical training of students. One academic year carries 60 ECTS credits, 30 ECTS credits per each semester. The application of Bologna study process implies the mobility of teachers and associates with other institutions from the country and abroad. At the International University Travnik , mobility has been actively implemented since 2016 and until 2019 a total of 23 teachers and associates of the University participated in the mobility and on the other hand, a total of 11 teachers and associated from other universities held their lectures at our University. The universities exchanged were from Lithuania, Latvia, Poland, Macedonia, and Bulgaria.

In order to obtain practical knowledge, students of the University, beside the obligation to perform student internship are allowed to conduct field exercises, than study and field visits to companies, institutions and symposia in the field for which they are educated. Examples of good practice can be found on the official website of the University: http://iu-travnik.com/vijesti/.

1.2.2. Learning results and implementation of the qualification framework

At the proposal of the Academic Council of each od organizational units, the Senate adopted the Academic Curriculum for 2016/2017 (Decision No. 01-01-07-05/16, from 12th of July 2016 – available on the official website od dana 12.07.2016.link), academic year 2017/2018 (Decision No. 01-01-07-05/17, from 18th of July 2017- available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-NPP-za-sve-cikluse-studija-2016.pdf.), for the academic year 2018/2019 (the Senate Decision No: 01-01-07-13/18 from 18th of July 2018 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-NPP-za-sve-cikluse-studija-2017.pdf),for academic year2018/2019 (the Senate Decision No01-01-07-13/18 from 18 th of July 2018 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-izmjeni-i-dopuni-NPP-za-I-ciklus-FPTN-201819.pdf),for academic year 2019/2020 (the Senate Decision No. 01-01-07-08/19 from 18th of July 2019 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-NPP-za-sve-cikluse-studija-201920.pdf)

The curriculum and learning outcomes are based on:

- Law on Higher Education of Central Bosnia Canton (Official newspaper of CBC 04/12);
- Standards and norms for performing higher education activities in the area of CBC (Official newspaper of CBC 11/13);
- The Statute;
- Basics of qualification framework in Bosnia and Herzegovina;
- Bloom's taxonomy.

This document defines the learning outcomes of the departments in all cycles and the learning outcomes of each subject. Beside this, study objectives, course content, teaching methodology, basic and additional literature, maximum number of students in lectures and exercises, number of hours of lectures and exercises and number of ECTS credits are defined for each subject.

1.3. Research and scientific-research and/or artistic work

Scientific-research work at the University is implemented through the activities of project teams consisting of teachers and associated of the faculties, students of doctoral studies, researchers who are engaged as associates on the projects as well as researchers employed in other research institutions, business entities, etc. Scientific research program – (available on the official website link) defines scientific fields of research, as well as activities related to providing conditions for their realization, improving international cooperation, publishing the results of scientific research and activities promoting science and research activities in general. The Senate adopted the program of scientific research at its session held on 16th of March 2016 for the period 2017-2021 (the Decision No. 01-01-03-66/16, from 16th of March 2016 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Programa-NIR-201721.pdf).

Scientific research is defined through seven goals at the University for the period 2017-2021:

1. Scientific research at the University includes increasing of quality of educational programs through the implementation of research scientific outcomes into all segments of teaching activities

2. Scientific research at the University includes improvement of quality of complementary abilities for NIR. Teachers, assistants and professional associates will come to relevant topics for final work, master's and doctoral thesis through the research
3. Scientific research at the University includes expanding the base of NIR to all faculties of the University. As research associates, assistants and teachers of the University are involved in the research, a new quality of the University is obtained through a new projection of scientific and research activity. NIR contributes establishment of links with other higher education institutions as well as businesses, which also provides employment opportunities for young people who have completed their studies at the University.
4. Scientific research at the University is especially defined as a strategic objective of the University Development Strategy for the period from 2017 to 2021 and refers to the linking of the University with business entities.
5. Scientific research at the University includes fruitful development of various directions of cooperation with economic resources in terms of defining an effective way of transferring knowledge. Due to the fact that the University is a young institution because of this, it has just started do develop cooperation with business entities, in the next five-year period it will try to set up incubators, research centers and laboratories for knowledge transfer.
6. Scientific research at the University includes strengthening the reputation with the goal of improvement of the system network for cooperation with industry, compactible research institutions and students.
7. As the University is a private institution financed from the founder's own resources, the seventh goal is to increase profit and profitability in order to ensure the funds for further development of research activities.

The EU programs are one of the instruments that European Union uses with the goal of support and improvement of research in the field of higher education for EU members on one-hand and potential candidate countries on the other hand, in different scientific fields. Conditions for increased participation in European research programs would be created on that way.

Scientific research as well as programs offered by the University can significantly accelerate the development of local businesses and the entire community. The goal of future development is creating the conditions for teamwork of academic staff, students and experts in the economy, in order to enable the transfer of knowledge and scientific results on the relation between University

– interested companies from CBC and Bosnia and Herzegovina. The development of the economy in CBC, i.e. Bosnia and Herzegovina articulates the need to establish effective relations between the University and small and medium-sized companies in order to improve the system and strengthen their competitiveness in a market economy. Scientific research stimulates company projects and promotes entrepreneurial skills of graduates, masters and doctoral studies which results with their involvement into the economic capacities.

In order to support scientific research, University publishes Scientific journal of International University Travnik in Travnik entitled „Science and Technology“, which is published twice a year, based on the Decision of the University Senate No. : S-12-9/11, from 25th of February 2011. The journal is multidisciplinary and covers the following fields: economics, law, ecology, media information technology and polytechnics. Papers can be written and published in both Bosnian and English, The first journal was published in 2013 and 14 journals have been published so far. In 2018, the journal was indexed by SJIFactor, which can be viewed on the following link on the official website http://sjifactor.com/passport.php?id=20210.The impact factor for scientific journal Science and Technology is 4.756. SJIFactor in an internationally recognized platform with over 21 000 journals at its base, promoting scientific advancements and supporting publishing and scientific communities interested in research activities in innovation and applied science. In 2019, the journal is indexed by SJIFactor which can be viewed on the following link on the official website http://sjifactor.com/passport.php?id=20210. Employees of the University publish scientific papers in other internationally recognized journals and publications beside proceedings and scientific journals published by the University.

Vice-Rector for scientific research Prof. Dr. Rajko Kasagić is in charged for scientific research activities at the University. (The Senate Decision No 01-01-03-16/18, from 16.03.2018 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-imenovanju-prof.dr_.sc_.-Rajka-Kasagi%C4%87a-za-prorektora-za-nau%C4%8Dno-istra%C5%BEiva%C4%8Dki-rad-IUT-Travnik.pdf. The Vice-Rector submits annual Internal Evaluation Report on the state of scientific research and international cooperation for each year according to the key indicators to the Rector:http://iu-travnik.com/interna-evaluacija-o-naucno-istrazivackom-radu-iut/.

The University organizes conferences and consultations every year in accordance with the procedures for Organizing Scientific Conferences, Counseling and Professional Meetings as

adopted by the Decision No. 01-01-02-52/15 from 13th of February 2015 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Procedura-za-organizovanje-nau%C4%8Dnih-konferencija-savjetovanja-i-nau%C4%8Dno-stru%C4%8Dnih-skupova-na-Internacionalnom-univerzitetu-Travnik.pdf. The procedure defines the way of implementation and responsible persons for activities in the process of organizing and work of scientific conferences-counseling and scientific-expert meetings. The Procedures are aimed at ensuring the quality of scientific conferences-counseling and scientific-expert meetings, which are organized by the University. The procedures are applied by the organizers and co-organizers, as well as by direct associates of co-organizers of scientific conference or scientific-expert meeting. Vice-Rector for scientific research implements control and supervision of implementation of the Procedure. An overview of the scientific and professional conferences, which have been held since 31st of December 2014 and will be held until 31st of December 2019 are listed below:

- XI International Counseling „Traffic and Ecological Problems of Countries in Transition from the View of Integration in the European Union“ (22nd and 23rd of May 2015)
- XII International Conference “Transitional Challenges in Bosnia and Herzegovina and the Western Balkans Countries with Legal, Economic and Communication Aspects” (18th and 19th of December 2015).
- XIII International Counselling „Innovative Technologies in Function of Solving Traffic and Ecological Issues in Countries in Transition“ (27th and 28th of May 2016)
- XIV International Conference „Corporate Security in Bosnia and Herzegovina and the Western Countries from Economic, Legal and Communication Aspect“ (16th and 17th of December 2016)
- XV International Counseling „Traffic, Ecological and Economy Problems and Perspectives of Solving mentioned in the countries of Western Balkans with an Overview on Bosnia and Herzegovina“ (19th and 20th of May 2017)
- XVI International Conference „ “Economic, Legal, Communication Aspects of the Western Balkan Countries with a Special Focus on B&H in the Process of Accession to the European Union” (15th and 16th of December 2017)
- XVII International Counseling “Trends , technological innovations and digitization in traffic, ecology and logistics in the function of sustainable development “ (11th and 12th

of May 2018)

- XVIII International Conference „Development Trends of the Western Balkan Countries based on Knowledge with a Special Overview on Bosnia and Herzegovina in the Process of Accession to EU“ (14th and 15th of December 2018)
- XIX International Counseling „Innovation and Research in the Function of Technical and Technological Changes in Transport, Ecology and Logistics“ (7th and 8th of June 2019)
- XX International Conference „Economy and Globalization, Rule of Law and Media in the Conditions of Digitalization in Western Balkan Countries“ (13th and 14th of December 2019)

After each Conference, significant conclusions and recommendations are made and submitted to state bodies and institutions, business associations, European and regional bodies, exporting companies in the region, Academic community, NGO sector, media and other interested in the Western Balkans. They are separately submitted to ministries at the state, federal and cantonal levels.

The University participated in the following research projects through its work in the last three academic years:

- “No Environment – put in for PET” - The project implemented by Travnik Municipality together with partners Eko Industrial Waste ZIZI Travnik, Faculty of Ecology of International University Travnk and elementary schools in the area of Travnik Municipality. The Project Implementation Partnership Agreement was signed on 21st of December 2017. The project is based on collecting PET packing and education and raising awareness of the youngest population. https://iu-travnik.com/pocela-realizacija-erasmus-projekta-digitalna-drustvena-inovacija-nove-obrazovne-kompetencije-za-socijalnu-inkluziju/
- Digital Social Innovation: New Educational Competencies for Social Inclusion – participants of the project International University Travnik, Eco-institute, Italy, Include, Greece, Janusz Korczak University Poland, Technology Academy Rezekne, Latvia, University of Rijeka, Croatia and MANRA, Spain. The project will be implemented in the period from 2018 to 2020https://iu-travnik.com/pocela-realizacija-erasmus-projekta-digitalna-drustvena-inovacija-nove-obrazovne-kompetencije-za-socijalnu-inkluziju/

- ECOBIAS project – cooperation with Faculty of Applied Ecology and Biology Novi Sad – the goal of the project is to develop a curriculum in the field: „Environment: Environmental sciences, Natural Environments and Wildlife'' as one of the ten mentioned priorities. The regional priority for Western Balkans form the field of curriculum development (Joint projects) is also Environment (as one of only seven priority fields).

Funds for scientific research are planned by the budget of the University, with financial plan, which is approved for each year by the Board of Directors. By allocating the funds, the University wants to support researchers in order to improve themselves and achieve the best possible results in this segment.

1.3.1. Role of students in scientific research

As an additional stimulation for students' involvement in scientific research, the University predicted the obligation to publish two scientific papers with the title of Doctor of Science in the curriculum for the III cycle of studies. Therefore, in the past period from the academic year 2010/11 to the academic year 2018/19, 115 mandatory publications were published. Beside the mandatory papers in the past period, students from the first, second and third cycle who were, on their own initiative, participants of conferences organized by the University also published their papers.

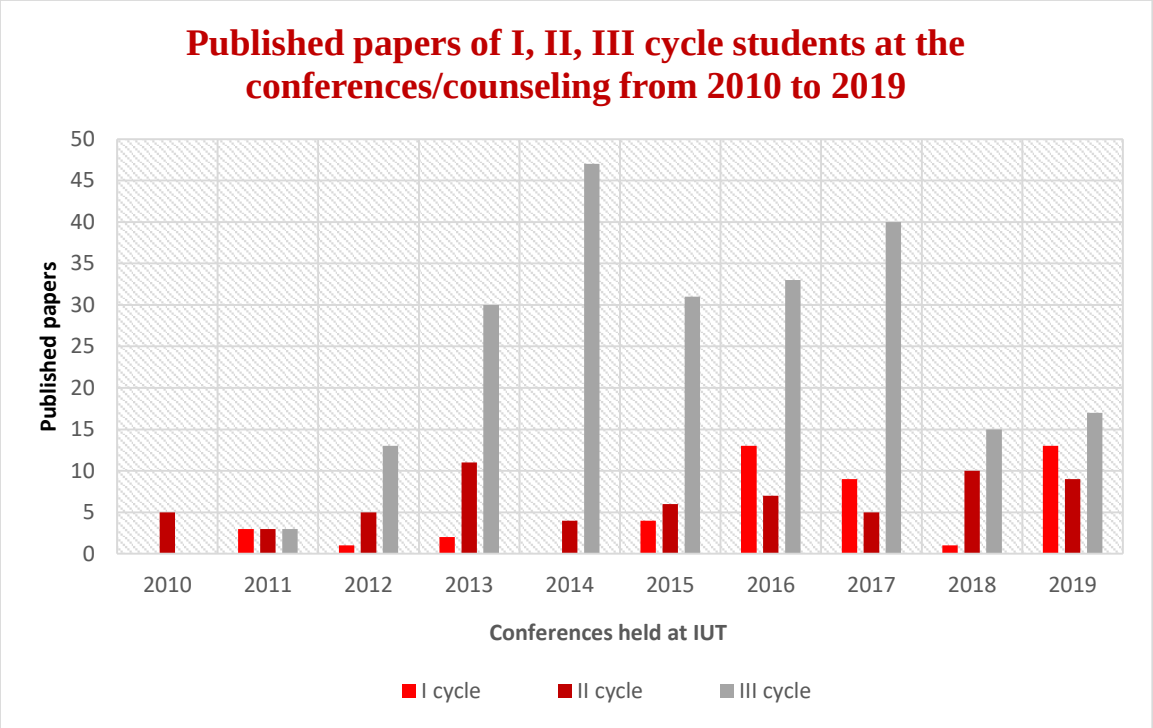
A total number of papers published by I cycle students is 46, out of which no papers were published in 2010, 3 papers were published in 2011, 1 paper was published in June 2012, 1 paper was published in December 2013. There were no published papers in 2014. 4 papers were published in December 2015. 6 papers were published in May 2016 and 7 papers were published in December 2016. 5 papers were published in May 2017 and 4 papers in December 2017. 1 paper way published in May 2018 and 13 papers were published in June 2019**.**

A total number of papers published by II cycle students is 65, out of which in 2010 there were 5 papers published, 3 papers were published in 2011. In May 2012 there were no published papers, 5 papers were published in June 2016. In March 2013 1 paper was published and in April 2013 6 papers were published. 1 paper was published in May 2014 and 5 papers were published in December 2014. 1 paper was published in May 2015 and 5 papers were published in December 2015. 5 papers were published in May 2016 and 8 papers were published in December 2016. 2 papers were published in May 2017 and 3 papers were published in December 2017. 5 papers

were published in May 2018 and 5 papers were published in December 2018. In June 2019, 9 papers were published,

A total number of papers published by III cycle students is 237, out of which 115 were mandatory papers according to curriculum. No papers were published in 2010, 1 paper was published in 2011, 8 papers were published in May 2012, 1 paper was published in March 2013, 6 papers were published in April 2013 and 18 papers were published in December 2013. 16 papers were published in May 2014 and 31 papers were published in December 2014. 14 papers were published in May 2015 and 17 papers were published in December 2015. 8 papers were published in May 2016 and 25 papers were published in December 2016. In May 2017, 16 papers were published and 24 papers were published in December 2017.5 papers were published in May 2018 and 10 papers were published in December 2018. 17 papers were published in June 2019.

Graph No. 1 Published papers of I, II, III cycle students at the conferences/counseling from 2010 to 2019



1.4. Relations with the environment, economy and social partners

In the beginning, the University recognized its social importance as well as importance of cooperation with stakeholders in the environment and showed significant engagement in this segment through cooperation with business subjects, NGOs and state institutions. Although

strategically oriented to educate staff who will have competences appropriate to a larger geographic area, the University in its short existence has achieved significant success in the form of cooperation with social partners and the economy in general.

The following steps are planned to be implemented in the next period:

- Sign new University Agreements with local community institutions;
- Achieve better faculty compatibility for the benefit of local community.

It is important to mention Partnership Agreements, which were realized with companies whose activities are closely related to study programs of the University.
The University, respectively the Faculty of Ecology has signed the Partnership Agreement and realized cooperation with Travnik Municipality through the project "No Environment – put in for PET" - Project which implements Travnik Municipality together with partners Eko industry waste ZIZI Travnik, Faculty of Ecology of International University Travnik and Elementary schools from the area of Travnik Municipality. The Partnership Agreement on implementation of the project was signed on 21st of December 2017. The project is being implemented through a model of organized collection, removal, repurchase and recycling of PET packing which will represent a huge progress in the development of ecological awareness within the environment of Travnik Municipality. The goal of the project is to achieve the result of more than two milion PET bottles collected by the younger generations during a four year period, which will be an important example not only worth local but wider attention. All mentioned above can be found on the official website of the University: https://iu-travnik.com/uspjesan-sastanak-povodom-realizacije-projekta-ne-okolisaj-ubaci-za-peticu/

Each of the signatories of Project Implementation Agreement has certain obligations defined by the Agreement.

International University Travnik is committed:

- Organize education for teachers and students in the schools that participate in the Project;
- Prepare instructions for collecting of PET packing;

- Take care about environment condition, conduct field assessment, process statistics and act on spreading of the Project;
- Name authorized person for supervision and analysis of Project implementation;
- Publish achieved results of the collected PET packing.

In the period from 21st of December 2017 to December 2019, the University implemented following activities within this project:

Education for teachers and student in schools: 1. OŠ Nova Bila, 2. OŠ Travnik, 3. OŠ KŠC, 4. OŠ Turbe, 5. OŠ Karaula, 6. OŠ Kalibunar, 7. OŠ Guća Gora, 8. OŠ Han Bila, 9.OŠ Mehurić and 10. OŠ Dolac; http://iu-travnik.com/foto-i-video-galerija/. Education of teachers was conducted so they could meet the students with the project through classroom community lessons. Then, education of students and surveys was conducted – to determine students' concerns about waste and green areas. The survey was conducted in 6 elementary schools and the results show the following:

- The household waste is not being separated;
- Parents burn a lot of waste near the yard;
- A lot of waste is being thrown in the rivers;
- Students collect waste from green areas;
- Students are very familiar with protection of green areas and the Planet protection.

Instructions for collecting of PET packing including field schools within the Project were prepared;

- We took care about the environment condition by participating in different workshops; (http://iu-travnik.com/foto-i-video-galerija/), are about environment condition and Cleaning action (http://iu-travnik.com/foto-i-video-galerija/) on the 20th of March 2019;
- We promoted the project together with Travnik Municipality;
- We regularly provide information on the amount of collected PET packing to Travnik Municipality and other project participants;

- We appointed the authorized person of the project in front of the International University Travnik -Aida Varupa, M.Sc. – the Senate Decision No. 01-01-01-127/18 from 18th of January 2018, available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-imenovanju-rukovodioca-projekta-Ne-OKOLI%C5%A0AJ-ubaci-za-PETicu.pdf
- We reported to the Municipality and coordinated activities with elementary schools;

On 21st of September 2019, meeting with all signatories of the Project was organized in the premises of Travnik Municipality. Among the significant activities implemented by the University and its organizational units Faculty of Traffic and Transport Engineering Travnik is also organizing professional development seminars in cooperation with Ministry of education, science, culture and sports of CBC, Department of Driving Schools and Driving Examinations for licensed examiners, trainers and driving authorities. Seven seminars were held. The first Expert meeting for licensed examiners, trainers and authorities was held on 23rd of May 2015 on Vlašić, Travnik under the title: „Training for candidates for drivers and driving examinations in the function of traffic safety".

On 8th of January 2016, the University obtained the approval and support from the Ministry of education, science, Culture and sports for the organization of seminars and expert meetings No 08-27-1442/15 for mutual organization of professional training for driving instructors and licensed examiners on the topic: "Motor Vehicle Management" which was held on 23rd of January 2016 in the Travnik Culture Centerhttp://iu-travnik.com/wp-content/uploads/2019/11/Saglasnost-za-organizovanje-Seminara-stru%C4%8Dnog-usavr%C5%A1avanja-instruktora-vo%C5%BEnje-i-licenciranih-ispitiva%C4%8Da-SFT.pdf

Faculty of Traffic and Transport Engineering Travnik obtained the approval No. 08-27-1442/15-2 from 26th of April 2016 for organizing training seminars for professional development of driving instructors, Trainings of expert improvement of driving authorities, Auto schools representatives, licensed lecturers and examiners within the XXIII International counseling „Innovative Technologies in Function of Solving Traffic and Ecological Issues in Countries in Transition" held on 28th of May 2016 on Vlašić, Travnik, available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Saglasnost-i-potpora-strucno-usavrsavanje-instruktora-voznje-i-licenciranih-ispitivaca-2016.pdf.

Faculty of Traffic and Transport and Engineering Travnik obtained the Approval No. 08-27-821/17 from 30th of June 2017 for organizing and conducting of training seminars for professional development of driving authorities, licensed lecturers and examiners on the topic „Well educated driving authorities, lecturers and examiners – precondition for young drivers safety“, held on 29th of July 2017, available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Suglasnost-i-podr%C5%A1ka.pdf

Faculty of Traffic and Transport and Engineering Travnik obtained the Approval No. 08-27-821/18 from 29th of March 2018 for organizing and conducting of training seminars for professional development of licensed lecturers and examiners in 2018 on the topic „Driving tests and training of candidates in Motor Vehicle Management“, held at the University on 28th of April 2018, available on the official website http://iu-travnik.com/na-internacionalnom-univerzitetu-travnik-odrzan-seminar-strucnog-usavrsavanja-za-instruktore-voznje/

On 2nd of November, Faculty of Traffic and Transport and Engineering Travnik organized a training seminar for driving instructors and licensed motor vehicle testers on the topic: "Functional preparation of the lesson in Motor Vehicle Management", for which Ministry of education, science, culture and sports issued Approval No 08-27-821/2018-3 from 29th of October 2018 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Suglasnost-Saobra%C4%87ajnom-fakultetu-Travnik-za-organiziranje-i-provedbu-stru%C4%8Dnog-usavr%C5%A1avanja-za-instuktore-vo%C5%BEnje-koji-vr%C5%A1e-osposobljavanje.pdf, and the same was held on 2ng of November 2018 at the University http://iu-travnik.com/odrzan-seminar-strucnog-usavrsavanja-za-instruktore-voznje-i-licencirane-ispitivace-iz-upravljanja-motornim-vozilom/

Faculty of Traffic and Transport and Engineering Travnik organized training seminar for professional development of examiners, lecturers and driving instructors on the topic „Modern Technologies for Safe Drive“. The training seminar was held at the University on 21st of September 2019 organized by Ministry of Education, Science, Culture and Sport of the CBC, International University Travnik and the Faculty Transport and Engineering Travnik based on the Agreement of Ministry of education, science, culture and sports CBC, No08-27-815/19 from 18th of September 2019 (http://iu-travnik.com/wp-content/uploads/2019/11/Saglasnost-za-organizovanje-Seminara-stru%C4%8Dnog-usavr%C5%A1avanja-ispitiva%C4%8Da-predava%C4%8Da-i-instruktora-SFT.pdf) available on the official websitehttp://iu-

travnik.com/internacionalni-univerzitet-travnik-organizovao-seminar-strucnog-usavrsavanja-za-instruktore-voznje-i-licencirane-ispitivace/.

The University continuously participates in organizing Travnik Municipality Day through certain projects and some of them are:

On 27th of March 2017, competition from the field of Information Technologies for students of high schools MSŠ „Travnik“ (Mathematical Informatics Gymnasium) Travnik and MSTŠ „Travnik“ Travnik (Electrical Engineering, Computer and Information Science, Telecommunications) was held in cooperation with Travnik Municipality, in premises of the University.

On 22nd of March 2018, Faculty of Information Technologies Travnik together with Travnik Municipality organized programming competition for high school students. The competition was attended by 27 students from six high schools of Central Bosnia Canton. The competition was organized based on the Informatics Olympiad of Bosnia and Herzegovina and programming languages were Pascal and C++. Through this competition, representatives of Faculty of Information Technology Travnik tried to popularize programming skills among high school students.

The main goal of the competition was directing of young talents to become more engaged in building skills in terms of application development. The first place went to the student of Mixed Secondary Technical School Travnik, the second place went to the student of High Technical School Bugojno, while the third place took also a student from Bugojno. The winner of the competition won a laptop, the second-placed student won a tablet while the third placed student won the keyboard and mouse.

On 15th of March 2019, competition from the field of information technologies was held for high school students in the premises of the University. 40 students attended the competition from six high schools from the area of Central Bosnia Canton and the goal was directing of young talents to engage more into development of information and communication skills. The competition consisted of a general knowledge test in the field of information technology and practical part, which covered the tools (MS Word, MS Excel, MS Access). The first and the second place went to the students of Mixed High School Travnik and the third place went to the student Mixed High Technical School Travnik. The best students also won valuable awards, so the winner of the competition won a tablet, the second placed student won a mobile phone and the third placed

student won Logitech speakers. The Rector of the International University Travnik, Academician, Prof. Dr. Ibrahim Jusufranić used this occasion to congratulate the awarded and to advise all the students to acquire new skills and improve their knowledge all the time, awarded the diplomas and awards to the students. http://iu-travnik.com/takmicenja-ucenika-srednjih-skola-iz-oblasti-informacionih-tehnologija/.

In this way, International University Travnik, which fully adapts its academic communication and cooperation with the needs of local community, showed the commitment to immediate interactive community presence and benefits of all participants within the communication process regarding the marking of Travnik Municipality Day. http://iu-travnik.com/internacionalnom-univerzitetu-travnik-urucena-zahvalnica-za-ucesce-u-danima-opcine-travnik-2/.

The University has shown the cooperation and willingness to help local community through the project implemented by high schools from the area of Travnik Municipality, i.e. network of students' councils of high schools of Central Bosnia Canton with financial support and sponsorship to organize events in 2017 and 2018. All mentioned above is available on the official website of the University. http://iu-travnik.com/internacionalni-univerzitet-travnik-trecu-godinu-zaredom-domacin-mrevuklijadi/.

It is important to emphasize cooperation with other organizations such as OSCE Mission to Bosnia and Herzegovina, which organized a media literacy workshop for students of all study cycles in the period from 30th of November to 1st of December 2018. Media literacy is one of the basic elements of civil literacy because media is an important channel of information and communication between citizens and public authorities and can influence creation of public opinion and attitude. http://iu-travnik.com/na-internacionalnom-univerzitetu-travnik-odrzana-radionica-medijske-pismenosti/.

Students acquire new knowledge and skills on a daily basis through visits and cooperation they make together with professors and assistants. In the period from 2015 to 2019, students visited business subjects and institutions in order to cooperate with them:

- On 17th of February 2015, fourth year students of Faculty of Traffic and Transport Engineering, Telecommunications, International University Travnik together with lecturer

professor Halid Žigić and assistant Azra Zaimović visited BH Telecom Directorate in Zenica and attended educational and professional class. During their studies, students listened the subjects „Telecommunication Basics“, „Telecommunication Infrastructure“, „Signal Theory and Communication“, „Telecommunication Safety“, „Telecommunication Stimulations“ and during the visit, employees tried to approach the students with a theoretical and practical part. In this way, students are preparing themselves for the business world by learning about business procedures and technologies used in practice. Available on the official website of the University http://iu-travnik.com/vijesti/.

- On 4th of April 2015 within field lessons of the Ecological instruments of protection of Environment, II year students of Faculty of Ecology visited factory NT Forging Ltd. from Novi Travnik. During this visit, students had an opportunity to see how environmental protection system ISO 14001:2004 and health protection system BS OHSAS 18001:2007 work in mentioned factory. What is Environmental Permission and Monitoring Plan. Available on the official website of the University http://iu-travnik.com/vijesti/.

- On 23rd of March 2016 professors and assistants of Faculty of Economics organized competition in basics of economy for students of the final years of economic school and students of economics, all in the spirit of marking Travnik Municipality Day and continuous cooperation of International University Travnik with local community. The competition was attended by a total of 25 competitors, 13 competitors from Mixed High Economic and Hospitality School Travnik and 12 competitors from the Faculty of Economics Travnik. The first place won student Ajdin Fazlić, the second place was shared by students Lejla Zukić and Razmiz Kopčić and the third place won high school student Almedin Dautović. Available on the official website of the University http://iu-travnik.com/vijesti/.

- On 24th of May 2016, students of Faculty of Law of the University in accordance with innovative approach to the practical realization of the assumed theoretical knowledge, together with Prof. Dr. Sc. Dragan Golijanin visited institutions in Travnik. Student internship was realized in Office of Notary Travik, Police Department Travnik, Municipal

Court Travnik and Travnik Municipality. Available on the official website of the University http://iu-travnik.com/vijesti/.

- On 31st of May 2016, students of the Faculty of Media and Communication of International University Travnik, together with the lecturer, visited the institutions in Bosnia and Herzegovina: Ministry of Human Rights and Refugees, Council of Ministers of Bosnia and Herzegovina and Parliamentary Assembly within the realization of II year subject „Media, Politics, Democracy". Students received appropriate explanations for their concrete questions, besides basic information about activities and work of mentioned Ministry as well as functioning of work of Parliamentary Assembly of Bosnia and Herzegovina though direct interaction with the representatives of the executive and legislative authorities: https://www.072info.com/foto-studenti-ii-godine-fakulteta-za-medije-i-komunikacije-u-posjeti-izvrsnim-i-zakonodavnim-institucijama-bih/.
- On 2nd of July 2019, III year students of the Faculty of Traffic and Transport Engineering of the University implemented immediate form of practical teaching on the M5 highway (Travnik-Nova Bila). More than 30 students together with their lecturers had methodologically successful insight into the application of new technologies (radars) in measuring and controlling the speed of vehicle, control of traffic and drivers with the presence of a police officer Azmir Kozar. Available on the official website of the University http://iu-travnik.com/vijesti/.

- On 5th of June 2017, Faculty of Ecology of International University Travnik and Travnik Municipality implemented mutual activities regarding the marking of World Environment Day with the goal of strengthening the cooperation between the University and local community. The topic was „Connecting with Nature" with the reflection through slogan „I am with nature", since it was the way to direct responsibility on each individual with the goal of environmental care. Within marking the World Environment Day, students of Faculty of Ecology together with representatives of ecological sections from Travnik Municipality arranged the recycled materials park in front of Primary school Travnik and held an education on increasing of ecological conscience of the youngest population. All mentioned is available on the website https://www.opcinatravnik.com.ba/ba/press/25983-u-travniku-obiljezen-svjetski-dan-okolisa.

- On 10th of November 2017, representatives of Faculty of Ecology of International University Travnik together with lecturer and associate visited 4th RENEXPO® BiH – BH, International Fair and Conference with the topic Renewable Energy Sources, Energy Efficiency, Water and Waste Management held on 8th and 9th of November 2019 in Sarajevo http://iu-travnik.com/studenti-internacionalnog-univerziteta-travnik-ucestvovali-na-ovogodisnjem-sajmu-renexpo-bih/.
- In 2019, representatives of Faculty of Ecology of International University Travnik participated in the sixth International Fair of Renewable Energy Sources, Environment Protection and Water Management RENEXPO® BiH. Under the mentorship of Professor Doc. Dr. Suad Obradović, senior assistant Senadin Perenda and students Maja Efendić and Nermina Šabanović from Faculty of Ecology presented the Faculty and attended interesting lectures and panelshttp://iu-travnik.com/predstavnici-ekoloskog-fakulteta-travnik-ucestvovali-na-medjunarodnom-sajmu-renexpo-bih/.

1.5. Financing of Higher Education Institution

The University is founded only by its own income. In the previous period, the University achieved and realized income in accordance with legislative in this field. Article 185 of the Statute of the University governs adoption of the financial plan, available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdf. All income and outcome for one calendar year are prescribed by financial plan for that year and shall be concluded with the final account of the University for the same year. The Steering Committee adopts financial plan for calendar year not later than the first of March of the current year. From the financial reports, it is visible that the University provides long-term financial resources needed for financing of all key activities of the University, both smooth and quality work as well as full time teaching according to the envisaged plan.

University expenses are:

- Providing teaching conditions,
- Purchase of all necessary equipment for teaching
- Equipping the cabinets,

- Performing research work which is in the function of increasing the quality of teaching,
- Scientific and professional development of researchers, associates and other employees,
- Study excursions,
- Organizing professional and scientific conferences,
- Field and practical work of students,
- Library fund,
- Modernization of the computer classroom,
- International cooperation,
- Publishing,
- Expenses of work and development of information system in order to support teaching process,
- Operating expenses,
- Salaries of employees in accordance with the Labor Law.

The University achieved positive financial results in all previous years of existing and work, showed financial stability and liquidity over a longer time horizon. Annual income per student from the tuition fee for the first cycle of study is from 2500 to 3000 BAM. For the second cycle of study, tuition fee is from 4000 to 7500 BAM depending on model of study. Tuition fee for the third cycle of study is 15000 BAM. University funds shall be spent in accordance with the decisions of the Steering Committee and other allocations according to the needs of the University.

1.6. Statistical data

Number of faculties:	**7**	**Number of study departments:**	**18**
Number of study programs	**First cycle**	**Second cycle**	**Third cycle**
	46	**54**	**53**

UNDERGRADUATES AND GRADUATES						
Number of students:	**2014/2015.**	**2015/2016.**	**2016/2017.**	**2017/2018.**	**2018/2019.**	**2019/2020.**
Full time students of the first cycle	125	140	107	124	111	122

Part time students of the first cycle	471	522	239	294	235	289
„Distance learning“ students of the firs cycle	0	0	0	0	0	0
A total number of the first cycle students	596	662	346	418	346	408
Number of the second cycle students	87	95	62	87	85	118
Number of the third cycle students	12	16	10	11	2	4
A total number of all students	**695**	**773**	**418**	**516**	**433**	**530**
Number of students who completed the first study cycle	427	466	450	382	368	-
Number of students who completed the second study cycle	53	65	60	92	78	-
Number of students who completed the third study cycle	10	6	17	4	12	-
A total number of students who completed their study cycles	**590 - 515**	**537**	**527**	**480**	**458**	**-**
ACADEMIC STAFF						
Number of publishd selections into the scientific-teaching and artistic titles	**2014/2015.**	**2015/2016.**	**2016/2017.**	**2017/2018.**		**2018/2019.**
Full Professor	0	2	3	1		0
Associate Professor	5	12	12	8		5
Assistant professor	40	18	9	8		12
Senior Teaching Assistants	23	7	16	6		1
Higher Institution Lecturer	0	0	0	0		0
Lector	0	0	0	0		0
Assistant	3	2	9	0		4
Higher Institution Lecturer	0	0	0	0		13
A total number of published selections	**71**	**41**	**49**	**23**		**34**

Number of academic staff	Full professor	Associate professor	Assistant professor	Senior Teaching Assistant	Higher Institution Professor	Lector	Assistant	Higher Institution Lecturer
Employees	29	29	18	30	0	0	10	0
External associates	7	39	42	24	0	0	1	0
A total number of academic staff	**36**	**68**	**60**	**54**	**0**	**0**	**11**	**0**

RESOURCES AND INFRASTRUCTURE	
Total building area [m2]	10.195,53
Total useful space area [m^2]	4.101,34
Classroom area [m^2]	1.858,04
Library area [m^2]	89,11
Laboratory area [m^2]	151,05
Student standard area (accommodation, food, recreation) [m^2]	222,66
Amphitheaters and/or large classrooms	3
Number of classrooms	23
Number of student teaching seats	1.251
Number of computer classrooms	2
Number of computers in computer classrooms	42
Number of computers in other rooms	70
A total number of computers	112
Number of laboratories	2
Total number of library units	14.297
A total number of books in the library	6.949
Number of Library Employees	1
A total number of administrative staff	49
A total number of staff in student services	6

2. THE IMPLEMENTATION OF SELF-EVALUATION

2.1. Team for Implementation of Self-evaluation

Team for development of Self-evaluation report was appointed by University Senate Decision No. 01-01-06-114/16 from 17th of June 2016, available on the official website http://iu-travnik.com/wp-content/uploads/2019/12/16.-Odluka-o-imenovanju-tima-za-izradu-izvje%C5%A1taja-o-samoevaluaciji.pdf and amendment of Decision on appointing the Team for development of Self-evaluation report No. 01-01-08-29/19 from 13th of September 2019, available on the official website http://iu-travnik.com/wp-content/uploads/2019/12/17.-Odluka-o-izmjeni-odluke-o-imenovanu-tima.pdf. Appointed Team will coordinate with Quality Assurance Committee members, Quality Assurance office and coordinators of organizational units who will introduce employees and students with activities which will be implemented for the purpose of Self-evaluation procedure and they will also meet them with obligations which will have to implement in foreseen deadline and period.

Members of the Team are:

- Prof. Dr. Sc. Ibrahim Jusufranić – the Rector
- Prof. Dr. Sc. Cariša Bešić– the Vice-Rector for teaching and student issues
- Prof. Dr. Sc. Rajko Kasagić– the Vice-Rector for scientific research
- Prof. Dr. Sc. Enes Huseinagić – Team Manager
- Amila Duraković, M.Sc. – Representative of General, Legal and Administrative Affairs Service
- Selma Otuzbir, M.Sc. – Representative of Student Service
- Sanela Jusufović, BA – Representative of General, Legal and Administrative Affairs Service
- Tanita Salkić, BA – IT service
- doc. Dr. Sc. Lejla Skopljak– member

- Šejma Hajrić-students representative.

The appointed Tram will meet when needed with the quality assurance bodies of the University, observe problems and find solutions for them. Self-evaluation report was completed by mentioned Team, together with students, administrative and academic staff. The Self-evaluation report of the International University Travnik whose process began in 2016 and finally ended with the Senate decision was adopted at the Senate session held on 19.11.2019. With the Decision No. 01-01-10-01/19 the Self-evaluation report of International University Travnik whose process started in 2016 and formally finished by the Senate Decision was adopted.

2.2. Self-evaluation procedure

The Self-evaluation procedure at the University is defined by Rulebook on Self-evaluation procedure (No 01-09-34/15 from 13th of February 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/12/2.-Pravilnik-o-postupku-samoevaluacije.pdf, adopted by the Senate decision No 01-01-02-04/15 from 13th of February 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/12/39.-Odluka-o-usvajanju-Pravilnika-o-postupku-samoevaluacije.pdf for the needs of quality assurance system in all organizational units and services. Self-evaluation period of three academic years (2016/2017, 2017/2018, 2018/2019) was defined by the Senate decision on Self-evaluation (No. 01-01-06-113/16 from 17th of June 2016 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/12/20.-Odluka-o-provo%C4%91enju-samoevaluacije.pdf) Period of Self-evaluation was defined for three academic years (2016/2017, 2017/2018, 2018/2019). Self-evaluation is conducted in accordance with the Self-evaluation Implementation Plan (available on the official website http://iu-travnik.com/wp-content/uploads/2019/12/1.-Plan-provedbe-samoevaluacije-IUT-a.pdf adopted at the Senate session on 12th of July 2016 (Decision No 01-01-07-61/16 from 12th of July 2016 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/12/21.-Odluka-o-usvajanju-plana-provedbe-samoevaluacije.pdf. Self-evaluation process as a basis of functionality of the quality assurance system at the University has incorporated all employees and students of the University.

Self-evaluation goal was reflected through two dimensions:

- Self-analysis for identifying strengths and weaknesses and
- Defining guidelines for improvement of diagnosed quality level.

The Self-evaluation procedure of the University besides Rulebook on Self-evaluation procedure is completely in accordance with the Decision on standards setting minimum standards in the field of higher education in Bosnia and Herzegovina (Official newspaper of Bosnia and Herzegovina, No 100/11) issued by the Agency for development of higher education and quality assurance of Bosnia and Herzegovina as well as amendments to the document Decision on standards adopted on 8th of March 2019 which determine minimum standards in the field of higher education , with guidelines for quality assurance in European field of higher education and guidelines for quality assurance in higher education in Bosnia and Herzegovina, by the Decision on criteria for accreditation of higher education institutions in Bosnia and Herzegovina („Official newspaper of Bosnia and Herzegovina, No. 75/10) http://iu-travnik.com/wp-content/uploads/2019/03/P-R-A-V-I-L-N-I-K.pdf, and Rulebook on the Accreditation Procedure of Higher Education Institutions and Study Programs of Central Bosnia Canton, Rulebook on Quality Assurance at the International University Travnik (01-09-56/15 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-osiguranju-kvaliteta-pre%C4%8Di%C5%A1%C4%87eni-tekst-decembar-2015.pdf, adopted by the Senate Decision No 01-01-11-43/15 from 15th of December 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-osiguranju-kvaliteta-2015.pdfin Travnik as well as with other acts and applicable legal regulations.

The Self-evaluation process at the University was conducted in three phases (in accordance with Self-evaluation Implementation Plan):

- In the first phase, the following were identified: the method of data collection, the list of data sources, the instruments for data collection.
- In the second phase, evaluation procedures were conducted, the processing and analysis of the collected data were conducted and reports on results of work of some services of the University were prepared.
- In the third phase, based on all available data, analyzes and proposals, the Draft of Self-evaluation report was prepared.

All date used in the Report are the part of statistical data, reports of teaching and administrative staff, student surveys conducted by the Office of Quality Assurance, the appointment of interviewers, graduate and undergraduate students, all services existing within the University, as well as all other data available to the University.

3. CRITERIA FOR ACCREDITATION OF HIGHER EDUCATION INSTITUTIONS

3.1. QUALITY ASSURANCE POLICY

3.1.1. Higher education institution defines its vision and mission by which effectively guide its activities. The vision and mission were developed and revised in consultation with relevant stakeholders and they are publicly available

3.1.1.1. Mission and vision until 2016

Mission of the University is the premise of the European strategy on higher education, i.e. to ensure the highest academic standards and to ensure the adoption of scientific knowledge and skills in accordance with the needs of society and planned national development. The mission was adopted at the Senate session on 5th of June 2012 by the Senate Decision No. S-28-41/12.

With active cooperation with economic resources, community development partnership, involvement in the European research area and European area of higher education with the highest level of organization and responsibility, the University will demonstrate its public responsibility and contribute to the overall transition to a knowledge society. At the same time, the University is an organized educational institution, which will systematically and organized encourage mobility and the development of research careers; continuously enable talent expression and entrepreneurial energy of each individual (students, teachers and other employees of the University).

Vision of the University was adopted at the Senate session on 17th of June 2012. Senate Decision No. S-28-41/12. The vision is reflected through active collaboration with economic resources, partnership for community development; involvement in European research area and European area of higher education with the highest level of organization and responsibility, the University

will demonstrate its public responsibility and contribute to the overall transition to a knowledge society.

3.1.1.2. Mission and vision since 2016

The mission and vision of the University are publicly available on the website of the University http://iu-travnik.com/misija-i-vizija/, as well as on the notice board of the University. Both were adopted in Bosnian and English.

Annex of the document was discussed by stakeholders who gave contribution in the quality of this document (teaching and administrative staff, students, Ministry of Education, Science, Culture and Sport of CBC, Ministry of Economy of CBC, the Prime Minister of CBC and Travnik Municipality, employers – by the questionnaires that were sent to them) a the Senate session held on 6th of January 2016 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-I-sjednice-Senata-2016.pdf new Mission and Vision of the University was adopted by the Decision No. 01-01-01-07/16 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-izmjene-misije-i-vizije-2016.pdf. New-adopted Mission and Vision enable achievement of the highest academic standards and providing of acquiring of new knowledge and skills in accordance with the needs of society and planned national development.

Mission:

„Educate a versatile, socially responsible and professional graduate, capable with facing complex problems of economic and social development. Provide quality and effective education at all levels of academic studies and focus on education through flexible learning methods and the acceptance of new trends in education. In order to develop creativity and critical thinking of students, IUT teachers actively work methodologically and teach with different technical aids, with internet, real life examples and business practices. Classy classrooms with lots of participants and uniform lectures are replaced by smaller groups, with active round table discussions, as well with field teaching, individual counseling and clarification and learning through various tasks and projects. Developing and introducing new models of education and

creating a climate of success and high expectations through the promotion of European dimensions in higher education and international cooperation as well as the development of scientific and research careers with increased scientific production. In its strategy, the IUT has set up a mission and training of young people for practice, as well as scientific research. Student practice has an impact on student recruitment after completion of the study while the practice itself undoubtedly strengthens the practical skills, abilities and knowledge of students. Practice is included as an obligation within all study programs.

With active cooperation with business resources, partnership for community development, involvement into the European research space and European space of higher education, International University Travnik will demonstrate its public responsibility by the highest level of organization and responsibility and contribute to overall transition into the society of knowledge. In the same time, the University is organized educational institution which will encourage mobility and development of research carriers and continuously enable expressing of entrepreneur energy of every individual (students, teachers and other employees of the University)"

IUT

Vision:

By planning and realization of teaching and research-development activities and other forms of work with students, the International University Travnik wants to build an image of the institution that will become a significant factor in local and regional development through the cantons, the Federation and the state of Bosnia and Herzegovina. Active co-operation with business partners will demonstrate their public accountability and contribute to the realization of the knowledge society. The overall strategic goal of Higher Education in FB&H, as an integral part of B&H's overall education system, is to ensure the fulfillment of the needs of all subjects and users in higher education, the integration of the Higher Education system in to international development directions, especially in the Bologna Process implementation processes To the EU Member States, which aspires to the entire community as the ultimate goal of social reform. By including in the EHEA, as an equal partner and part of the overall system, equal social opportunities will be ensured for all student categories in the FB&H and will increase the level of public accountability of higher education to the wider public. By accepting the Bologna Declaration, the International University Travnik assumed the obligation to adapt its current model and higher education system

and to involve all relevant subjects in the processes and activities initiated by it. Considering that the aim of the International University Travnik is to remain as an elite research university with self-productive, combined with historical reputation, research performance and quality of student status.

Our vision is to create a university with a global reputation for academic excellence and to create the assumptions of the knowledge society in the area of Bosnia and Herzegovina and the region, as well as to focus on the European and world levels of excellence, skills and design of the university at the global level of academic recognition. We also want to ensure sustainable and globally participated through an approach of innovation, integration and inspiration.

Within the future development of the University, we will focus on the following:

- *Creating the preconditions for forming highly satisfied students with a strong sense of belonging to the community in which they live and work.*
- *Involve a bigger number of not only domestic but also international academic staff, who will recognize the university as a counterpart of work, development and progress, and increasing number of student enrollment from Europe and the world.*
- *Attract more students on postgraduate studies that will be attracted by the attractiveness of both educational and scientific-research intercultural competencies.*
- *Develop strong philanthropic support with a focus especially on those students with extraordinary research capabilities.*
- *Further development of distance learning within e-education that is consistent with everyday changes in the usable new technologies within the aforementioned realization.*
- *Establish and develop the university as a higher education institution as an excellent interactive place within internationalization both in the educational and the scientific-research process.*
- *In order to achieve internationalization at all cycles of studies, introduce teaching in English.*
- *Organize joint study programs with renowned international universities on all cycles of studies to enable students to acquire double degrees.*
- *Modernization of curricula and launch of new study programs in line with the needs of the labor market and the demands of modern technology.*

- *Encourage and strengthen student practices within all study programs so that graduate students are competitive and capable of working in the economic and social sectors.*

The University is focused on contributing the local, regional and global community through the concrete realization of a higher education process that is constantly developing and advancing through integration and innovation through inspirational forms of dissemination and application of knowledge and skills. In the period ahead, we will create appropriate assumptions for the implementation of innovative partnerships with business and social subjects, with a continuous focus on sustainability and further development of the academic appearance of all study programs, with a developmental and sustainable attitude toward environmental protection, with the city of Travnik as a city of science and knowledge".

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3.1.2. Higher education institution has an effective system and procedures for conducting, monitoring and further development of its strategy and action plans. Higher education institution develop and regularly revise its strategy in consultation with all relevant stakeholders. The strategy is formally adopted and it is publicly available. It refers to the teaching process, research work/art development and contribution to the society development including concrete and achievable strategic goals and activities of the higher education institution

3.1.2.1. Development Strategy for the period from 2011 to 2016

The University started the initiative for development of University Development Strategy for the period from 2011 to 2017 in order to define strategic goals and tasks. A Commission for Strategy development was appointed by Decision of Steering Committee No UO-4-5/10 from 6th of September 2017. Representatives of all stakeholders, including organs of the University, employees (administrative and academic staff), students, founders, government sector, NGOs, economy representatives as well as employers were directly involved in the development, through consultations.

Formed proposal was the subject of a series of meetings. The partners of the University were also informed about the plan and details of the strategy, and in this regard, data on analysis of the

current situation on the regional and state labor market were requested from local partners and the cantonal employment office. Then, in order to obtain other data needed for strategy development the following entities were contacted: Ministry of Education, Science, Culture and Sports of CBC, Travnik Municipality and other interested parties through the University Stakeholder Forum. After consultations, strategic document „University Development Strategy 2011-2017“ was finalized and adopted by the Steering Committee at the Session held on 14th od January 2011 by the Steering Committee Decision No. UO-5-1/11. The University Development Strategy was publicly available on the official website.

Within its regular obligation to evaluate the implementation of the University Strategy, the Quality Assurance Committee makes an annual analysis of the dynamics of implementation of activities, plans, strategic goals, tasks and issues and creates an Internal Report about Strategic Document Implementation. Result of work and meeting held in January 2016 was the Report on University Development Strategy for 2015, in which was concluded that it is necessary to adopt a new strategy because previous deadline was passing and now strategic goals should be modified of completely changed. Quality Assurance Committee minutes are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-I.-sjednice-Komiteta-za-osiguranje-kvaliteta-IUT-Travnik.pdf.

Quality Assurance Committee states that development of new strategy with new strategic, comprehensive goals which will support the implementation of mission and vision of the University is crucially important for this higher education institution.

3.1.2.2. Development Strategy of the University in the period 2017 – 2021

Commission for Development Strategy for Higher Education Institution International University Travnik in Travnik was appointed by Decision of the Board of Directors No. UO-01-01-02-05 / 16 UO-01-01-02-05/16 from 19th of February 2016 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-imenovanju-Komisije-za-izradu-Strategije-razvoja-201721.pdf. The Commission held a series of meetings after which all deans, representatives of academic and administrative units at the University were asked to submit proposals for the improvement of the Strategy. The proposal for the strategy document has been the subject of numerous discussions and analyses with the participation of stakeholders who have made a huge contribution to the quality of this document (teaching staff, students, alumni

association representatives, founder, employers (by conducting surveys) these are: Ministry of Education of Science of Culture and Sports Ministry of Economy of CBC, Ministry of Internal Affairs of SBK, Prime Minister of Canton of SBK and Travnik Municipality) and other interested stakeholeders through the University stakeholder forum. http://iu-travnik.com/zapisnici-foruma-stakeholder-a/. In addition to the preparation of the Strategy itself, these entities were consulted in the preparation and definition of strategic goals of the action plans, as well as for audits, innovations and eventual launch of new study programs. It was noted that participation of the economy, representatives of alumni club and other representatives of the community was of great importance, and that the University strives to cooperate with the local community and thus improve its work and role in community development.

March 2016 was a month of public consultation with all stakeholders regarding the Development Strategy of International University Travnik in Travnik for the period 2017-2021. The draft strategy was sent to internal actors (academic and administrative staff of the University and student representatives) and external actors (ministries, state agencies, companies, non-governmental organizations, etc.). When feedback was collected, suggestions were made to improve the draft version of the development strategy. After consultation, the strategic document "Development Strategy of the International University of Travnik in Travnik for the period 2017-2021 was finalized and adopted by the Steering Committee at its session held on 20th of April 2016 (Decision No: U01-01-03-04 / 16 of 20 April 2016 - available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Strategije-razvoja-201721.pdf).c Minutes are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-III-sjednice-upravnog-odbora-2016.pdf. The Strategy of the University is publicly available on the website http://iu-travnik.com/strategija-razvoja/ as well as on the notice board of the University. The Strategy is available in Bosnian and English on the mentioned webpage.

3.1.2.3. Action plan and its implementation report

The recommendation of the Agency, as well as the Rulebook on the Accreditation Procedure of Higher Education Institution and Study Programs in the Central Bosnia Canton (Official Newspaper of CBC No. 6/14 and 14/14) prescribes the obligation of the University to develop an action plan for follow-up quality improvement activities that will include time framework and

holders for the implementation of the recommendations contained in the report of the Commission and will be published on the official website of the University. Based on the above, International University Travnik in Travnik drafted an Action Plan for Improvement of the Quality System at the University for the next time period, and it was adopted by the Senate on 17th of June 2016, by the Senate Decision No. 01-01-06-116 / 16 http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-akcionog-plana-poboljsanja-i-unapredjenja-sistema-kvaliteta-2016.pdf. Action plan is available on the official website http://iu-travnik.com/wp-content/uploads/2019/05/AKCIONI-PLAN-2016-kona%C4%8Dno.docx. In accordance with the Action Plan, the University prepared Reports about undertaken activities on the basis of the Action Plan for the Improvement of the Quality System. It contains tasks to be accomplished, the degree of realization, the indicators as well as the timeframe foreseen for the accomplishment of the task and possible deviations from the action plan. The report is created on an annual basis, in order to see the tendency of growth of certain indicators or possibly the tendency of decline if it occurs, and it is published on the official website of the higher education institution. The Quality Assurance Committee, that is, the Office of Quality, by mediation of the coordinators of organizational units, reports about the current situation related to the Improvement Action Plan. The report on the activities undertaken based on the Action Plan was implemented in 2016 and adopted at the Senate session by decision No. 01-01-11-26 / 16 from 15th of December 2016, available on the official website http://iu-travnik./wp-content/uploads/2019/11/Odluka-o-usvajanju-izvjestaja-o-poduzetim-aktivnostima-na-osnovu-akcionog-plana-2016.pdf.The Report is available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/05/Izvje%C5%A1taj-poduzetih-aktivnosti-na-osnovu-akcionog-plana-pobolj%C5%A1anja-i-unapre%C4%91enja-sistema-kvaliteta-2016.pdf. In 2016, out of a total of 44 tasks within the Action Plan, 29 of them were fully completed, 9 were partially completed and 6 were not completed. In 2017, the results were better than the previous year, so 35 tasks were fully completed, 6 partially fulfilled and 3 were not fulfilled. Based on that, the Report of the Action Plan of undertaken activities was adopted, by the Decision No. 01-01-11-26 / 17 from 9th of December 2017 and it is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-izvjestaja-o-poduzetim-aktivnostima-2017.pdf. The report is available on the official website http://iu-travnik.com/wp-content/uploads/2019/05/Izvje%C5%A1taj-poduzetih-aktivnosti-na-osnovu-akcionog-plana-pobolj%C5%A1anja-i-unapre%C4%91enja-sistema-kvaliteta-2017.pdf. Compared to 2016 and

2017, at the end of 2018, the results were significantly better, so 40 tasks are fully completed and 4 partially completed. There were no tasks that were not completed. Better results within the Action Plans indicate a trend of improving the quality of all segments within the University. The aforementioned Report on undertaken activities based on the Action Plan for 2018 was adopted by Senate Decision No. 01-01-11-13 / 18 from 18th of December 2018, available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-izvjestaja-o-poduzetim-aktivnostima-na-osnovu-akcionog-plana-2018.pdfThe report is available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/05/Izvje%C5%A1taj-poduzetih-aktivnosti-na-osnovu-akcionog-plana-pobolj%C5%A1anja-i-unapre%C4%91enja-sistema-kvaliteta-2018-2.pdf.

3.1.2.4. Strategic planning

- **The period until 2017**

The implementation of the strategic goals conducts Quality Assurance Committee, which evaluates the fulfillment of the objectives once a year, identifies weaknesses and proposes measures for improvement. The system and procedures for monitoring the fulfillment of plans and the realization of strategic goals are defined by Procedure for monitoring the fulfillment of plans and the implementation of the University Development Strategy for the period 2011-2017 adopted by the Steering Committee No. UO-5-4 / 11 from 14th of January 2011, available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Procedura-za-pra%C4%87enje-ispunjenja-planova-i-realizacije-strategije-razvoja-internacionalnog-univerziteta-Travnik-201117.pdf.The procedure for monitoring the fulfillment of plans and the implementation of the Strategy regulates the methodology for drafting, approving and monitoring the implementation of the University strategic document. The Quality Assurance Committee monitors the implementation of the strategic document by making an annual analysis of the dynamics of implementation of activities, plans, strategic goals and tasks, and adopts the Internal Report on the implementation of the strategic document, which is discussed at the meetings of the Quality Assurance Committee. Strategy implementation reports available on the official websitehttp://iu-travnik.com/izvjestaj-o-ispunjenosti-strateskih-ciljeva/.The Quality Assurance Committee submits the Report on fulfillment of the plans and implementation of the Development Strategy of International University Travnik in Travnik to the Steering Committee

for the first three years. Steering Committee session minutes are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-III-sjednice-upravnog-odbora-2014.pdf. Also for the next three years, analysis was made at the Session of the Steering Committee held on 3rd of July 2017, On 01-01-04 / 17 and the evaluation of the fulfillment of the strategic goals for the other three years is available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IV-sjednice-upravnog-odbora-IUT-Travnik-2017.-godina.pdf.

- **The period since 2017**

Since the University Development Strategy for the period 2017-2021 has been adopted, new Procedures have been adopted to monitor the fulfillment of plans and the implementation of the development strategy of International University Travnik in Travnik for the period from 2017 to 2021. They were adopted on 20th of April 2016, No. U01-01-03-05 / 16 which is available on the official web sitehttp://iu-travnik.com/wp-content/uploads/2019/11/Procedura-za-pra%C4%87enje-ispunjenja-planova-i-realizacije-strategije-razvoja-internacionalnog-univerziteta-Travnik-201721.pdf.

The Quality Assurance Committee monitors the fulfillment of the strategic goals set by the development strategy for the period 2017-2021. The fulfillment of strategic goals is analyzed annually in accordance with the Procedure for monitoring the fulfillment of plans and the implementation of the development strategy of the International University Travnik in Travnik for the period from 2017 to 2021. Quality Assurance Committee submits the Report on fulfilment of plans and implementation of Development strategy of International University Travnik during three years to the Steering Committee Travnik in Travnik Board of Directors for three years. The report contains strategic goals, objectives, indicators of success, factual fulfillment of objectives, evaluation of tasks, and recommendations for unfulfilled goals or partially fulfilled goals. The report on the fulfillment of plans and the implementation of the Development Strategy of International University Travnik in Travnik is available on the official website http:http://iu-travnik.com/izvjestaj-o-ispunjenosti-strateskih-ciljeva/.

3.1.2.5. Organizational and management structure

The higher education institution has an effective organizational and management structure, which is defined by the Statute (Articles 35-61 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdf) and Rulebook on Organization and Classification of Jobs No: 01-06-01-01 / 19 from 16th of January 2019 available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-sistematizaciji-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-januar.pdf.Rulebook on Organization and Classification was adopted at the Steering Committee session by the Decsision No U01-01-01-04/19from 16th of January 2019, available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-organizaciji-i-sistematizaciji-radnih-mjesta-2019.pdf

Article 35 defines the bodies of the University and it is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdf

- The Steering Committee;
- The Senate and
- The Rector.

Article 62 of the Statute defines the bodies of organizational units-faculties as follows:
• The Academic Council;
• The Deans.

Article 73 of the Statute defines the bodies of sub-organizational units-institutes as follows:

• The Director.

Article 27 of the Statute defines other bodies and services:

- Other services, professional and advisory bodies that have special duties and responsibilities in accordance with the legal acts and by-laws, general and individual acts of the University.

Organizational and management chart of the University is available on the official website http://iu-travnik.com/organizaciona-sema/as well as at the University. Employees currently operating within the organizational and management structure of the University have publicly available CVs on the official website http://iu-travnik.com/nastavnici-i-saradnici/.At the University, there is a clear division between competencies in academic issues and financial

business. Academic decisions are made by the Senate, or the Academic Councils of organizational units, while the Steering Committee is responsible for the financial management.

3.1.2.5.1. Organizational structure of the University

- **Steering Committee**

The Steering Committee is the governing body responsible for operations of the University and its operations are governed by the Rules of Procedure of the Steering Committee of the International University Travnik No. 01-09-01-01 / 18 of 16.01.2018. year available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Poslovnik-o-radu-upravnog-odbora-Pre%C4%8Di%C5%A1%C4%87eni-tekst-januar.pdfwhich was adopted by the Steering Committee Decision No.U01-01-01-02/18 from 16th of January 2018, available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Poslovnika-o-radu-Upravnog-odbora-IUT-a-Travnik.pdf.

The Steering Committee has seven members, two of them are appointed by the University Senate and five by the Founder (Decision No: U01-01-03-03 / 18 from 20th of July 2018) available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-sastavu-clanova-UO-2018.pdf). The appointment of the members of the Steering Committee by the Founder or the Senate of the University is implemented based on a decision without a call for competition. The mandate of members of the Steering Committee is four years. Members of the Senate, the Rector and the Vice-Rectors as well as managers of organizational units can not be the members of the Steering Committee. Current composition of the Steering Committee is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-sastavu-clanova-UO-2018.pdf.

The Statute of the University (from Articles 36 to 41) regulates in detail the procedure for the election and dismissal of the Steering Committee, and the scope of work available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdf.

- **The Senate**

The Senate is the most professional, academic body responsible for all professional and academic issues at the University, composed of representatives of academic staff and students. The Senate decides on all academic issues, and in particular on issues related to teaching, scientific and professional activities of the University. At least 15% of the Senate members are students, and they are student representatives from each cycle of study. The work of the University Senate is regulated by the Rules of Procedure of the Senate of the International University Travnik No. 01-09-04/15 from the 6th of January 2015, available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Poslovnik-o-radu-senata.pdf which was adopted by Senate Decision No. 01-01-01-10/15 from 6th of January 2015 which is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-poslovnika-o-radu-SENATA-2015.pdf. The composition of the members of the Senate of the University is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-reizboru-clanova-SENATA-2018.pdf.The mandate of members of the Senate is four years, with the possibility of re-election, and the mandate of members of the Senate from among students is one year, with the possibility of re-election.

The Senate is consisted of:

• The Faculty deans,

• Three student representatives and

• The Rector and The Vice-Rectors of the University.

The work of the Senate is chaired and managed by the Rector of the University, and in his absence one of the Vice-Rectors or a member of the Senate he authorizes. Issues within the scope of work and organization of the Senate are regulated by the University Statute (Articles 42 to 46), which is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdf. The current composition of the Senate is available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-reizboru-clanova-SENATA-2018.pdf

- **The Rector**

The Rector organizes and manages the work of the University, represents and presents the University to third parties and is responsible for the legality of the work of the University, in accordance with the Law on Higher Education and the Statute, and reports to the Steering

Committee for his work in the field of business, and for his work in the academic field, he reports to the Senate .

The Rector of the University is appointed by the Senate, by the Decision on the appointment of the Rector (Decision on the appointment of the Rector No. 01-01-05-100/18 from 18th of May 2018, available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-imenovanju-rektora-Internacionalnog-univerziteta-Travnik.pdf)on the proposal of the Steering Committee on the basis of a public competition http://iu-travnik.com/konkursi-za-nastavnike/by a majority of votes number of Senate members by secret votes of the Senate members. The work is assisted by the Vice-Rectors and other professional and advisory bodies of the University, i.e. the staff employed in professional and other services at the University. 57) available at the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdf.

- **The Vice Rectors**

The Rector is assisted by the Vice-Rectors. The Vice-Rector may be elected by the academic title of Associate Professor or Full Professor, who is employed by the University / organizational unit. on the election and appointment of the Vice-Rector of the International University of Travnik – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-izboru-prorektora-IUT-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-januar.pdf.The same was adopted by the Senate Decision No. 01-01-01-08/19 from 18th of January 2019, available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-izboru-prorektora-2019.pdf. This Rulebook regulates the procedure for the election of Vice-Rectors and is in accordance with the Statute of the University.

The University has two Vice-Rectors from among the academic staff:

• The Vice-Rector for Teaching and Student Issues and

• The Vice-Rector for scientific research.

More detailed issues within the scope of the Rector, the Vice-Rectors, jurisdiction, conditions, elections, procedure of mandate, dismissal, number of the Vice-Rectors, scope of their work is regulated by the Statute (from Article 58 to Article 62) available on the official website

http://iu-travnik.com/wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdf.The decision on the appointment of the Vice-Rector is available at the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-imenovanju-prorektora-za-nastavu-i-studenstka-pitanja-.pdf

IUT

3.1.2.5.2. Organizational structure of the faculty

Organizational unit bodies within the faculty are:

- Scientific and educational council of the faculty
- The Dean

- **Academic council of the faculty**

The Academic Council is the academic body of the organizational unit - faculty, consisting of all employed teachers and associates and student representatives. The way of work is regulated by the Rules of Procedure of the Academic Council of the Faculty No. 01-09-03/15 from 6th of January 2015, available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Poslovnik-o-radu-nau%C4%8Dno-nastavnog-vije%C4%87a.pdf, and it was adopted by the Senate Decision No. 01-01-01-09/15 from 6th of January 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-poslovnika-o-radu-NNV-2015.pdf.

These Rules of Procedure regulate the work of the Academic Council of the organizational units of the University, the decision-making process and the workflow of the sessions, as well as the manner of keeping the session and the minutes of the sessions. Current composition of the Academic Council is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/EFT.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/TEF.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/FPTN.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/SFT.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/FIT.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/FMK.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/PFT.pdf.Other issues relevant to the work of the Academic Council of organizational units are governed by the Statute (Articles 63 and 64), which is available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdf.

- **The Deans**

The Dean manages the work of the Faculty, and the Dean may be selected person from the academic staff in the rank of Full Professor or Associate Professor at the Faculty, who is employed full-time in accordance with the procedure prescribed by the Statute available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdfand Rulebook on Call for Proposals of International University Travnik in Travnik No. http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-raspisivanju-konkursa-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-januar.pdf, adopted by the Senate Decision No. 01-01-01-14/19 from 18th of January 2019 – available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Pravilnika-o-raspisivanju-konkursa-za-upis-studenata-201819.pdf. The scope of work, conditions for election, start of the mandare and dismissal are defined in the Statute of the University (Articles 65 to 72) available at the official website http://iu-travnik.com/wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdf.Decisions on the appointment of deans of organizational units are available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/8.-Imenovanje-dekana-FIT.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/9.-Imenovanje-dekana-FPTN.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/10.-Imenovanje-dekana-FMK.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/11.-Imenovanju-dekana-PFT.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/12.-Imenovanje-dekana-TEF.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/13.-Imenovanje-dekana-EFT.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/14.-Imenovanje-dekana-SFT.pdf.

- **The Director of the Institute**

The Director of the Institute is governing body of the Institute. The Director of the Institute is elected by the council of the organizational unit, by secret voting, after conducted public competition procedure. The Director of the Institute is elected for a term of 4 (four) years and can be re-elected. The scope of work, conditions for election, start of the mandate and dismissal are defined in the Statute of the University (Articles 73 to 78) available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdf. By the decision of the Academic Council of the Faculty of Ecology Travnik and the Faculty of Traffic and Transport Engineering Travnik, the directors of the institutes of the Faculty of Ecology

Travnik and the Faculty of Traffic and Transport Engineering Travnik were appointed, and those decisions are available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-imenovanju-direktora-Instituta-Ekolo%C5%A1kog-fakulteta.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-imenovanju-direktora-Instituta-Saobra%C4%87ajnog-fakulteta-Travnik.pdf.

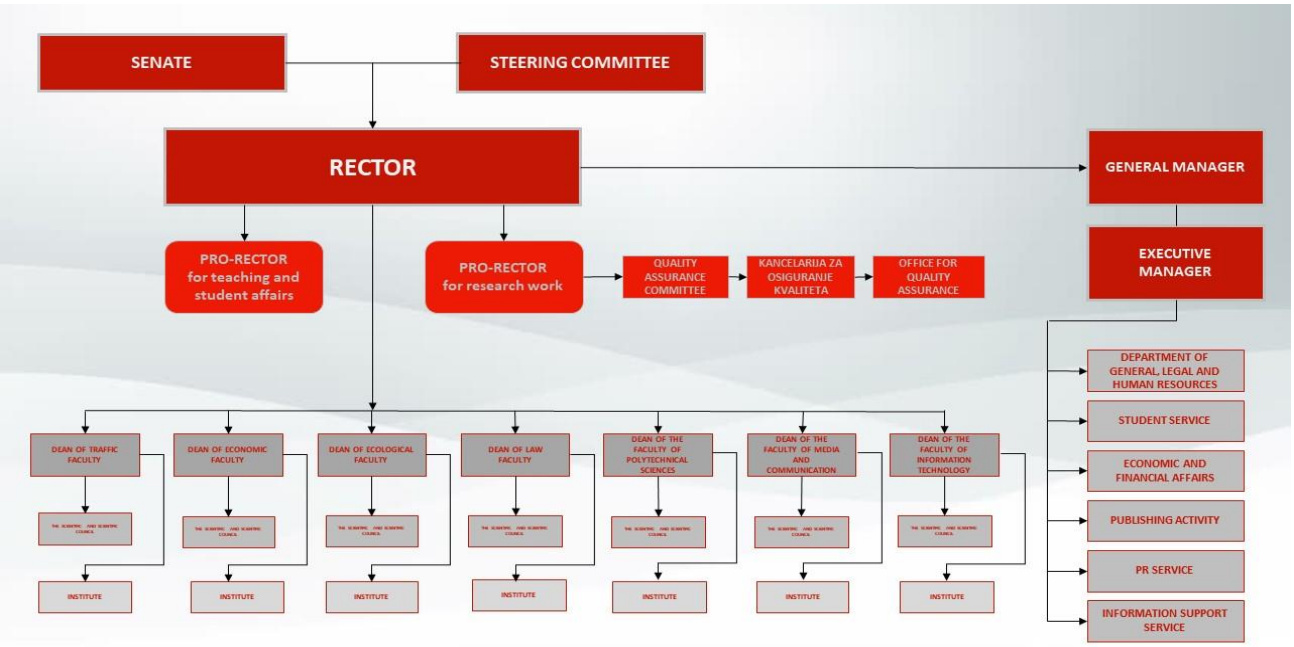
- **Commissions and expert bodies**

In order to successfully accomplish tasks within the scope of the organs of the University, to prepare studies, reports, proposals and opinions on issues to be decided by the Senate and the Steering Committee, the University creates appropriate commissions and expert bodies.

- **Management and services**

Management and services are organized at the University. The scope of work, management and services are defined by the Statute of the University (Article 27) available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdfand with the Rulebook on organization and systematization of jobs No. 01-06-01-01/19 from 16th of January 2019 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-sistematizaciji-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-januar.pdf.The body responsible for supervising the work of this University is Ministry of Education, Science, Culture and Sports of CBC (http://www.mozks-ksb.ba).

Organizational chart of the University-http://iu-travnik.com/organizaciona-sema/-NOVA



3.1.3. Higher education institution has formally defined and publicly available policy and procedures for Internal Quality Assurance, which include clear responsibilities. Those procedures are in accordance with the strategy of higher education institution

The University promotes a culture of quality, develops an effective system for internal quality assurance with the goal of improving the teaching process, scientific research and administrative work.

One of the basic tasks of the University is establishment of a quality assurance and quality management system and its implementation. The establishment of the assurance and quality management system consists of an internal and external evaluation of the assurance and quality management system. The University establishes a system of quality assurance and management, especially in the areas of:

- Functions and goals of the University/organizational units,
- Establishment of quality assurance procedures in the management structure,
- Implementation of study programs,
- Improving the process of knowledge assessment and grading of students,

- Ensuring adequate human resources,
- University infrastructure,
- Information system and technologies,
- Informing and information access,
- International cooperation.

The promotion of culture of quality is directed towards the readiness of the University to fulfill research and educational function, to achieve quality as a goal, to achieve satisfaction of service users (students and the community), and towards transforming of the University.

Quality requirements in accordance with European Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), Standards and Guidelines for Quality Assurance in Higher Education in Bosnia and Herzegovina (Official Newspaper of Bosnia and Herzegovina13/08) and Criteria for accreditation of higher education institutions in Bosnia and Herzegovina (Official Newspaper of Bosnia and Herzegovina, No. 75/10) are respected for the specific field of educational process.

In the past period, the Quality Assurance Committee has conducted regular activities to improve the quality system, including the work of all employees and students of the University.
Student surveys, monitoring and participation in various activities related to quality assurance, as well as collection and analysis quality indicators of the University are a guarantee for effective articulation of quality at the University.

Members of the University Quality Assurance Committee actively participated in various activities related to quality assurance, as well as similar events organized in Bosnia and Herzegovina by relevant institutions, in particular the Agency for Higher Education Development and Quality Assurance in Bosnia and Herzegovina. The following conferences asre of particular importance:

- Public debate on set of documents, held on 8th of September 2016 in Banja Luka, Agency for Higher Education Development and Quality Assurance. Our representatives were Senior Assistant Otuzbir Selma and Senior Assistant Alisa Salkić.

- Workshop "Re(Accreditation) of Study Programs in Bosnia and Herzegovina" Agency for Higher Education Development and Quality Assurance, held on 2nd of November 2017 in Banja Luka. Our representatives were the Executive Manager Mirsad Imamović, MA, Senior Assistant Otuzbir Selma and Senior Assistant Alisa Salkić.

Participation of International University Travnik in Quality Assurance Projects – awards is presented in the table 3. Until 15th of October 2014, the University received a total of 13 awards which are mentioned in the table below – available on the official website http://iu-travnik.com/nagrade-i-priznanja/.

Table 3. Participation of International University Travnik in Quality Assurance Projects – Awards

No	Year	Project title	Description
1.	***2015***	***„Quality Achievement Award“***	Quality Achievement Award was awarded on 14th of June 2015 in London, Great Britain. Quality Achievement Award is awarded to organizations, companies and individuals who have demonstrated exceptional commitments, support and effort for improvement of quality management. European Society for Research and Quality (ESQR) from Switzerland awards this prestigious Award and recognizes excellence, innovation and visionary thinking in that way.
2.	***2015***	***Award „Platinum Technology Recognition for Quality and Brand“***	The Award was awarded on 27th of July 2015 in Rome, A Waldorf Astoria Collection. Mentioned Award was awarded for innovation, representativeness, quality and technology implemented in the process of recognition within the communication acts of comprehensive presentation of activities of

			International University Travnik, in domestic, European but also in world academic appearances market.
3.	***2016***	***Award „The Name in Science“***	The award was awarded on 22nd of March 2016 in London on behalf of Academic Union and European Business Assembly from Oxford, England by Prof. Dr. Vincenco Costigliola.
4.	***2016***	***Award „The Diamond Eye for Quality and Excellence“***	The Award was awarded on 25th of July 2016 by the president (CEO) of Otherways, Mr. . Charbel S. Talbet during the ceremony held in The Rome Cavalieri Hotel – A Waldorf Astoria Collection in Rome. The process of voting of Recognition Committee is based on respect of ISO 9001-14001-22000 TQM and TQCS (Overall management quality and Overall quality of service standard satisfaction).
5.	***2016***	***ESQR Quality Choice Prize***	The Prize was awarded on 12th of December 2016 in Berlin, Germany. ESQR awarded the Prize to the University within annual awards program.
6.	***2016***	***Award „Honorary professor Academic Union, Oxford“***	On 20th of December 2016, Academician, Rector of International University Travnik, Prof. Ibrahim Jusufranić was awarded with the title of Honorary professor Academic Union, Oxford”.
7.	***2017***	***Award “Scientist of the Year 2016”***	On 3rd of April 2017, International Achievements Research Center (IARC) , Chicago, Ilionis, United States of America awarded Rector of IUT , Academician, Prof. Dr Ibrahim Jusufranić as “Scientist of the Year

IUT

			2016" after completion of the Open International "Scientist of the Year 2016" competition in the category of „Social sciences", for the „Economy" field.
8.	***2017***	***Award "Queen Victoria"***	The Award was given by European Business Assembly (EBA), Oxford, Great Britain on 6th and 7th of October 2017 in Cannes, France where the International Festival "Business Triumph and European Award Nights" was held.
9.	***2017***	***Award "Socrates"***	On 19th of December 2017, new prestigious award was awarded during the "Summit of leaders 2017" within the organization of European Business Assembly, Oxford, Great Britain.
10.	***2017***	***Award „Silver Coat of Arms"***	"Silver Coat of Arms" – the recognition awarded in December 2017 by Foreign Trade Chamber of Bosnia and Herzegovina for special contribution to development of Bosnia and Herzegovina through education.
11.	***2018***	***„EBA Business Ambassador"***	In May 2019, the European Business Assembly, headquartered in Oxford, United Kingdom inaugurated Academician, Rector of IUT, Prof. Dr. Ibrahim Jusufranić as EBA Business Ambassador.
12.	***2018***	***„EBA Business Ambassador"***	European Business Assembly, with the residence in Oxford, Great Britain, has announced, within the pages of the magazine

			"The Leaders Times" on 3.04.2018, with the slogan "We present the best! The best present their country!", the inauguration of Academician, Rector of IUT, Prof. Dr. Ibrahim Jusufranić as EBA Business Ambassador.
13.	***2019***	***"Achievements 2019" for excellence in Science and Education*** ***Certificate „ "TOP-100 achievements 2019"***	European Business Assembly (EBA) from Oxford, UK in London, awarded the Rector, Academician, Prof. dr. Ibrahim Jusufranić with prestigious International Award "Achievements 2019" for excellence in Science and Education as well as Certificate that confirms that the International University Travnik is included in the registry of the best regional enterprises and organizations "TOP-100 achievements 2019".

3.1.3.1. Procedures and Policies for Internal Quality Assurance

Policies and procedures for internal quality assurance are defined in the Rulebook on Quality Assurance of International University, drafted by the Quality Assurance Committee and the Quality Assurance Office, No. 01-09-56/15 from 15th of December 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-osiguranju-kvaliteta-pre%C4%8Di%C5%A1%C4%87eni-tekst-decembar-2015.pdf,adopted by the Senate Decision No. 01-01-11-43/15 from 15th of December 2015 – available on the official webiste http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-osiguranju-kvaliteta-2015.pdf. The Rulebook defines the areas of evaluation, organization and operation of the quality system at the University. The organization and standards of performance of the quality system are subject of principles, criteria and measurements for evaluating the effectiveness of all scientific-teaching work programs, study programs and administrative tasks. The evaluation system takes into consideration specifics of the scope of work of each organizational unit and administrative departments of the University. Beside above mentioned primary acts, internal acts were adopted in the field of quality assurance system, which are:

- University Quality Assurance Strategy, adopted at the Senate on 11th of April 2017 by the Decision No. 01-01-04-46/17, available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Strategije-osiguravanja-kvalitete-2017.pdf..University Quality Assurance Strategy is available on the official website http://iu-travnik.com/strategija-osiguranja-kvalitete/.
- Quality Assurance Procedures of the International University Travnik, which were adopted the Senate by the Decision No. S-27-39/12 from 11th of May 2012.
- Procedures for Quality Assurance of study programs of International University are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-procedura-za-osiguranje-kvaliteta-studijskih-programa-2016-1.pdf , adopted by the Senate Decision No. 01-01-10-44/16 from 18th of November 2016.
- Quality Policy of the University, No. 01-01-01-21/16. was adopted at the Senate on 6th of January 2016. The document defines fields of quality assurance, goals, responsibilities and implementation of strategic goals. Quality Policy of the University is available on the official website of the Universityhttp://iu-travnik.com/wp-content/uploads/2019/11/Politika-kvaliteta-Internacionalnog-univerziteta-Travnik-u-Travniku-2016.pdf.
- Rulebook on Quality Assurance of study programs No. 01-09-46/15 is available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-osiguranju-kvalitete-studijskih-programa.pdf,adopted at the Senate on 13th of February 2015, by the Senate Decision No. 01-01-02-27/15 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-osiguranju-kvaliteta-studijskih-programa-2015.pdf
- Rulebook on Self-evaluation process No. 01-09-34/15 is available on the official website http://iu-travnik.com/wp-content/uploads/2019/12/2.-Pravilnik-o-postupku-samoevaluacije.pdf, adopted at the Senate on 13th of February 2015, by the Senate Decision No. 01-01-02-04/15 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/12/39.-Odluka-o-usvajanju-Pravilnika-o-postupku-samoevaluacije.pdf

- Rulebook on Student Evaluation of Teaching Effectiveness and Work of Teachers/Associates No. 01-06-07/19 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-studentskom-vrednovanju-efikasnosti-nastave-i-rada-nastavnika-saradnika-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-februar-2019.pdfadopted by the Senate Decision No. 1-01-02-03/19 from 18th of February 2019 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-izmjenama-i-dopunama-o-studentskom-vrednovanju-efikasnosti-nastave-i-rada-nastavnika-2019.pdf.

The Rulebooks have been created and adopted in accordance with the ESG Guidelines and Criteria for the accreditation of higher education institutions in Bosnia and Herzegovina, respectively in the European Higher Education Area and cover key areas related to quality and standards. The purpose of the Rulebook is to provide a source of assistance and guidance to all University stakeholders in developing their own quality assurance systems. The purpose of these guidelines, - policies and procedures, is not to dictate practice or to be interpreted as prescriptive and unchangeable.

At the Senate session, the members of the Ethics Committee were appointed by a Senate decision No. 01-01-09-40/16, from 22nd of October 2016 for the period of 4 (four) years. Ethics Committee constitute 7 (seven) members: the President of the Committee, student representatives, professor representatives, the Vice-rector for Teaching and Student Issues, Student Service representative. The appointment decision is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-imenovanju-clanova-etickog-komiteta-2016.pdf.Rulebook on work of Ethic Committee of International University Travnik was adopted at the Senate session held on 9th of September 2016, with the Decision No. 01-09-06-01/16 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-radu-Etickog-komiteta-2016.pdf, and the Rulebook of Ethic Committee is available on the official webiste http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-radu-eti%C4%8Dkog-komiteta-septembar-2016.pdf.

The Rulebook of the Ethics Committee work of International University Travnik define the obligations of the Committee to monitor the implementation and compliance with the principles set out in the Code, implement the procedure for identification of violation of one of the ethical principles of the Code, propose to the University Senate the imposition of measures after it is

determined that a violation of one of the ethical principles of the Code is made, examines the content and substance of the Code which is being applied, proposes amendments, and exercises other competencies that are consistent with the Rules and the Code.

Code of Ethics was adopted at the Senate session on 6th of January 2015 by the Decision No. 01-01-01-12/15 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-radu-Etickog-kodeksa-2015.pdf. The Code of Ethics is available on the official website http://iu-travnik.com/eticki-kodeks-internacionalnog-univerziteta-travnik/.

The Code of Ethics is also available on the notice board of the University in printed and plasticized form, the same was sent by mail to all professors and associates, by the General, Legal and Personnel Services Department, where it is recorded that they are familiar with the contents of the same, also all new employees will be familiar with the contents of the Code of Ethics when they start their employment.

3.1.3.2. Status of Internal Assurance Quality Procedures and Instructions in the previous period

In the previous period, revisions of the Quality Assurance Rulebook at the International University Travnik in Travnik have been made. The first revision was adopted at the Senate session on 28th of May 2010. After that, the revised text of the mentioned Rulebook was adopted at the Senate session on 2nd of September 2014. On 6th of January 2015, new amendments to the same Rulebook were adopted. On 15th of December 2015, consolidated text of the Rulebook was adopted and it is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-osiguranju-kvaliteta-pre%C4%8Di%C5%A1%C4%87eni-tekst-decembar-2015.pdf.

In the previous period, revisions were also made to the Rulebook on student evaluation of teaching and work efficiency of teachers / associates. The first was adopted at the Senate session on 12th of April 2014. After that the revisions and amendments that were adopted at the Senate session on 13th of February 2015 were made. New amendments were adopted on 18th of January 2019 and the consolidated text was adopted on 18th of February 2019 and it is currently in force – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-

studentskom-vrednovanju-efikasnosti-nastave-i-rada-nastavnika-saradnika-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-februar-2019.pdf.

Also, revisions of the Rulebook on the Self-Evaluation Procedure were made and are available on the official website http://iu-travnik.com/wp-content/uploads/2019/12/2.-Pravilnik-o-postupku-samoevaluacije.pdf . The Rulebook was adopted on 28th of May 2014 for the first time at the Senate session. Amendments were adopted at the Senate session on 12th of April 2014. New amendments were adopted at the Senate session on 13th of February 2015 by the Senate Decision No. 01-01-02-04/15 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/12/39.-Odluka-o-usvajanju-Pravilnika-o-postupku-samoevaluacije.pdf.

Revisionsand / or amendments were made in order to establish the records of all procedures and instructions that have occurred in the meantime, but also to improve their applicability, efficiency and effectiveness. Revisions were made at the sessions of the Quality Assurance Committee and adopted at the Senate. At the University level, there are a total of eleven Rulebooks for internal quality assurance purposes.

3.1.3.3. Revision of Quality Policy in 2016 and Quality Assurance Strategy in 2017

As a new mission, vision and strategy for the development of the IUT (explained in criteria one) was adopted, it was necessary to harmonize the other documentation so that there would be no obstacles during implementation. Thus, in the academic year 2015/2016, at the Senate session on 6th of January 2016, the quality policy was adopted by Decision No. 01-01-01-21 / 16. The decision on adoption of the quality policy, as well as the new quality policy, are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Politika-kvaliteta-Internacionalnog-univerziteta-Travnik-u-Travniku-2016.pdf.

At the Senate session, held on 16th of March 2017, Commission for development of Quality Assurance Strategy of the International University Travnik was appointed by the decision No 01-01-03-39/17 – available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-imenovanju-komisije-za-izradu-strategije-o-medjunarodnoj-saradnji-201721.pdf. On 11th of April 2017, Quality Assurance Strategy of the International University Travnik No. 01-01-04-467/17 was adopted at the Senate session – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-

Strategije-osiguravanja-kvalitete-2017.pdf.Quality Assurance Strategy is available on the official website http://iu-travnik.com/strategija-osiguranja-kvalitete/.

3.1.3.4. Quality assurance bodies

Article 168 of the Statute – available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdf, prescribes the obligation of defining bodies and procedures for monitoring, security and quality improvement. Article 8 of the Quality Assurance Rulebook regulates the work of the quality assurance body at the University, available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-osiguranju-kvaliteta-pre%C4%8Di%C5%A1%C4%87eni-tekst-decembar-2015.pdf:

- Quality Assurance Committee,
- Quality Assurance Office,
- Organizational unit quality assurance coordinators

- **Quality Assurance Committee**

The Committee represents the expert and advisory body of the Senate of the University and the Rector in the field of quality assurance. The Committee may establish other standing and ad hoc committees and other working bodies to study specific issues in the field of quality assurance, data collection and analysis, implementation of specific activities, etc. The committee is assisted by a quality assurance office, which provides adequate administrative and technical support for quality assurance work.

The Committee has the following responsibilities:

- Prepares the quality assurance policy of the University and forms a proposal to the University Rector and Senate for final approval,
- May draw up action plans for implementation of the Strategy,
- Monitors the implementation of the Quality Assurance Strategy, Standards and Procedures and propose measures to remedy the identified weaknesses in order to improve the quality,

- Proposes concrete projects and activities to the Rector and Senate of the University, encourages innovation and development in order to ensure and improve quality,
- Promotes building a quality culture at the University and organizational units within the University,
- Defines standards, criteria and quality indicators,
- Prepares proposals for improvement of standards, procedures and methods of quality assurance, in accordance with standards and norms for higher education activities,
- Conducts self-evaluation at the University,
- Plans and prepares activities related to quality monitoring and control at the University and organizational units within the University
- Reviews self-evaluation reports of the University and organizational units within the University;
- Proposes, if necessary, extraordinary self-evaluation in certain areas,
- Submits a report on the quality situation, at the request of the Senate
- Proposes external quality check and provides expert assistance in preparing accreditation documentation before the competent authority,
- Performs other tasks important for the improvement and development of the quality of study programs, teaching and working conditions.

The work of the Quality Assurance Committee is regulated by the Rulebook on Quality Assurance at the International University Travnik No. 01-09-56/15 from 15th of December 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-osiguranju-kvaliteta-pre%C4%8Di%C5%A1%C4%87eni-tekst-decembar-2015.pdf, adopted by the Senate Decision No 01-01-11-43/15 from 15th of December 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-osiguranju-kvaliteta-2015.pdf. At the Senate session held on 19th of November 2018, members of Quality Assurance Committee were appointed by the Decision No. 01-01-10-13/18- available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-izmjeni-odluke-clanova-komiteta-za-osiguranje-kvaliteta-2018.pdf.

The Quality Assurance Committee regularly organize sessions in the period from 2010 to the present, and a total of 44 sessions were held. 2 sessions were held in 2010, 3 sessions were held in 2012, 4 sessions were held in 2013, 6 sessions were held, and 2 sessions were held in 2014, 7

sessions were held. He held 6 sessions in 2016 and 6 sessions in 2017. In 2018, 6 sessions were held and in 2019 and 4 sessions were held so far.

- **Quality Assurance Office**

The work of the Quality Assurance Office is regulated by the Rulebook on Quality Assurance at the International University Travnik No. 01-09-56/15 from 15th of December 2015 – available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-osiguranju-kvaliteta-pre%C4%8Di%C5%A1%C4%87eni-tekst-decembar-2015.pdf, adopted by the Senate Decision No. 01-01-11-43/15 from 15th of December 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-osiguranju-kvaliteta-2015.pdf. Quality Assurance Office consists of members who were apointed by the Decision on the formation and appointment of members of the Quality Assurance Office No.01-01-08-28/19 from 13th of September 2018 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-izmjeni-Odluke-formiranju-i-imenovanju-%C4%8Dlanova-Kancelarije-za-osiguranje-kvaliteta-Internacionalnog-univerziteta-Travnik.pdf. The Quality Assurance Office of the University is an administratively professional service for support the scientific research and artistic work of the University. The task of the Office is to create a network for quality assurance and improvement at the University and to integrate the University into a national and international quality assurance network. The Office is the initiator and coordinator of initiatives and implementation of development programs for the purpose of continuous quality assurance and improvement and cooperates with all organizational units and professional services of the University. The programs and activities of the Office include representatives of the student body of the University.

The office performs the following tasks:

- Provides advice and recommendations to organizational units of the University,
- Organizes seminars in the field of quality assurance,
- Works on establishing and editing quality assurance documents,
- Defines the criteria for quality functioning of the University,
- Develops external and internal evaluation procedures, methods for exploring different aspects of the quality of education as well as different target populations (students, teachers, administrative staff, managers, employers)

- Prepares, organizes and coordinates the evaluation of different segments of functioning of the University,
- Provides feedback from students and directs their suggestions and critics
- Collects, processes and analyzes quality assurance information from all users,
- Organizes expert and professional training of teaching and administrative staff.

- **Organizational unit quality assurance coordinators**

For the purpose of more efficient accomplishment of tasks in the field of quality assurance, one coordinator appointed by the University Senate is appointed at all organizational units within the University. The deans of organizational units operating within the University have been appointed as Quality Assurance Coordinators by the Senate Decision No. 01-01-02-118/18 from 19th of February 2018 – available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-izmjeni-odluke-o-imenovanju-koordinatora-za-osiguranje-kvaliteta-organizacionih-jedinica-2018.pdf .

The work of the organizational units coordinator is organized and coordinated by the Office. Organizational units are obliged to continuously monitor, ensure and improve the quality of student experiences during their studies. This process is based on a dynamic quality cycle, the basic elements of which are assessments of the existing situation with the goal of improving the quality (mission, vision, analysis, strategy), implementation of planned measures, evaluation of the results and functioning of the system (internal and external evaluation) and improvement of the system. The Senate inform the quality assurance bodies on request and when needed.

An e-mail address has been designed to receive suggestions and remarks from all stakeholders of the University. (www.kvalitet@iu-travnik.com).

3.1.4. Internal Quality Assurance uses opinion of internal and external stakeholders as well as data from information systems and systems of monitoring and evaluation

Internal quality assurance and improvement is a set of measures and activities whereby the University, organizational units and sub-organizational units express awareness, commitment and responsibility for the continuous improvement of the quality of their business.

Fields of internal assurance, promotion and quality evaluation at the University / organizational units are:

- Strategy, policy, development and functioning of the quality assurance system (development of the quality system and its continuous improvement, development of an organizational structure for quality monitoring, implementation of quality assurance system procedures);
- Preparation and approval of study programs, continuous monitoring and revision of study programs;
- Functioning of the teaching process (learning process, mentoring, process of evaluating the quality of teachers' work and quality of study programs, content and learning outcomes);
- Enrollment and promotion of students;
- Criteria, rules and procedures for evaluating student learning outcomes and assessments,
- Equipment and functionality of the space for education, scientific research, artistic and professional activity;
- Qualification and expertise of teaching staff;
- Library equipment and functionality;
- IT equipment and current information system, method of collecting, processing and using information;
- Administrative and technical resources;
- Informing students, teachers, associates and employees, and the public;
- Mobility of students and teachers towards other higher education institutions in the state and abroad;
- International cooperation;
- Social responsibility and contribution to the community;
- Publicity of action and work;
- Other areas of importance for promotion and quality assurance.

Students, alumni club representatives and all employees of the University as well as legal and natural persons related to the activities of the University participate in the establishment and development of the quality assurance system at the University, which is regulated by the Rulebook

on Quality Assurance at International University Travnik, which is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-osiguranju-kvaliteta-pre%C4%8Di%C5%A1%C4%87eni-tekst-decembar-2015.pdf

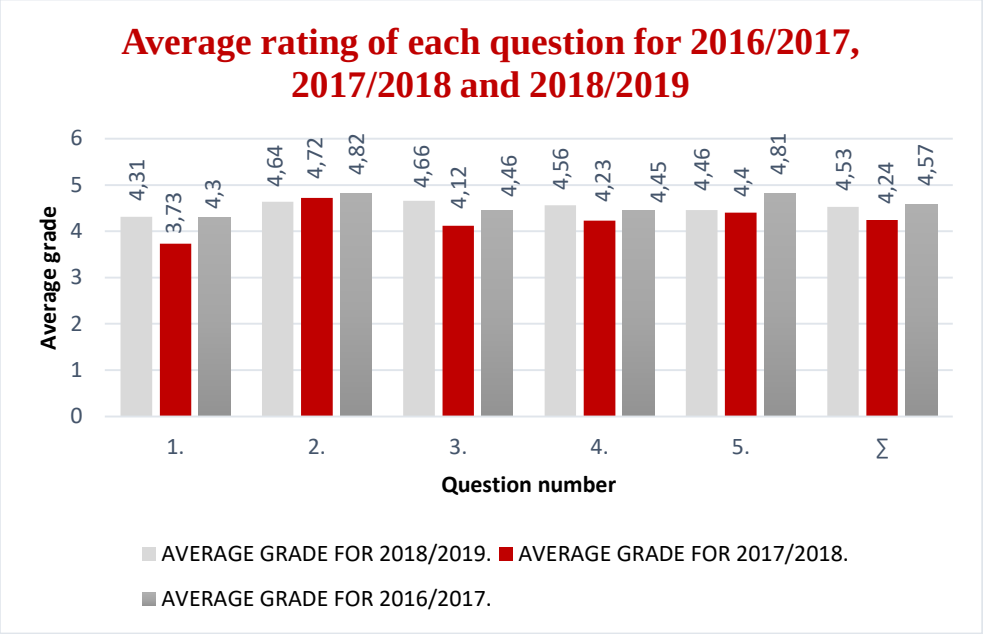
In quality assurance, students participate by conducting a series of surveys within the University with the ultimate goal of improving quality at the University level in all fields of activity, and here you will ne able to see excerpts from the Analysis of the Role of Students in Quality Assurance for a three-Year period, and complete Analysis of the Role of Students survey in quality assurance is available on the official websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/. A total of 3762 students participated in surveys during this three-year period.

The results on the questions "I know the IUT Quality Strategy", "As a student I cooperate at all levels of quality assurance" and "Through my (student) bodies we are present in quality control at at the IUT" are shown in Table 1.

Table 4. Role of Students in Self-evaluation process

No.	Survey Question (Role of Students in Self-evaluation process of the University)	Academic year 2016/17 (grades 1-5)	Academic year2017/18 (grades 1-5)	Academic year2018/19 (grades 1-5)
1	I know the IUT Quality Strategy	4,30	3,73	4,31
2	As a student I cooperate at all levels of quality assurance	4,82	4,72	4,64
3	Through my (student) bodies we are present in quality control at at the IUT	4,46	4,12	4,66

Graph 2. Assessment of the degree to which the student participates in all levels of quality assurance in the three academic years 2016/2017, 2017/2018 and 2018/2019



Based on the presented Graph 1, we can see that students play a big role in quality assurance. So, the average grade for questions 1, 3, 4 and 5 registered an increase compared to 2017/2018 , while the average grade for question 2 is slightly lower than the previous year 2017/2018. Average grade for all seven survey questions in 2018/ is 4.53, which is higher than the previous academic year when it was 4.24. The University provides quality through regular evaluations, and uses the ***new Information SystemUISBAX, which will be explained in Criteria 7. Information management.***

All stakeholders including academic staff, students, non-academic staff, governmental and non-governmental sector participated in the development of the Mission, Vision and Development Strategy of International University Travnik which was established by the Senate Decision No. 01-01-11-50 / 15 from 12th of May 2015 – available on the official website of the University http://iu-travnik.com/odluke-senata/Commission, who were appointed to draft the above mentioned documents, consulted a number of stakeholders. Work of the Stakeholders Forum is regulated by the Rules of Procedure of International University Travnik No. 01-09-01-01/16– available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Poslovnik-o-radu-Foruma-stakeholder-a-IUT.pdfadopted by the Senate Decision No. 01-01-01-25/16 from 6th of January 2016 – available on the official website http://iu-travnik.com/wp-

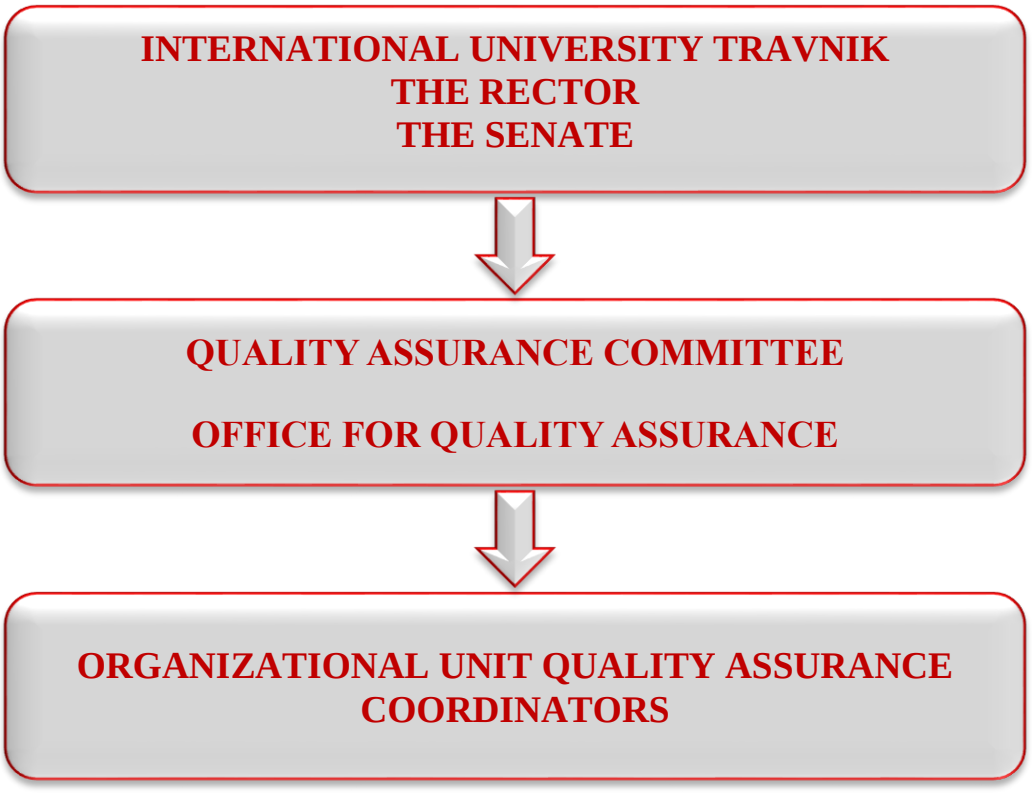
content/uploads/2019/11/Odluka-o-usvajanju-Poslovnika-o-radu-foruma-stakeloder-a-Internacionalnog-univerziteta-Travnik-u-Travniku.pdf. The minutes of the adoption of the mentioned documents are available on the official website http://iu-travnik.com/zapisnici-senata/.

3.1.5. Internal Assurance Quality System is focused on constant improvement of higher education institution and provides support to improvement of teaching process, research work/art development, contributes to society development, management and administrative processes

According to European standards and guidelines (ESG) for quality assurance in the European Higher Education Area that follow up the implementation of the Bologna Process in the field of quality assurance, each higher education institution should define, establish and further develop its own internal quality assurance quality mechanisms and programs. Practically, every higher education institution should build, implement and develop its own internal quality assurance system. According to that, the establishment and development of the International University Travnik in Travnik was accompanied by the establishment and development of a quality assurance system. More intensive work on implementation of the internal quality assurance system at the University was carried out in parallel with the realization of a significant number of Bologna projects. As a result of these activities, quality assurance bodies were set up, at the Senate session held on 28th of May 2010, and members of the Quality Assurance Committee were appointed by Decision No. S-2-2 / 10. After that, the members of the Quality Assurance Committee were revised by the Senate Decision No. 01-01-10-22/14,01-01-09-03/15 and01-01-02-11/17. At the Senate session, new members of Quality Assurance Committee were appointed by the Decision No. 01-01-10-13/18 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-izmjeni-odluke-clanova-komiteta-za-osiguranje-kvaliteta-2018.pdf.Also, members of the Quality Assurance Office were appointed at the Senate session held on 28th of May 2010, by the Decision No. S-2-1/10, and after that the revision of the Quality Assurance Office members was made by the Senate decision No. 01-01-02-59/17. The Decision on change of creating and appointing of Quality Assurance Office members No. 01-01-08-28/19 was adopted at the Senate session - available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-izmjeni-Odluke-formiranju-i-imenovanju-%C4%8Dlanova-Kancelarije-za-osiguranje-kvaliteta-Internacionalnog-univerziteta-Travnik.pdf.

At the level of organizational units, quality assurance coordinators were appointed at the Senate session on28th of May 2018, by the Decision No. S-2-39 / 10, where the deans of organizational units were appointed as coordinators. The Decision on amending the Decision on appointment of the coordinator for quality assurance of organizational units was adopted on 19th of February 2018 by the Senate Decision No. 01-01-02-118 / 18 - available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-izmjeni-odluke-o-imenovanju-koordinatora-za-osiguranje-kvaliteta-organizacionih-jedinica-2018.pdf. So, in 2010, institutionally, at the University level, the Quality Assurance Committee and the Quality Assurance Office were formed, as well as the Quality Assurance Coordinators with the basic task of building and developing the quality system at the University and spreading a culture of quality in all spheres of its work including management, administration, education. (teaching), research and providing other services to the community. Since then, the Quality Assurance Committee, the Quality Assurance Office and Quality Assurance Coordinators have played a key role in raising quality awareness in higher education, developing the quality system and preparing the University for the accreditation process by conducting regular annual internal condition evaluations, continuous semester interviewing students, drafting new and correcting existing quality system documentation, numerous internal and international project activities, quality and other education as well as other activities that have been planned and implemented through the continuous holding of meetings, seminars and workshops. The minutes of the meetings of the Quality Assurance Committee are available on the official website: http://iu-travnik.com/zapisnici-komiteta-za-osiguranje-kvaliteta/.

Picture 1. Quality Assurance Chart



Quality assurance coodinators at the organizational units:

- **Faculty of Economy**
- **Faculty of Law**
- **Faculty of Traffic and Trasport Engineering**
- **Faculty of Media and Communication**
- **Faculty of Ecology**
- **Faculty of Politehnical Sciences**
- **Faculty of Information Technologies**

The Framework of the Quality Assurance System at the University is regulated by the Following Documents:

- Quality Assurance Strategy of the University was adopted at the Senate session held on 11th of April 2017, by the Decision No. 01-01-04-46/17 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Strategije-osiguravanja-kvalitete-2017.pdf.The document defines areas of quality assurance, objectives, quality assurance measures, quality assurance entities and organizational culture of quality. Quality Development Strategy of the University is available on the official website http://iu-travnik.com/strategija-osiguranja-kvalitete/.
- Procedures for Quality Assurance of the study programs at the International University Travnik were adopted at the Senate session held on 11th od May 2012, by the Decision No. S-27-39/12.
- Procedures for Quality Assurance of the study programs at the International University Travnik were adopted at the Senate session held on 18th of November 2016, by the Decision No. 01-01-10-44/16 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-procedura-za-osiguranje-kvaliteta-studijskih-programa-2016.pdf.
- Quality Policy of the University was adopted at the Senate session held on 6th of January 2016, by the Decision No. 01-01-01-21/16 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Politika-kvaliteta-Internacionalnog-

univerziteta-Travnik-u-Travniku-2016.pdf.Areas of quality assurance, goals and implementation of strategic goals were defined in this document.

- Rulebook on Quality Assurance of the study programs No. 01-09-46/15http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-osiguranju-kvalitete-studijskih-programa.pdf, was adopted at the Senate session held on 13th of February 2015 by the Decision No. 01-01-02-27/15 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-osiguranju-kvaliteta-studijskih-programa-2015.pdf.

Mentioned documents are in accordance with the Mission and Development Strategy of the University. The quality strategy is periodically reviewed, improved and is promoted through the website of the University: http://iu-travnik.com/strategy-insurance-quality/.

3.1.6. Higher education institution has a strategy for International aspects of work which is harmonized with the strategy of the institution and provides an overview of its international activities such as international projects , bilateral agreements and mutual programs

International cooperation at the University is defined by the Strategy on International Cooperation of International University Travnik in Travnik for the period 2017-2021. At the Senate session held on 16th of March 2017, the Commission for development of Strategy on International Cooperation of International University Travnik in Travnik for the period 2017-2021 was appointed by the Decision No. 01-01-03-42/17 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-imenovanju-komisije-za-izradu-strategije-o-medjunarodnoj-saradnji-201721.pdf.The Commission developed the Strategy which was adopted at the Senate session held on 11th of April 2017. The Strategy is available on the official website http://iu-travnik.com/strategija-za-medjunarodnu-saradnju/, and the Decision on adoption is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-strategije-o-medjunarodnoj-saradnji-201721.pdf. International cooperation is achieved through international scientific and research projects, international projects from the field of higher education, International University Networks, associations as well as bilateral international agreements. Basic principles and procedures related to international mobility of students and teaching staff are regulated with the Rulebook on international mobility, No. 01-09-18/15 from

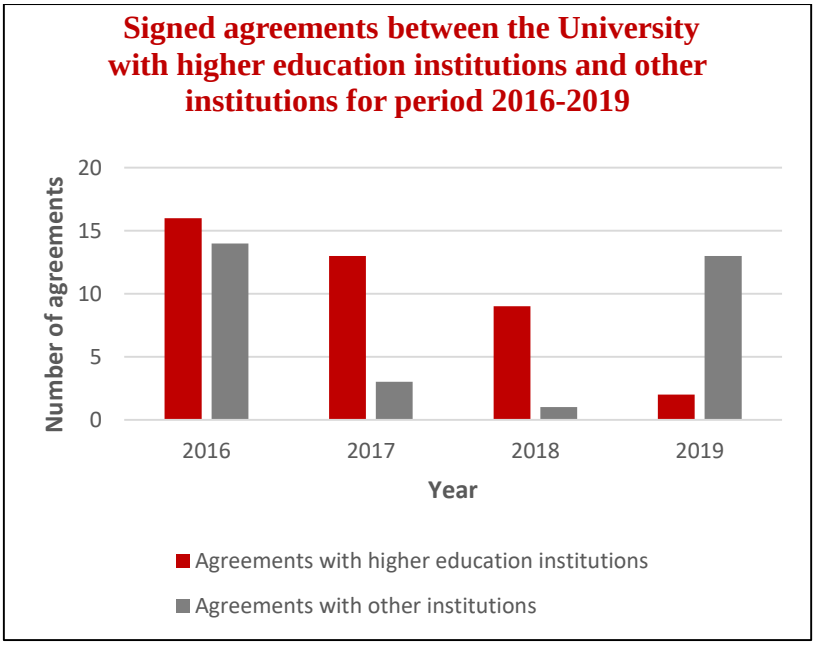
6th of January 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-me%C4%91unarodnoj-mobilnosti.pdfThe University supports and promotes student mobility as an integral part of the process of internationalization of higher education in accordance with the legislation of Bosnia and Herzegovina and generally accepted European standards and practices, by announcing open calls for applications for all interested students:http://iu-travnik.com/erasmus-konkurs-za-mobilnost-studenata-i-administrativnog-osoblja-na-nicolaus-copernicus univerzitetu-u-poljskoj-i-vilniaus-universitetu-u-litvaniji/. Within ERASMUS+ mobility program, a call for applications for mobility of students, academic and administrative staff of International University Travnik was announced in the summer semester of the academic year 2019/2020 at: Vilnius Gediminas Tehničkom Univerzitetu (Lithuania), Vilnius Univerzitetu (Lithuania) and "Angel Kanchev" University of Ruse (Bulgaria) – available on the official website http://iu-travnik.com/erasmus-konkurs-za-mobilnost-studenata-akademskog-i-administrativnog-osoblja/.Information for students are available on the official websitehttp://erasmus.iu-travnik.com/index.php/en/.Cooperation with foreign Universities, scientific institutions, international agencies and associations for help of science development has been greatly achieved. All of these activities offer precondition for quality future forms of international cooperation. The most important driver of international cooperation at International University Travnik is the management of the University. International cooperation is implemented through following dimensions:

- Providing funds based on clearly defined criteria.
- Providing funds for international cooperation during graduate programs.
- Maximum use of available international funds.
- Defined development strategy of international cooperation.
- Development of a special service to assist in applying for international projects.
- Support and improvement of already existing exchange programs for students and teachers of the International University Travnik in Travnik
- Development of scientific and teaching international cooperation.
- Improvement of international cooperation with the goal of equal inclusion of International University Travnik in Travnik into EHEA and ERA.
- Encouraging the mobility of teachers, students and other staff in terms of improving the quality and competitiveness of International University Travnik-

- Extremely rational use of resources in the implementation of the program through strengthening the established department for international cooperation.

The University has signed international agreements with the Universities and Institutions as shown in the appendix to this report. All signed agreements are available on the official website http://iu-travnik.com/sporazumi-sa-fakultetima-i-univerzitetima/.

Graph 3.Review of signed agreements between the University with higher education institutions and other institutions



The Graph above shows that the University has signed a large number of agreements with higher education institutions and other institutions, as an annex to the Self-Evaluation Report is the list of signed international agreements with the Universities and the list of signed agreements with other institutions.

The University has placed a strategic tasks in a special place in its Development Strategy for the period 2017-2021, which is available on the official website http://iu-travnik.com/strategija-razvoja/:

- Strengthening cooperation with business and other entities in the planning, organization and implementation of study programs;
- Encouraging the mobility of teachers, associates and students;

- Organizing joint study programs with foreign higher education institutions;
- Increasing the number of applications and projects received from EU Funds.

The University seeks to be actively involved in the ERA and EHEA and to continuously and organized stimulate and revitalize internal and external mobility of teachers and students (involvement in the EERA) and to encourage the involvement of teachers, as scientists, in international FP projects and the realization of significant financial resources for the University, ERC projects (European Research Council-ERC projects) and ESF projects (European Social Fund-EST projects), as one of the Structural and Investment Funds), to encourage the stay of our researchers in foreign higher education and research institutions and increase the number of publications developed with researchers from foreign institutions. The University will adopt an International Cooperation Budgeting Plan and allocation criteria to distribute the funds equally. The International Cooperation Coordinator submits annually to the Senate the Report on International Cooperation regarding concluded agreements, on the mobility of students, teachers and administrative staff.

The reports are available on the official website http://iu-travnik.com/wp-content/uploads/2019/05/Izvjestaj-o-radu-u-oblasti-medunarodne-saradnje-2016.pdf;http://iu-travnik.com/wp-content/uploads/2019/05/Izvjestaj-o-radu-u-oblasti-medunarodne-saradnje-2017-1.pdf, http://iu-travnik.com/wp-content/uploads/2019/05/Izvjestaj-o-radu-u-oblasti-medunarodne-saradnje-2018.pdf, http://iu-travnik.com/wp-content/uploads/2019/10/Izvje%C5%A1taj-o-radu-u-oblasti-me%C4%91unarodne-saradnje-akademska-2018-2019.pdf**.**

The mobility of students and academic staff is shown in criteria 3.3.3

3.2. DEVELOPMENT AND APROVAL OF THE PROGRAMS

3.2.1. Higher education institution has established procedures for creating and adopting of study programs which are in accordance with the strategy of higher education institution

Studying at International University Travnik is performed in accordance with the Bologna Declaration, on all organizational units, according to the study model 3 + 2 + 3 or 4 + 1 + 3. In this sense, higher education is organized through:

- The first cycle or undergraduate degree leads to the academic degree of the undergraduate degree or equivalent, obtained after a minimum of three and a maximum of four years of full-time study after graduation from a four-year high school, valued at least 180 or 240 ECTS credits. The study program is organized through two study models. One model is a three-year study (3 + 2), lasts 3 years - six semesters. According to the mentioned model, the volume of study program in one semester is 30 ECTS credits, that is 60 ECTS credits for one year, and for the sixth semesters it is 180 ECTS credits. The second model is a four-year study (4 + 1), lasting 4 years – eight semesters. According to the mentioned model, the volume of study program in one semester is 30 ECTS credits, that is 60 ECTS credits for one year, and for the eight semesters it is 240 ECTS credits.
- The second cycle or graduate study leads to the academic title of Master of a specific field or equivalent, acquired after graduation, lasts one year or two years, and is valued at 60 or 120 ECTS credits, so that in sum with the first cycle it carries 300 ECTS credits;
- The third cycle or doctoral study leads to the academic title of doctor (science) or equivalent, lasts three years and is valued at 180 ECTS credits, so that in the sum of the first two cycles, it carries 480 ECTS points.

Study at the University can be attended full-time, part-time or distance learning with the prior consent of the competent ministry. The number of ECTS credits for each course is based on the workload required of the student to achieve the expected learning outcomes.

Learining outcomes are in accordance with the Bloom taxonomy – available on the official website: http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-uskladjenosti-studijskih-programa-na-I-II-i-III-ciklusu-Bloomova-taksonomija-201617.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-uskladjenosti-studijskih-programa-na-I-II-i-III-ciklusu-Bloomova-taksonomija-201718.pdf,http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-uskladjenosti-studijskih-programa-na-I-II-i-III-ciklusu-Bloomova-taksonomija-201819.pdf

ihttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-uskla%C4%91enosti-studijskih-programa-na-IIIIII-ciklusu-studija-na-Int.-univerzitetu-Travnik-Bloom-1920-.pdf,with Basics of qualification framework in Bosnia and Herzegovina – available on the official website http://iu-travnik.com/wp-content/uploads/2019/04/Osnove-kvalifikacijskog-okvira-u-Bosni-i-Hercegovini.pdf,and describe what a student should know, understand and be able to do after successfully completing and the learning process. An overview of the learning outcomes for all study programs is available at the official websitehttp://iu-travnik.com/wp-content/uploads/2019/10/Pregled-studijskih-programa-po-fakultetima-NOVA-za-stranicu-5.pdf. Workload describes the amount of time students need on average to complete all teaching and learning responsibilities (lectures, seminar work, project work, practical work, classroom preparation, self-study, exams, etc.)

The academic year is organized in the winter and summer semesters, and is performed according to a set teaching schedule. One academic year carries 60 ECTS credits, 30 ECTS credits per semester. The academic year at the University begins on 1st of October of the current year and lasts until 30th of September of the following calendar year. For each academic year, a Senate adopts an academic calendar containing indicative guidelines for the beginning and end of the winter and summer semester by a decision, the dates of the teaching, the dates of the exam, the dates important for the University and the dates that are not working days due to holidays. An academic calendar on the organization of classes and exam periods for the last three academic yearsis available on the official website of the University http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-kalendaru-organizacije-i-realizaciji-nastave-i-ispita-201617.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-kalendaru-organizacije-i-realizaciji-nastave-i-ispita-201718.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-kalendaru-organizacije-i-realizaciji-nastave-i-ispita-201819.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-kalendaru-organizacije-i-realizacije-nastave-i-ispita-za-akademsku-201920.-godinu-na-org-jedinicama-IUT-a.pdf. The beginning of classes in the winter and summer semesters is determined by the Senate decision and lasts for fifteen weeks, the classes in the winter semester begin on the first Monday in October, the summer semester begins on the first Monday in March. At the University, the study for each cycle is performed according to the curricula which is available on the official website http://iu-travnik.com/nastavni-plan-i-program/which are adopted by the Senate decision

before the start of each academic year http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-NPP-na-organizacionim-jedinicama-2018.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-NPP-za-sve-cikluse-studija-2017.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-NPP-za-sve-cikluse-studija-2016.pdf,http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-NPP-za-sve-cikluse-studija-2015.pdf.Syllabuses are available to students through the UISBAX information system https://iut.uisbax.com/subjects. Faculty subjects are one-semester. The number of subjects per semester ranges from four to six and they are divided into compulsory and elective subjects. Student workload during the week is between 20 and 30 hours. Student success is monitored throughout the study process. Modern teaching methods and techniques are applied, as well as practical training of students.

3.2.1.1. Procedures for monitoring and development of study programs

The study programs have been created in accordance with the applicable Basics of Qualification Framework in Bosnia and Herzegovina available on the official website http://iu-travnik.com/wp-content/uploads/2019/04/Osnove-kvalifikacijskog-okvira-u-Bosni-i-Hercegovini.pdfand and European Education Area Qualifications Framework available on the official website http://iu-travnik.com/wp-content/uploads/2019/03/ODLUKU.pdfin a way that the learning outcomes identified and mentioned in the study program and lead to the achievement of learning outcomes as prescribed by the appropriate standard of qualifications. At the beginning of each academic year, the Senate adopts the Decision on the compliance of study programs at the first, second and third cycle of studies at the International University Travnik with the Basics of the qualification framework in Bosnia and Herzegovina, which are available on the official web site http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-uskla%C4%91enosti-studijskih-programa-na-I-II-III-ciklusa-studija-na-Internacionalnom-univerzitetu-Travnik-u-Travniku-2.pdf; http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-uskladjenosti-studijskih-programa-na-I-II-i-III-ciklusu-2018.pdf. Learning outcomes are defined by indicators that describe the expected knowledge, skills and competences for each qualification level of the first, second and third cycle of study, which can conclude that each higher qualification level requires a person to have more knowledge, skills and competences as learning outcomes. Qualifications based on

competency-related learning outcomes guarantee that a person with acquired qualifications is qualified to work in a particular occupation.

It provides employers and prospective students with learning outcomes about the skills and competences they have acquired during the study, facilitating the visibility and differentiation of academic programs. From an international perspective, learning outcomes contribute to student mobility. Learning outcomes denote all that is gained through learning, which, as stated above, are competencies, which are demonstrated through knowledge and skills. The defined outcomes that currently exist at the International University Travnik preceded the creation of the curriculum. For each subject, study objectives, course content, teaching methodology, basic and additional literature, maximum number of students in lectures and exercises, number of hours of lectures and exercises, and number of ECTS credits are defined, which greatly facilitates international recognition of study programs, acquired qualifications, student and teacher mobility.

At the Senate session held on 13th of September 2017 by Senate Decision No. 01-01-08-12 / 17 available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-ECTS-bodovanju-i-optere%C4%87enju-nastavnika-i-saradnika-na-IUT-Travnik.pdfThe Rulebook on ECTS scoring and workload of teachers and students at the International University Travnik No. 01-06-07 / 17 was adopted - available on the official web sitehttp://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-ECTS-bodovanju-i-optere%C4%87enju-nastavnika-2017-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-septembar.pdf which determines the way ECTS credits are calculated and the workload of all study activities. In accordance with the ECTS, the scope of the study program is 60 ECTS credits in one academic year, or 30 ECTS credits in one semester. One point refers to 25-30 hours of student work in the total student workload that is provided by the curriculum, thereby achieving a balance between student workload and ECTS credits through the curriculum. The University monitors the workload of students necessary to achieve the given learning outcomes, with students being consulted. At the end of each academic year, the process of internal evaluation of the work of teaching and other staff, general working conditions and the quality of study programs are conducted in order to check and adjust student workload. The decisions on conducting the surveys for the last three academic years are available on the official website http://iu-travnik.com/odluke-senata/.Previous experience suggests that the assessment of student workload by study program subjects is well measured. The results of the surveys are available on the official website http://iu-

travnik.com/ankete-i-rezultati-anketa/. Adequate teaching methods are required to ensure that the learning outcomes set are achieved. Teaching and learning methods to be taken into consideration are: lectures, exercises, laboratory work, fieldwork, company practice, seminars, teamwork. Knowledge and understanding of an issue can be achieved through lectures and seminars. The ability to analyze and solve problems is most easily achieved on specific tasks or projects, through group work in laboratories, workshops and in the field.

Students from the Faculty of Ecology Travnik were able to check their theoretical knowledge acquired during lessons when they visited Regional landfill Mošćanica and Institute for health and food quality Zenica. http://iu-travnik.com/terenska-nastava-za-studente-ekoloskog-fakulteta-travnik/.

Within the regular teaching process, students of the Faculty of Traffic and Transport Engineering Travnik in cooperation with the Ministry of Internal Affairs of CBC in order to improve their practical knowledge, implemented the field form of practical teaching on the M5 Travnik - Nova Bila road http://iu-travnik.com/terenska-i-prakticna-nastava-studenata-saobracajnog-fakulteta-travnik/. Students of Faculty of Traffic and Transport Engineering of International University Travnik within regular teaching process, implemented the direct field form of practical teaching on the M5 Travnik-Turbe road. http://iu-travnik.com/neposredni-terenski-oblik-prakticne-nastave-studenata-saobracajnog-fakulteta-travnik/. Students of the Faculty of Polytechnic Sciences at International University Travnik visited the "GEO lab", a laboratory for testing the physical and mechanical parameters of soil and rocks in Sarajevo. http://iu-travnik.com/studenti-fakulteta-politehnickih-nauka-posjetili-laboratoriju-za-ispitivanje-fizickih-i-mehanickih-parametara-tla-i-stijena/.

Students of the Faculty of Information Technology at International University Travnik visited Logosoft Sarajevo, one of the leading Internet Service and Cloud Provider in Sarajevo and beyondhttp://iu-travnik.com/studenti-fakulteta-informacionih-tehnologija-travnik-posjetili-logosoft/. Students of the Faculty of Law of International University Travnik, accompanied by the Dean Dragan Golijan, visited the Municipal Court Travnik as part of their fieldwork. http://iu-travnik.com/studenti-pravnog-fakulteta-travnik-posjetili-opcinski-sud-u-travniku/.

Students of Faculty of Law of International University Travnik together with the Dean, Prof. Dr. Dragan Golijan visited Travnik Municipality in order to get acquainted with the basics of legal

practice in the Municipality. In front of Travnik Municipality, students were hosted by Aida Daul, Secretary of the Municipality and Mirjana Lovrinović, Chief Assistant of the General Administration and BiZ. https://iu-travnik.com/studenti-pravnog-fakulteta-travnik-posjetili-opcinu-travnik/

The University has clearly defined professional practice requirements that teachers and students are fully aware of. If in the first (I) cycle of study the curriculum predicts practice for the respective study program during the VI or VIII semester the student completes a 320-hour course of practice in order to gain practical knowledge. As a rule, students find (choose) the right company in which tey want to practice professionally. Professional practice should facilitate the transition of students from academic education to professional independent work. The goal of the professional practice is to bring the student closer to the future of his / her practical activity through practical work. On that way, the student is given the opportunity to put into practice the knowledge and abilities he / she has acquired by studying theory, mostly in separate disciplines. So, he / she should gain insight into technical, organizational, economic and social developments and their mutual connectivity in companies or institutions. Professional practice aims to improve the ability of students to successfully use professional and scientific knowledge and methods in practical situations, as well as to contribute more intensively to the connection between theory and practice. A better understanding of the realities of some activities, in different workplaces, which correspond to the profession for which they are educated, will help students to choose their closer orientation and future work environment. Through professional practice, students have the opportunity to get in touch with potential, later employers and associates. Curriculum is created for the student and his or her needs. The role of the teacher is to recognize the educational needs of the student, and to direct and monitor the realization of those needs. The main goal must be to improve the student in all forms of education, both in professional, discipline related knowledge and skills, as well as in general skills: in foreign languages, information technologies, communication skills, teamwork, critical thinking. Such an approach requires new forms of teaching and learning, but also effective support and leadership structures that will ensure the personal development of each student, especially by supporting his / her needs and professions, and developing his / her needs and talents that lead to higher quality of study results.

Mechanisms for monitoring the quality of study programs are provided with the University acts. Continuous monitoring and verification of goals, content, and gathering information on the quality of study programs, as well as their analysis, enables the quality assurance of study programs.

Quality Assurance of study programs is achieved by the Rulebook on student evaluation of efficiency of teaching and work of teachers No.: 01-06-07/19 available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-studentskom-vrednovanju-efikasnosti-nastave-i-rada-nastavnika-saradnika-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-februar-2019.pdf adopted by the Senate decision No. 01-01-02-03/19 from 18th of February 2019 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-studentskom-vrednovanju-efikasnosti-nastave-i-rada-nastavnika-2019.pdfand Procedure for monitoring student achievement and average success grade of students No. 01-01-09-30/18 ofrom 23rd of October 2018 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Procedura-za-pra%C4%87enje-prolaznosti-i-uspjeha-studenata-i-prosje%C4%8Dne-ocjene-uspjeha-studenata.pdfwhich determines the procedures, responsibilities and deadlines for monitoring the achievement and success of students at the University. By completing the Graduate Student Survey, which is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/the appropriate participation of students in the monitoring, improvement and development of study programs is enabled.

The goal of the analysis is to gather information on the quality of the program, which allows to determine:

- The study programs are based on the latest achievements, knowledge and skills based;
- Compliance of available human resources with the needs of society;
- Comparability with the study programs of countries within the European educational area;
- Development of scientific research work;
- Feedback from graduate students and employers.

Regular research on market needs gathers, analyzes and interprets data in order to obtain reliable information needed to make a decision on the revision of study programs.

The revision of study programs in order to improve the program is implemented in accordance with:

- Harmonization of study programs with research work that guarantees the development of research skills related to the relevant professions (jobs);
- Criteria for changing needs of society and the labor market as clear indicators that a particular program needs revision. The profile of the qualification acquired upon graduation should be based on the identified and recognized need of the company. Therefore, employment opportunities must be taken as a key prerequisite for revision of existing study programs;
- Information from internal reports and other sources on the need to revise study programs (research on student workload, student professional advancement, student passing results);
- Student reflections on expectations of students and satisfaction with study programs in terms of employment, career and future in the profession;
- Supporting the environment in creating appropriate support for work through continuous monitoring of quality indicators.

- The procedure for revision and modification of study programs is regulated in the Rulebook on quality assurance of study programs No. 01-09-46/15 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-osiguranju-kvalitete-studijskih-programa.pdf adopted by the decision No. 01-01-02-27/15 from 13th of February 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-osiguranju-kvaliteta-studijskih-programa-2015.pdfand Procedures for quality assurance of study programs at International University, adopted by the Senate by Decision No. 01-01-10-44/16 from 18th of November 2016 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-procedura-za-osiguranje-kvaliteta-studijskih-programa-2016.pdf,respecting the application of all standards of higher education. This enables the organization of study programs with the required level of quality in order to preserve and improve academic standards.

Every year, the University analyzes and revises the existing study program. The Educational and Scientific Council monitors, provides, promotes and develops the quality of study programs. In order to improve the quality of the implementation of study programs, the Quality Assurance Committee is tasked with addressing all issues relevant to the improvement and development of the quality of study programs, teaching and working conditions. Changes to study programs may be smaller (changes that cover up to 20% of the study program) and larger (changes that cover more than 20% of the study program). Minor changes to the study program mean changes to the study program up to 30 ECTS credits that do not significantly change the study program, final competences of students and their qualifications (professional profile). For minor changes to the study program, courses in total of 80% of the ECTS credits of the entire program must not be changed in view of the number of ECTS credits and learning outcomes.

Each proposed modification of the study program undergoes the procedure as well as the adoption of a new study program. The study program adopted before the beginning of the academic year is applied as a study program for this generation of students and is the basis for any eventual changes.

In accordance with the above, new study programs were introduced in 2015 at organizational units of the University and since 2016/2017 have been activated:

- Faculty of Law Travnik, curriculum is available at the official websitehttp://iu-travnik.com/wp-content/uploads/2018/04/NPPPRAVO20162017.pdf
- Faculty of Economics Travnik curriculum is available at the official website http://iu-travnik.com/wp-content/uploads/2018/04/I-ciklus_EFT_2016-2017-N.pdf
- Faculty of Politehnical Sciences Travnik, curriculum is available at the official website http://iu-travnik.com/wp-content/uploads/2018/04/I-ciklus_FPTN_Sigurnost-i-zatita-na-radu_2016-2017.pdf

The overview of the study programs of the University is presented in regular promotional material (brochures, posters, etc.), which is produced every year, completed with the latest information, and distributed to all partners in appropriate situations and at appropriate events in the country and abroad, after which feedback is collected in form of information and data regarding the quality of studies and study programs. An overview of the study programs is available at the official website

http://iu-travnik.com/wp-content/uploads/2019/10/Pregled-studijskih-programa-po-fakultetima-NOVA-za-stranicu-5.pdf

3.2.2. Higher education institution has established procedures for ensuring that the planned learning outcomes and use of the ECTS credits system are in accordance with the applicable qualifications framework, that they apply to all study programs and that opportunities are provided for the acquisition of knowledge and skills outside the institution

Study programs are key to the realization of the educational mission of the University, as they provide students with academic knowledge and skills, including those that are transferable and can affect students' personal development and be applicable in their future careers. The study program is a set of compulsory and elective study areas, i.e. subjects, with framework content, the mastery of which provides the necessary knowledge and skills for obtaining a diploma of the appropriate level and type of studies, or whose realization through the educational process leads to one of three academic degrees in accordance with the Bologna Declaration. The curricula define the goals of the study programs, which must be in accordance with the Development Strategy for the period 2017 – 2021 of the International University Travnik in Travnik http://iu-travnik.com/strategija-razvoja/. The goals of the study programs are defined through the creation of the necessary competencies of future professionals who will be able to adequately respond to the requirements in future jobs. Successful realization of the above goals opens the possibility for students to continue their professional development in domestic and foreign universities, in accordance with the Bologna process. The goals of the study programs follow the mission and vision of the Universityhttp://iu-travnik.com/misija-i-vizija/.

The procedure for proposing and adopting study programs is performed in accordance with the following acts:

- Law on Higher Education of CBC http://iu-travnik.com/wp-content/uploads/2018/07/ZAKON-O-VISOKOM-OBRAZOVANJU-SBK.pdf
- Standards and norms for preforming higher education activities in the area of CBC http://iu-travnik.com/wp-content/uploads/2019/02/S-T-A-N-D-A-R-D-E-I-N-O-R-M-A-T-I-V-E1.pdf.
- The University Statute http://iu-travnik./wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdfadopted at the Senate session on 13th of September 2018

by the Decision No. 01-01-08-20/19http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-izmjenama-i-dopunama-statuta-IUT-a.pdf.

- Rulebook on quality assurance of International University Travnik – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-osiguranju-kvaliteta-pre%C4%8Di%C5%A1%C4%87eni-tekst-decembar-2015.pdfadopted at the Senate session held on 15th of December 2015 by the Decision No. 01-01-11-43/15 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-osiguranju-kvaliteta-2015.pdf.
- Rulebook on quality assurance of study programs – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-osiguranju-kvalitete-studijskih-programa.pdf adopted at the Senate session held on 13th of February 2015 by the Senate decision No. 01-01-02-27/15available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-osiguranju-kvaliteta-studijskih-programa-2015.pdf.
- Procedures for quality assurance of study programs adopted at the Senate session held on 11th of May 2012, by the Senate decision No. S-27-39/12.
- Procedures for quality assurance of study programs at the International University Travnik, adopted at the Senate session held on 18th of November 2016, by the Senate decision No. 01-01-10-44/16 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-procedura-za-osiguranje-kvaliteta-studijskih-programa-2016.pdf.

These documents define the procedures for implementation and realization of learning outcomes by all organizational units, by subjects and all cycles at the International University Travnik, and presents evaluation and analysis of program achievement, testing of acquired knowledge and skills of students, evaluation of results, monitoring of teaching process and its alignment with the set strategic goals.

The process of adopting a study program implies a formal process of adopting it by submitting the proposal of the study program to the Scientific Council of the organizational unit for submission to the Quality Assurance Committee for its preliminary assessment and opinion. After a positive evaluation by the Quality Assurance Committee, the Senate takes the final decision on the

proposal submitted by the Scientific Council of organizational unit. The University is obliged to involve a wide range of interested individuals such as academics, students, industry representatives, as well as the wider community when creating the content of the study program, so that the study program meets the needs of the labor market and the requirements of modern technology.

Curricula and study organization are fully in accordance with the European criteria in accordance with the implementation of the Bologna Declaration, and the goal is to develop flexible curricula in accordance with national and European standards. The University continuously implements modern activities by developing new curricula and modifying existing quality educational content in order to match the needs of time and economy. Modernization implies improvement of teaching content and the way of its realization, improvement of institution capacities, increasing the motivation of students for more active participation in formal and informal educational activities.

The content of the study programs is in accordance with legal regulations and contains the following elements:

- Professional and academic title, as well as the degree obtained after graduation;
- Name and goals of the study program aligned with the strategy;
- Conditions for enrollment in the study program;
- A list of required subjects and the number of hours required to complete them;
- The credit value of each course and final work expressed in ECTS credits;
- The credit value of the final work on the first, second and third cycle studies compatible with the ECTS system;
- Conditions of transfer from other study programs within the same or related fields of study;
- The way of selection of subjects from other study programs
- Requirements for enrollment in the next semester or quarter or next year of study and the manner of completion of studies;
- The manner in which the studies are conducted and the method of knowledge assessment for each subject;
- Language (s) in which lectures and exercises are performed
- List of elective courses and the number of hours required to complete them;

- Compulsory and supplementary literature, coverage of the subject with relevant books that are known and published in advance and other issues relevant to the implementation of the study program. A review of the study programs performed at the University is available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/10/Pregled-studijskih-programa-po-fakultetima-NOVA-za-stranicu-5.pdf.

3.3. STUDENT DIRECTED TEACHING AND GRADING

The provisions of the Regulations for the first (I), second (II) and third (III) study cycles are available on the official website http://iu-travnik.com/pravilnici/Realization of classes and exams for the academic year on organizational units of IUT for the 1st, 2nd and 3rd cycle of studies adopts the Senate by the Decision. The academic calendar contains indicative guidelines for the start and end of winter and summer semester classes, teaching dates, exam dates, dates significant to the University, and dates that are non-working days due to religious and national holidays adopted by the Senate.

Table 5. Decision on organization calendar and realization of teaching and exams for academic years 2016/2017, 2017/2018 and 2018/2019at the organizational units of IUT for the first, the second and the third cycle of study

Academic year	Date of the Senate session at which the decision was adopted	Decision No.	Available on the official website
2016/2017.	09.09.2016.	01-01-08-03/16	http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-kalendaru-organizacije-i-realizaciji-nastave-i-ispita-201617.pdf
2017/2018.	13.09.2017.	01-01-08-03/17	http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-kalendaru-organizacije-i-

			realizaciji-nastave-i-ispita-201718.pdf
2018/2019.	13.09.2018.	01-01-08-03/18	http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-kalendaru-organizacije-i-realizaciji-nastave-i-ispita-201819.pdf
2019/2020	13.09.2019.	01-01-08-02/19	http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-kalendaru-organizacije-i-realizacije-nastave-i-ispita-za-akademsku-201920.-godinu-na-org-jedinicama-IUT-a.pdf

At the beginning of each academic year, the University's website announces the syllabus plans and programs available at the official websitehttp://iu-travnik.com/nastavni-plan-i-program/, deadlines as well as syllabuses for each item are available on the official website https://iut.uisbax.com/subjects.

Classes are organized in two semesters - winter and summer semester.

Classes in the winter and summer semesters are held for 15 weeks each. Classes and exercises are performed as a combination of ex cathedra lectures, interactive classes, group discussions, presentation of seminar papers and business plans, case studies, and practical research. Students are actively involved in the teaching process through seminar classes and daily discussions in lectures and exercises.

The University organizes and determines the dates for taking the exams so that the student is burdened with having a maximum of two exams in one day. Forms of assessment can be written and oral. Knowledge assessment is generally written and conducted through a test and can be done orally if the subject teacher requests it. All forms of assessment are public. Exams for students of all academic years and study cycles are organized into 4 (four) exam periods: January-February exam period, April exam term, June-July exam term and September exam term.

3.3.1. Higher education institution applies procedures that guarantee a fair, transparent and consistent way of evaluating students and which provide the possibility of student complaints. Procedures are formalized and publicly available

Student assessment at the University is conducted on the basis of transparent and clear criteria and rules, which are regulated by the following acts:

- Law on Higher Education of CBC("Službene novine Srednjobosanskog kantona", broj: 4/13)–available on the official website http://iu-travnik.com/wp-content/uploads/2018/07/ZAKON-O-VISOKOM-OBRAZOVANJU-SBK.pdf
- The Statute of IUT -available on the official website http://iu-travnik./wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdf
- The Rulebook for the first cycle of study No. 01-06-01/19 available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-za-I-ciklus-studija-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-JANUAR.pdfadopted by the Senate decision No. 01-01-01-05/19 od 18.01.2019 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-studiranja-za-I-ciklus-2019.pdf
- Rulebook for the second (II) cycle of study, No.01-06-02/19 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-za-II-ciklus-studija-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-januar.pdfadopted by the Senate Decision No. 01-01-01-06/19 from 18th of January 2019 - available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-studiranja-za-II-ciklus-2019.pdf
- Rulebook for the second (II) cycle of study, No. 01-06-03/19 available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-za-III-ciklus-studija-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-januar.pdfadopted by the Senate Decision No. 01-01-01-07/19 from 18th of January 2019available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-studiranja-za-III-ciklus-2019.pdf
- Decision on amendment of the Decision on criteria and prodcedures for grading students at the IUT No. 01-01-02-09/14 from 14th of February 2014 available on the official

website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-izmjeni-odluke-o-kriterijima-i-postupcima-za-ocjenivanje-studenata-na-univerzitetu.pdf

- Examination Rulebook No. 01-06-11/19 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-ispitima-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-april.pdf adopted by the Senate Decision No. 01-01-03-11/19 from 18th of March 2019 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Pravilnika-o-ispitima-2019.pdf

The decision on the criteria and procedures for grading students at IUT defines more precisely the methods of passing pre-examinations and the final exam, the number of points in the exam structure, as well as other specific provisions related to the evaluation of students' knowledge.

At the International University Travnik in Travnik, there is a unique system for asessment and evaluating student work, as follows:

- The first partial test of 0-30 points covers 50% of the material, organized during the class. The first partial test can be organized in writing or orally and can be accessed by both full-time and part-time students. The student passed the first partial test with a minimum of 16.5 points, or a minimum of 55%.
- The second partial test of 0-30 points covers the remaining 50% of the material, organized during the class. The second partial test can be organized in writing or orally and can be accessed by both full-time and part-time students who have passed the first partial test. The student passed the second partial test with a minimum of 16.5 points, or a minimum of 55%.
- The final exam of 0-60 credits covers the total material. The final exam is taken by students who have failed both partial tests or failed the partial exam. The final exam can be organized in writing, orally or in writing and orally. The student passed the final exam with a minimum of 33 points, or a minimum of 55%.
- Seminar work carries 0-10 points. The assessment of seminar work is done on the basis of the student's ability to independently use the intended literature and content of seminar work. Students are required to take the topics and obtain approval from the professor or assistant at the latest by the end of the second week of classes and

exercises. The professor or assistant credits the seminar paper. Students are required to submit their papers electronically as soon as possible and no later than the end of the tenth week of the semester. The professor or assistant are obliged to confirm in electronic form the admission of the seminar paper within three days of receiving the student's work.

- Presentation of seminar paper carries 0-10 points. The student approaches the oral presentation of the seminar paper after the professor or assistant has accepted the seminar paper and approved the oral presentation.
- Attendance at lectures 0-5 points. The professor regularly note the attendance of students in the class, thus scoring the attendance in the class of 0-5 points. The student (full-time / part-time) is obliged to attend the lectures, keeping a note of the students' attendance at the lectures. Upon completion of the current semester, the subject teacher confirms the fulfillment of obligations by signing the index. During one semester, a student may be absent unjustifiably with up to 20% of the total amount of classes (lectures and exercises) in one subject. If more than 20% of the total amount of classes for a certain form of teaching in a subject is absent, the subject teacher cannot confirm the fulfillment of obligations by his signature in the index. A student who fails to attend the classes and exercises may not attend the semester certification and take the exam.
- A student who is absent from teaching on a particular subject due to illness or justifiable reason shall be obliged to justify his / her absence, subject to appropriate justification or confirmation issued by the competent authority. The student submits a justification, ie a certificate, to the professor or assistant in question in order to record the period of absence and missed student obligations. A record of attendance at lectures is kept, which contains the following elements: Name of the university, faculty, subject, name and surname of the teacher, and title (Associate Professor, Full Professor and Assistant Professor) date of lecture, table students present, consisting of the ordinal number, name, direction, status and signature of the student. At the bottom of the class attendance, the note is signed by the Teacher / Professor. The attendance note is concluded with the last number and date. After the lecture, the subject teacher / professor submits it to the student service. The University shall keep a note of attendance for a maximum of one year.

- Attendance at exercises 0-5 points. The assistant records the students' attendance at the exercises, thus scoring the attendance at exercises of 0-5 points. The student (full-time / part-time) is obliged to attend the exercises, which keeps a note of students' attendance at the exercises. During one semester, a student may be absent with up to 20% of the total amount of classes (lectures and exercises) in one course. If more than 20% of the total fund of classes for a certain form of teaching in a subject is absent, the subject teacher cannot confirm the fulfillment of obligations by his signature in the index. A student who fails to attend the classes and exercises may not attend the semester certification and take the exam. The rules referred to in the preceding paragraph shall apply to justify the absence.
- The attendance note is kept for the exercises, which contains the following elements: Name of the university, faculty, subject, name and surname of the teacher / assistant, and title (assistant, senior assistant) date of the exercise and term of holding the exercise, table of students present consisting of ordinal number, name, direction, status and signature of the student. At the bottom of the attendance record, a teacher / assistant is signing. The attendance note shall be concluded with the last number and date. After the maintenance exercises, the subject teacher / assistant submits to the student service a note of the completed exercises. The University shall keep a record of attendance at the exercises for a maximum of one year.

  Activity in lectures 0-5 points. The professor credits students for active participation in the lectures 0-5 credits.
- Activity on exercises 0-5 points. The assistant credits students for active participation in exercises of 0-5 points.
- The final grade is formed on the basis of the sum of the points earned on the activities during the class, pre-examinations and the final exam. By completing the pre-exam requirements and passing the final exam, the student can earn a maximum of 100 (one hundred) points, as follows:
- 10 (A) "excellent" - excellent success without errors or with minor errors, carries 95-100 points;
- 9 (B) “very good” - above average, with some error, carries 85-94 points;
- 8 (C) “good” - average, with noticeable errors, carries 75-84 points;

- 7 (D) „satisfying“ - generally good but with significant drawbacks, carries between 65-74 points;
- 6 (E) "sufficient" - meets the minimum criteria, carries 55-64 points;
- 5 (F, FX) "not satisfactory" - does not meet the minimum criteria and requires significantly more work, below 55 points.

Students are required to apply for the final exam, which is organized in the regular exam term, after the teaching, while the first and the second test are taken without registration, during the course in the manner and at the time determined by the subject teacher.

The University maintains records on the registration of exams and the passing of exams. The documentation on the passed examinations, which is prescribed by legislation and by-laws, the Statute and other acts, is processed. Students are required to apply for the exams electronically and by submitting the Student Application Form.

The final grade of students is entered in the index, the application and in the review of scoring and grading of students, which is kept electronically and in the register of enrolled students. The rating "insufficient" of the F-5 is not recorded in the index.

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Minutes on the application and examination records is kept by the Student Services employees. Records are allowed to be handled by them. The University shall keep the application and examination records for a maximum of one year from the date of the examination.
Each student, after completing and grading the exam, has the opportunity of insight into the work and the solution of the tasks. The rules for the first, second and third cycle of studies contain provisions that regulate the procedure and procedure for revocation of grades and the manner of exercising the right to take the examinations. Through the notice board of the University and the oral announcement of the teaching staff, students are introduced to the procedure of the commission examination. The aforementioned articles clearly state that students may express their views regarding the quality of teaching or other services of the University, which will be considered by the Faculty Teaching and Scientific Councils. (Rulebook for (I) first cycle of studies - Article 17, Rulebook for (II) second cycle of studies - Article 20, Rulebook for (III) third cycle of studies - Article 15)

3.3.1.1. Complaint procedures

Complaint procedures are governed by the Examination Rulebook and the Regulations for the (I), (II) and (III) cycle of study, which are available on the official website http://iu-travnik.com/pravilnici/. These are publicly available to students through the university's notice board. If the student is not satisfied with the grade obtained in the exam, he / she has the right to send a complaint to the Dean within 24 hours from the date of publication of the exam results on the official website of the University and to request that he / she take the in front of the committee appointed by the Dean. The exam has to be held no later than 48 hours after the decision on appointing the Committee has been brought. A student may take the exam at most three times in front of the subject teacher, and the fourth and every subsequent exam is taken in front of committee of at least three teachers from the same narrow scientific or teaching area. Through the University notice board and oral announcement of the teaching staff, students are met with the procedure for taking the exam in front of the committee. If the student doesn't submit a complaint within the academic year, he / she can apply to the Academic Council for canceling the grade. The Academic Council is obliged to decide on the application within 30 days from the day of submission of the application. Number of exams that student can take to the next year is determined by the Statute and the Curriculum of the faculty.

These procedures, in addition to transparency, efficiency and publicity, ensure that the examination is in line with the learning outcomes.

- In the previous years or during the academic year 2018/2019 no student complaints regarding the assessment and examination procedure were recorded as a result of the implementation of the above mentioned procedures.

Based on the Decision to Conduct Student and Employee Surveys for Academic Year 2018/2019. No. 01-01-02-02 / 19 from 18th of February 2019 – available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-provodjenju-anketiranja-studenata-201819.pdf,Student Survey, Academic and Administrative Staff, Quality Assessment physical

resources was conducted in the period from 4th of March 2019 to 9th of March 2019. One of the survey questions is the question “Are you familiar with the applying procedure - the procedure for annulment of the exam and the procedure for objections?” Students assigned a grade of 4.48 for the question whether they were familiar with the appeal procedure and the procedure for annulment of the exam and procedure for objectionshttp://iu-travnik.com/ankete-i-rezultati-anketa/.

3.3.2. Higher education institution encourages active student engagement in management processes

Student participation in the decision-making, management and work of academic bodies is governed by the Statute (Articles 42 and 63http://iu-travnik.com /wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdf, Rulebook on Student Organization No 01-09-29/15 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-studentskom-organizovanju.pdf, the Senate Decision No. 01-01-02-08/15 from 13th of February 2015 - available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-studentskom-organizovanju-2015.pdf and the Statute of Student Parliament No. 01/15-I from 14th of March 2015 - available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Statut-studentskog-parlamenta-IUT-Travnik.pdf.

By their representatives, students are involved in the work of the Senate (Statute, Art. 42), the work of organizational units of Teaching-Scientific Council (Statute, Art. 63) and participate equally in decision-making, and have their own Parliament. Of the total number of Senate members, 10 of them are from the teaching staff, or 70%, and 3 of them are from the students, or 30% - available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-reizboru-clanova-SENATA-2018.pdf.

Of the total number of Teaching-Scientific Council members of the Faculty of Economics, 12 are from the teaching staff, or 80%, and 3 are from the students, or 20% (Decision on the amendment of the Decision on the appointment of Teaching-Scientific Council No. 06-01-09-02 / 19 from8th of October 2019 - available at official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/EFT.pdf). Of the total number of Teaching-Scientific Council Faculty of Media and Communication members, 7 are from the teaching staff, or 70.00%, and 3 are from the students, or 30.00% (Decision on the amendment of the Decision on the appointment of the

Teaching-Scientific Council number: 03-01- 08-05 / 19 from 5th of September 2019 available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/FMK.pdf).Of total members of Teaching-Scientific Council Faculty of Politehnical Sciences 17 is from the teaching staff, or 85%, and 3 from the students, or 15% (Decision on the amendment of the Decision on the appointment of Teaching-Scientific Council number: 05-01-08-03 / 19from 5th of September 2019 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/FPTN.pdf).Out of the total number of Teaching-Scientific Council members of the Faculty of Law, 10 are from the teaching staff, or 77%, and 3 from the students, or 23% (Decision on the amendment of the Decision on the appointment of Teaching-Scientific Council number: 04-01-09-04 / 18 from 10th of October 2018 available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/PFT.pdf).Of the total number of Teaching-Scientific Council members of the Faculty of Traffic and Transport Engineering 7 are from the teaching staff, or 70 , 00%, and 3 from students, or 30,00% (Decision on modification and amendment of the Decision on the appointment of Teaching-Scientific Council No. 07-01-09-01 / 19from 8th of October 2019 - available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/SFT.pdf).Out of the total number of Teaching-Scientific Council Faculty of Ecology members, 11 are from the teaching staff, or 78.60%, and 3 are from the students, or 21.40% (Decision on the amendment of the Decision on the appointment of the Teaching-Scientific Counci lNo. 02-01-08-04 / 19from 5th of September 2019 - available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/TEF.pdf).Of the total number of members of the Teaching-Scientific Council Faculty of Information Technologies, 8 is from the teaching staff, or 80.00%, and 2 from students, or 20.00% (Decision on the amendment of the Decision on the appointment of Teaching-Scientific Council No. 08-01-09-01 / 19 from 8th of October 2019 - available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/FIT.pdf).

Student representatives are involved in the work of the University bodies, including Quality Assurance Bodies. Their role is defined through Articles 159-168 of the Statute of the University, available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Statut-sa-izmjenama-septembar-2019.pdf,by the Statute of the Student Parliament No. 01/15-I from 14th of March 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Statut-studentskog-parlamenta-IUT-Travnik.pdf, and the Rulebook on Student Organization No. 01-09-29/15 from 13th of February 2015- available on the official

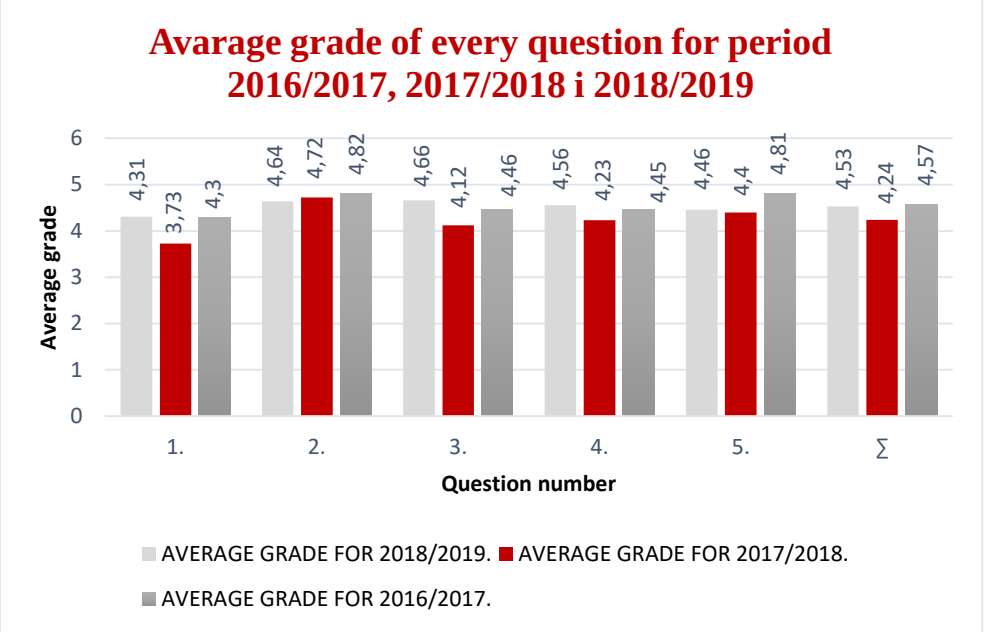
website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-studentskom-organizovanju.pdf. Besides the participation of students in the regular quality assurance activities predicted by the aforementioned acts, students actively participated in the development of the University Development Strategy. Surveys are being conducted at the University with the ultimate goal of improving quality at the University level in all fields of activity, and here are excerpts from the Survey Analysis of the Role of Students in Quality Assurance for a Three-Year Period. Surveys of the student's role in quality assurance are available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/.

During a three year period, a total of 3762 students were interviewed. Table 2 illustrates the role of students in the management processor the University (IUT) in Travnik and the impact on decision-making and problem-solving processes.

Table 6. The role of students in management process

No.	Survey question (The role of students in Self-evaluation process of the University)	Academic year 2016/17 (grades 1-5)	Academic year2017/18 (grades 1-5)	Academic year2018/19 (grades 1-5)
1.	We have the opportunity to participate in the governing structures of the University by our representatives	4,45	4,23	4,56
2	Our (students') opinion is taken into consideration while making decisions and solvnig problems in the management bodies	4,81	4,40	4,46

Graph 4. Assessment of student participation in management structures of the University by student representatives during three years period 2016/2017, 2017/2018 and 2018/2019



Student survey results show progress in academic year 2018/2019 compared to 2017/2018 in terms of respect of students' opinion when making decisions and solving problems in the management bodies of the University. The role of students in the management of the University is indispensable, which also shows the representation of students in the governing bodies. Students of I, II and III study cycles have their representatives in the bodies of the University in the Senate and Academic Councils where they delegate questions on various bases such as examination deadlines, assignments scholarship, student exchange, scientific conferences, excursion organizations and other activities they are involved in. Senate Minutes where student representatives have delegated some of the questions are available on the official website http://iu-travnik.com/zapisnici-senata/.

For all these issues, the University authorities have adopted decisions and conclusions that are in the interest of all students of the University and in accordance with the legal framework.

3.3.2.1. Student Parliament of the University

Student Parliament of the University is non-governmental, voluntary, non-partisan, non-profit

student organization in the area of Central Bosnia Canton, Aleja Konzula-Meljanac bb, whose members are all students (full-time and part-time) with the primary purpose and task of protecting and promoting the rights and interests of students of the University. Before the establishment of the Student Parliament as a student organization, the Student Union of International University Travnik existed, which was established by the decision of the Ministry of Justice and Administration No. 03-05-19/2017 from 13th of February 2017 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Rje%C5%A1enje-o-upisu-u-registar-Studentskog-parlamenta.pdf.Representatives of students are chosen by the Student Parliament under conditions regulated by the general act of Student Parliament. The work of the Student Parliament is regulated by the Rulebook on student organization at the International University Travnik No. 01-09-29/15 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-studentskom-organizovanju.pdf, and it was adopted by the Senate Decision No. 01-01-02-08/15 from 13th of February 2015 – available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-studentskom-organizovanju-2015.pdf.

The Student Parliament has its own bodies such as the Assembly, the Executive Committee and the President. Parliament organizes sessions when needed and on that way organize and implement planned goals. The Parliament appoints student representatives to the organs of the University.

The University Student Parliament has a section on the official website of the University that presents information to the public (http://unija.iu-travnik.com/index.php/ba/).The Student Parliament works to establish cooperation with the environment in such a way that they start the actions that benefit the wider community. Some of the initiated and successfully completed actions are available on the official website of the University https://iu-travnik.com/clanovi-studentskog-parlamenta-urucili-direktorima-osnovnih-skola-prikupljeni-skolski-pribor/; https://iu-travnik.com/clanovi-studentskog-parlamenta-pokrenuli-akciju-prikupljanja-skolskog-pribora-za-djecu/.https://iu-travnik.com/kroz-projekat-trashchallenge-studenti-internacionalnog-univerziteta-travnik-obiljezili-dan-planete-zemlje/.

3.3.2.2. Alumni Club

The Alumni Club of the University is a non-governmental, voluntary, non-partisan, non-profit

student organization from the area of Central Bosnia Canton, Aleja Konzula-Meljanac bb, whose members are students (full-time and part-time) who have completed one of the study cycles at the University with the primary objective and task of protecting and promoting the rights and interests of the students of the University. The alumni club was founded on 6th of November 2019 by the Decision of the Ministry of Justice and Administration No. 03-05-190/2019 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Rije%C5%A1enje-o-upisu-u-registar-Alumni-klub-IUT.pdf.The work of the Alumni Club is regulated by the Statute, which is available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/ALUMNI-KLUB-IU-Travnik-Statut.pdfand the Rulebook on work of Alumni Club No. 01-09-41/15 from 13th of February 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-radu-Alumni-kluba.pdfadopted by the Senate Decision No. 01-01-02-16/15 from 13th of February 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-radu-Alumni-kluba-2015.pdf. The Alumni Club of the University has a section on the official website of the University that presents information to the public (http://alumni.iu-travnik.com/index.php/ba/).

3.3.3. Higher education institution encourages and ensures international mobility of students and academic staff, and manages a system for sharing their experiences and examples of good practice

International cooperation at the University has been actively implemented since 2016, and it is defined by the International Cooperation Strategy IUT for 2017-2021 - available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/04/STRATEGIJA-ZA-MEDUANRODNU-SURADNJU.pdfadopted by the Senate Decision No. 01-01-04-48/17 from 11th of April 2018 and the Development Strategy of IUT for 2017-2021 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/03/STRATEGIJA-RAZVOJA-UNIERZITETA-2017-2021.pdf and the Rulebook on International mobility - available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-me%C4%91unarodnoj-mobilnosti.pdf, adopted by the Senate Decision on 6th of January 2015, by the Decision No. 01-01-01-26/15 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-medjunarodnoj-mobilnosti-2015.pdf.

International cooperation is promoted through study visits, joint projects, exchanges, etc., with regional and international higher education institutions. The agreements have been signed mainly with the Universities and cooperation can be realized at several organizational units of the University. The University cooperates and realizes the signed agreements through the exchange of students, teaching and administrative staff, through seminars, conferences and public and invitation lectures.

Website for program Erasmus+ (http://erasmus.iu-travnik.com/index.php/en/) was created to involve students and employees at the University into International mobility. Here they can find basic information about the program and calls for participation in the mobility. Also, articles about experiences and participation of the students and employees in mobility can be found on the official website of the University in order to promote it and to show the examples of good practice (http://iu-travnik.com/category/vijesti/).

Mobility has been identified as a very important factor in the modern approach to education, and in line with the global trend in this regard, the University seeks to establish programs that, through temporary residency at other higher education institutions, will enable students to acquire the knowledge and skills needed to compete in the labor market.

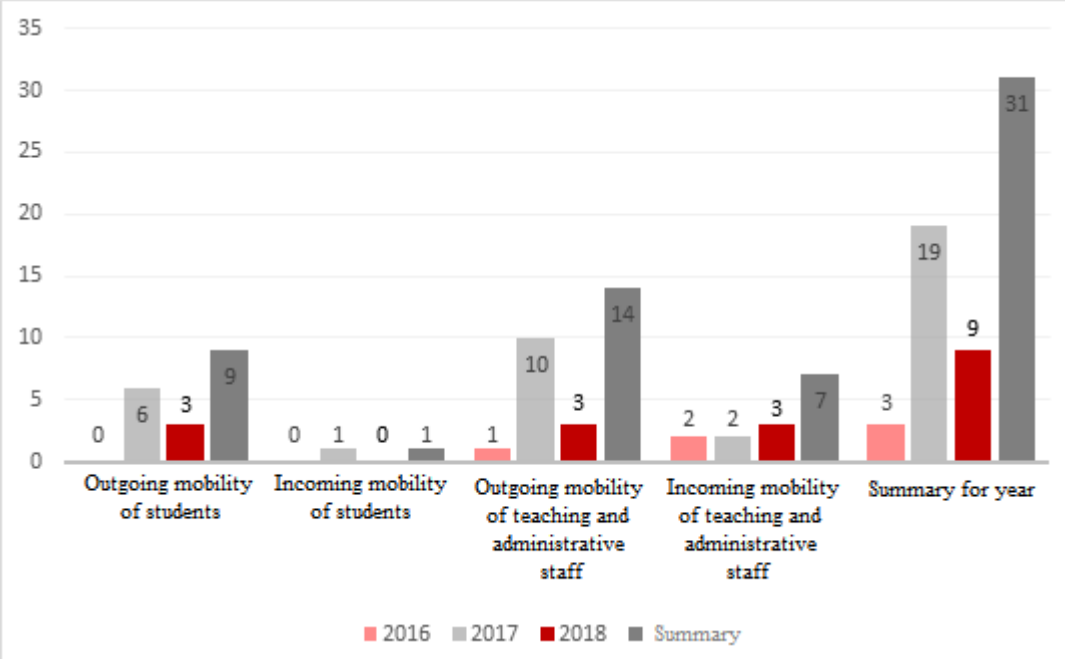
International cooperation during 2016, 2017, 2018 and 2019 was presented through the implementation of Erasmus+ mobility and administrative staff, students as well as through implementation of International Agreements.

Table 7. Erasmus + outgoing / incoming mobility of students, teaching and administrative staff from 2016 to 2019

Year	Outgoing student mobility	Incoming student mobility	Outgoing mobility of teaching and non-teaching staff	Incoming mobility of teaching and non-teaching staff	Institution	A total for a year
2016.	-	-	1	2	• Kazimieras Simonavičius University in Lithuania • Faculty of Humanities, Kaunas Vilnius Universiry	3

2017.	6	1	10	2	• Kazimieras Simonavičius Unversity in Lithuania • Faculty of Humanities, Kaunas Vilnius University • Rezekne Technology Acadmy – Rezekne Unversity in Lithuania • Faculty for detectives and criminalistics of the European University – Republic of Macedionia	19
2018.	3	-	3	3	• Kazimieras SimonavičiusUnversity in Lithuania • Faculty of Humanities, Kaunas, Vilnius University • Nicolaus Copernicus University, Torun,Poland Poljska	9
2019	4	-	9	4	• Kazimieras Simonavičius Unversity in Lithuania • Angel Kanchev University Ruse, Bulgaria • Nicolaus Copernicus University , Torun,Poland	17
Total	**13**	**1**	**23**	**11**	**48**	

Graph5. Erasmus + outgoing / incoming mobility of students, teaching and administrative staff from 2016 to 2019



At the University from 2016 to 2019, there were a total of 48 mobilities. Out of this number, outgoing mobility of teaching and administrative staff (23) is the largest, followed by outgoing students (13) and incoming teaching and administrative staff (11), while the number of incoming student mobility (1) is the smallest, and it is necessary to work in order to improve this segment. In 2017, we had the highest total mobility compared to 2016, 2018 and 2019. Universities with which mobility has been realized are universities from Lithuania, Poland and Bulgaria.

The University has signed a total of 8 agreements on international cooperation with higher education institutions from 2016 to 2019. Through various activities such as the organization of joint study programs, conferences and lectures, a total of 15 agreements were implemented from 2016 to 2019, which can be seen in the following table.

Table 8. An overview of implemented international agreements from 2016 to 2019

Year	Number of implemented international agreements	Institution	Conference / mutual study program /Erasmus + teacher mobility /Erasmus + student mobility/Lecture
2016.	1	Kaunas Faculty Vilnius, University in Lithuania	Mutual study program of the second study cycle
2017.	**9**	Kazimeras Simonavučius University, Vilnius Lithuania	Erasmus+ teachers and students mobility
		Kaunas Faculty Vilnius, University in Lithuania	Erasmus+ teachers and students mobility
		Rezekne Technological Academy, Latvia	Conference
		Nakhchivan University, Autonomous Republic of Nakhchivan, Azerbaijan	Conference
		European University of Republic of Macedonia	Erasmus+ teachers mobility and conference
		Rezekne Technological Academy, Latvia	Lecture
		University UdineItaly	Conference
		Ecoistituto del Friuli Venezia Giulia, Italy	Conference and lecture
		Nakhchivan University, Autonomous Republic of Nakhchivan, Azerbaijan	Conference
2018.	**6**	Nicolaus Copernicus University in Torun, Poland	Erasmus+ teachers and students mobility

		Rezekne Technological Academy of Rezekene University, Latvia	Conference
		Univerzitet Indonesia, Depok, Indonesia	Conference
		Ecoistituto del Friuli Venezia Giulia, Italy	Conference
		Kazimeras Simonavučius University Vilnius Lithuania	Erasmus+ teachers mobility
		Kaunas Faculty Vilnius, University in Lithuania	Erasmus+ teachers mobility
2019	**7**	Nicolaus Copernicus University, Torun, Poland University for audio visual arts ESRA, Republic of North Macediona	Erasmus+ teachers mobility Conference
		UniversityIndonesia Depok, Indonesia	Conference
		Angel Kanchev University Ruse, Bulgaria	Erasmus+ teachers mobility
		Kazimeras Simonavučius University Vilnius Lithuania	Erasmus+ teachers mobility
		Kazimeras Simonavučius University Vilnius Lithuania	Erasmus+ teacher mobility
		University Business Academy in Novi Sad, Novi Sad, Serbia	Conference, Erasmus project
Total			**23**

The above mentioned data, from both tables, is a summary of the Report on International Cooperation on Concluded Agreements and Mobility of Students, Teachers and Administrative Staff - adopted at the Senate session No. 01-01-09-26/17 from 23rd of October 2017; at the Senate session No. 01-01-09-40/18 from 23rd of October 2018; at the Senate session No. 01-01-09-04/19 from 16th of October 2019, International Cooperation Coordinators for 2016, 2017, 2018 and 2019 – available on the official website of the University http://iu-travnik.com/ured-za-medjunarodnu-saradnju/.

3.4. ENROLLMENT AND ADVANCEMENT OF STUDENTS, ACKNOWLEDGMENT AND CERTIFICATION

3.4.1. Higher education institution provides adequate conditions and support in academic improvement of students, ensuring equal opportunities

Admission of students to the first, second and third cycle of study at the University is defined by the Rulebooks for (I), (II) and (III) cycle of study at the International University Travnik which are available on the official website of the University http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-za-I-ciklus-studija-2019 PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-JANUAR.pdf,http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-za-II-ciklus-studija-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-januar.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-za-III-ciklus-studija-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-januar.pdf, adopted by the Senate decision and available on the official webistehttp://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-studiranja-za-I-ciklus-2019.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-studiranja-za-II-ciklus-2019.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-studiranja-za-III-ciklus-2019.pdf.

In the first cycle of study at the University, a BH citizen and a foreigner who has completed a four-year high school in Bosnia and Herzegovina or has completed a high school abroad, which

in that country allows for the possibility to study higher education can enroll or apply for enrollment, and after completing nostrification or equivalence from competent ministry until the beginning of the academic year under the conditions determined by the competition. In exceptional cases, the candidate may enroll in the first academic year before the nostrification, or the equivalence of the certificate, with the presentation of a confirmation that the nostrification or equivalence process according to his request is in progress, which the University is not obliged to keep after the decision on the nostrification is issued.

Candidates who completed the first cycle of study in the country or abroad which in this country allows for the possibility of admission to higher education studies at a higher education institution of the University of Bosnia and Herzegovina can enroll in the second cycle of study/master's degree programs at the University. Candidates who have completed their previous education abroad obtain the right to participate in the competition by submitting confirmation that the nostrification procedure has been initiated. Candidates are required to submit a Decision on Nostrification by the end of the last semester of the enrolled Master's degree cycle.

Applicants with a completed second cycle of study at a higher education institution of the University of Bosnia and Herzegovina or abroad who are eligible for admission to higher education study are eligible to enroll in the third (third) cycle of study / doctoral study. Applicants to the third cycle of study are candidates who have completed (according to the old) master's degree program (as a rule by the 2009/2010 academic year), by having up to 60 ECTS credits for doctoral studies to these candidates, but the study for these candidates last for three years.

Students enroll in the first, second and third cycle of study at the University without the obligation to take the entrance exam with the admission of the required documentation for study enrollment, which is regulated by the Rulebooks for the first, second and third study cycle at the International University Travnik , which is available at the official website http://iu-travnik.com/uslovi-upisa-i-potrebna-dokumentacija/. The University enrolls students based on the Decision on enrollment with the consent of the competent ministry, which contains the number of full-time students, the number of part-time students and the number of distance learning students, if requested and approved by the decision. Decision on enrollment of students in the academic year 2019/2020 at the higher education institutions in CBC No. 01-02-592/2019 from 28th of June 2019 and Consent for student enrollment in academic year 2019/2020 at the higher education institutions of CBC

No. 03-38-540/19-7 from 28th of June 2019 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-i-Saglasnost-za-upis-studenata-2019-2020.pdf

The number of students enrolled is determined by a previous decision of the Cantonal Government approving the number of students according to the study programs for enrollment in the new academic year at the proposal of the Ministry, and upon request, which the University is obliged to submit to the Ministry no later than 4 months before the beginning of the academic year. competition for student enrollment is announced based on the Decision. The competition is published in the public press and on the official website of the University http://iu-travnik.com/konkurs-za-upis/. In the case that in the first enrollment period, the number of applicants is less than the predicted number of vacancies, the competition for student enrollment (the second enrollment deadline) will be announced, which may remain open until the beginning of the academic year. The proposal that University submits come from the plan of student enrollment and personel conditions at the University or Faculty.

Students of foreign nationals or stateless persons may enroll in the study program under the same conditions as nationals of Bosnia and Herzegovina with nostrification regulated by the University Statute and the Law on Higher Education, which is available on the official website http://iu-travnik.com/wp-content/uploads/2018/07/ZAKON-O-VISOKOM-OBRAZOVANJU-SBK.pdf.

The University annually considers and adopts a Decision on the scholarship of students enrolling in the University at the Senate session. Decision on the scholarship of the certain number of students of the first year of the first cycle of study is made in order finished their high school with great success (A). Decision on scholarship No. 01-01-08-05/19 od 13.09.2018. – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-stipendiranju-studenata-2018-2019.pdf,Decision on scholarship in academic year 2019/2020 No. V-01-01-03/19 from 29th of June 20119 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-stipendiranju-studenata-2019-2020.pdf.

In order to retain the scholarship, students must retain full-time status, a grade point average above 8.00, and all previous year courses completed in order to qualify for scholarships in subsequent years of study.

3.4.1.1. Student enrollment in the second, third and fourth year of the first, second and third cycle of study

The enrollment of students in the next year of the first cycle of study is regulated by Article 35 of the Rulebook for the first (I) cycle of studies / undergraduate study, which is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-za-I-ciklus-studija-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-JANUAR.pdf.It is regulated that a student gains the right to enroll in the next year of study with two undelivered subjects from, considering it is not a subject that is a prerequisite for hearing the subject in the coming academic year. A student who has not fulfilled this obligation re-enrolls in the same year of study / renews the academic year and is entitled to take exams in the current academic year which he / she did not pass. The rules for the first cycle of studies / undergraduate study regulate early completion of studies (conditions for early completion of studies), regulate the status of undergraduates and immatriculants, as well as the rest of the rights and obligations of students.

The enrollment of students in the next year of the second cycle of study according to the 3 + 2 model is regulated by Article 22 of the Rulebook for the second cycle of studies, which is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-za-II-ciklus-studija-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-januar.pdf. It is regulated that the student acquires the right to enroll in the next year even though he / she did not pass all subjects / unconditional transfer to the next year of study. The rulebook for the second (II) cycle of studies regulates the renewal of the academic year and the suspension of rights and obligations.

The enrollment of students in the next year of the third cycle of study is regulated by Article 16. of the Rulebook for the third (III) cycle of study which is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-za-III-ciklus-studija-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-januar.pdf.It is regulated that the student obtains the right to enroll in the next year even though he did not pass all subjects / unconditional transition to the next year of study.

3.4.1.2. Admission of transition students to the first, second and third cycle of study and recognition of exams

The enrollment of transitional students is regulated by the Statute, Rulebook for the first (I), second (II) and third (III) cycles of the International University Travnik. Students transferring from other faculties and universities from Bosnia and Herzegovina to the University are admitted to the passed exams from the previous education by the Decision on the recognition of exams and passing of the exam issued by the Dean of the organizational unit based on the Report on the recognition of exams and passing the exam by the Examination Committee on the basis of the submitted application.

Recognition of exams is done on the basis of the exams of the enclosed documentation, which must be verified copy or original, which includes: Certificate of passing exams from another higher education institution with achieved grades, curriculum from another higher education institution in the prescribed form and higher education institution the University, as well as other documents that have the importance of a public document, which may serve to make a decision on the recognition of the exam.

In the absence of a certificate of passing the exams, recognition of the exams may be made on the basis of an insight into the index, with the student being obliged to submit a certificate of passing the exams by the end of the last semester of the enrolled cycle of study. The Commission recognizes the student's passed exams in those subjects which in content according to their curriculum overlap with the curriculum of the corresponding subject at the University with a minimum of 50%.

Students transferring to the University from other higher education institutions from abroad are required to carry out the procedure of nostrification of foreign high school diplomas. These students may be enrolled in the University during the course of the nostrification and equivalence procedure, if they are required to submit the nostrification and equivalence decision by the end of the last semester of the enrolled cycle of study. Students who have received their education in the former SFRY may continue their education at the University under the same conditions as students from Bosnia and Herzegovina in accordance with the Law on Higher Education of the CBC. Students who have received their education in the newly emerged countries of the SFRY after 30th of September 1992 may continue their education at the University after having previously

completed the procedure of recognition of a foreign higher education certificate in accordance with the Law on Higher Education.

3.4.1.3. Admission of transition students to the second, third and fourth year of study

The enrollment of the transition student for the next year of study is regulated by the Statute, the Rulebook for the first (I), second (II) and third (III) cycle of study at the International University Travnik.

A student who has obtained a condition for enrollment in the next year of study at a higher education institution at which he / she is enrolled and which is related to the scientific fields of the organizational unit of the University where the student continues his / her studies, shall enroll in that year of study for which he / she has obtained the condition, regardless of the existence of a possible difference in the syllabuses, with the obligation to make a difference of subjects. The exam difference can be taken in parallel with the compulsory subjects provided in the syllabus.

A student of the first cycle of study who did not qualify for enrollment in the next year of study at the institution of higher education at which he or she is enrolled, may continue his education at the organizational unit of the University and be enrolled in that year of study corresponding to the number of recognized credits and curriculum of the organizational unit, as follows :

- A minimum of 40 ECTS credits for enrollment in the second year of study, in those subjects provided for under the curriculum of the organizational unit of the University;
- Minimum of 90 credits (ECTS) for enrollment in the third year of study, analogous to the previous point of this paragraph;
- Minimum 150 credits (ECTS) for enrollment in the fourth year of study, analogous to the first item of this Article of the Statute.

Students completing the second and third cycle of study may continue their education and be enrolled in the year of study at which they were enrolled in the previous higher education institution, but they shall be admitted to the exam in the manner regulated by the Rulebook for the second (II) and third (III) cycle.

3.4.1.4. Analysis of student achievement at the study program level

The University continuously collects data on student admission from all exam periods in the academic year, that is, for winter (includes January-February and April term) and summer semester (June-July and September term), and on the basis of these data is analyzed student admission per semester. Data collection is collected for each subject, study program, department, faculty as well as at the University level, and the analysis of student passing rates and average grades across all study periods and cycles at all organizational units is further regulated by the Student Tracking and Achievement Procedures and Student Average Student Assessment No. 01-01-09-30/18adopted at the Senate on 23rd of October 2018 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Procedura-za-pra%C4%87enje-prolaznosti-i-uspjeha-studenata-i-prosje%C4%8Dne-ocjene-uspjeha-studenata.pdf.

The parameters required to form the report are filled in by the professor on the new UISBAX Information System immediately after each deadline. The parameters to are entered are as follows: number of students enrolled (electronic and application purchased at the student service), number of students who took the exam and number of students who passed the exam. Based on the parameters entered, the result is the final report for a particular subject, sorted by direction and model of study at each of the faculties / organizational units of the International University Travnik in Travnik. After the report is created, the system automatically performs an analysis of student performance, student passing rates, as well as an average university-level passing score. The Quality Assurance Office and the Quality Assurance Committee have access to the final reports and other statistics.

Transit analyzes are considered by the Academic Council at all organizational units at the University as well as the Senate. The Senate of the University, at the proposal of the Academic Council of Organizational Units, analyzes the passing, the average grade and the success of the students at the University level and adopts measures for improvement where it is necessary based on the submitted analyzes.

For academic year 2016/2017, the student pass rate was reviewed at the Teaching Scientific Council sessions of organizational units as follows:

- At the session of the Scientific Council of the Faculty of Economics Travnik No. 06-01-05/17 from 11th of May 2017 the pass rate was considered during the winter semester and it is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/the Minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-NNV-EF-2017.pdf

- At the session of the Teaching Scientific Council of the Faculty of Economics Travnik No. 06-01-09/17 from 10th of October 2017the pass rate was considered during the summer semester and it is available on the official websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/the Minutes of the session are available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-EF-2017.pdf

- At the session of the Teaching Scientific Council of the Faculty of Information Technology Travnik No.08-01-05/17 from 11th of May 2017, the pass rate was considered during the winter semester and it is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/the Minutes of the session are available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-NNV-FIT-2017.pdf

- At the session of the Teaching Scientific Council of the Faculty of Information Technology Travnik No. 08-01-09/17 from 10th of October 2017the pass rate was considered during the summer semester and it is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/the Minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-FIT-2017.pdf

- At the session of the Teaching Scientific Council of the Faculty of Media and Communication Travnik No. 03-01-05/17 from 11th of May 2017, the pass rate was considered during the winter semester and it is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/the Minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-NNV-FMIK-2017.pdf

- At the session of the Teaching Scientific Council of the Faculty of Media and Communication Travnik No. 03-01-05/17 from 11th of May 2017, the pass rate was considered during the winter semester and it is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/ the Minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-FMIK-2017.pdf

- At the session of the Teaching Scientific Council of the Faculty of Politehnical Sciences Travnik No.05-01-05/17 from 11th of May 2017 the pass rate was considered during the winter semester and it is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/, the Minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-5.-sjednice-NNV-a-1.pdf

- At the session of the Teaching Scientific Council of the Faculty of Politehnical Sciences Travnik No. 05-01-05/17 from 11th of May 2017 the pass rate was considered during the summer semester and it is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/, the Minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-a-FPTN-IUT.pdf

- At the session of the Teaching Scientific Council of the Faculty of Law TravnikNo. 04-01-05/17 from 11th of May 2017the pass rate was considered during the winter semester and it is available on the official websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/ the Minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-NNV-PF-2017.pdf

- At the session of the Teaching Scientific Council of the Faculty of Law TravnikNo. 04-01-05/17 from 11th of May 2017the pass rate was considered during the summer semester and it is available on the official websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/ the Minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-PF-2017.pdf

- At the session of the Teaching Scientific Council of the Faculty of Traffic and Transport Engineering Travnik No. 07-01-05/17 from 11th of May 2017the pass rate was considered during the winter semester and it is available on the official websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/, the Minutes of the session are available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-5.-sjednice-NNV-a.pdf

- At the session of the Teaching Scientific Council of the Faculty of Traffic and Transport Engineering Travnik No. 07-01-05/17 from 11th of May 2017the pass rate was considered during the summer semester and it is available on the official websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/, the Minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-9.-sjednice-NNV-a-SFT-IUT.pdf

- At the session of the Teaching Scientific Council of the Faculty of Ecology Travnik No. 02-01-05/17 from 11th of May 2017 the pass rate was considered during the winter semester and it is available on the official websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/, the Minutes of the session are available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-05.-sjednice-NNV-a.pdf

- At the session of the Teaching Scientific Council of the Faculty of Ecology Travnik No. 02-01-05/17 from 11th of May 2017 the pass rate was considered during the summer semester and it is available on the official websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/, the Minutes of the session are available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-9.-sjednice-NNV-a-TEF-IUT.pdf

- At the Senate session No. 01-01-05/17held on 18th of May 2017 the pass rate and average grades during the winter semester were considered at the University level andthe Minutes of the session are available on the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-SENATA-2017.pdf,while the pass rate and average grades duting the winter semester were considered at the Senate session No. 01-01-09/17 held on 23rd of October 2017 and the Minutes of the session are available on

the official websitehttp://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-SENATA-2017.pdf.

Tabela 9. Pass rate of students in all exam periods by faculties in academic year 2016/2017 for the first study cycle

I CYCLE 2016/2017													
OU	EXAM												PASSIBILITY ON OU
	January-February			April			June-July			September			
	Accessd	Passed	%	Accessd	Passed	%	Accessd	Passed	%	Accessd	Passed	%	
EFT	651	524	80,49%	108	76	70,37%	665	447	67,22%	259	156	60,23%	71,48%
SFT	636	454	71,38%	118	57	48,31%	816	425	52,08%	531	309	58,19%	59,26%
TEF	183	129	70,49%	29	10	34,48%	238	144	60,50%	89	36	40,45%	59,18%
PFT	408	373	91,42%	69	64	92,75%	421	371	88,12%	65	58	89,23%	89,93%
FMK	45	42	93,33%	1	1	100%	31	28	90,32%	8	8	100%	92,94%
FPTN	1024	786	76,76%	240	195	81,25%	1904	1261	66,23%	537	313	58,29%	68,96%
FIT	143	116	81,12%	31	28	90,32%	185	134	72,43%	49	36	73,47%	76,96%
IUT	**3019**	**2424**	**78,45%**	**596**	**431**	**72,32%**	**4260**	**2810**	**65,96%**	**1538**	**916**	**59,56%**	**69,39%**

The students'passing rate of all seven organizational units within the University in January-February exam periods of the current academic year recorded a major increase compared to the students' passing rate at the January-February exam dates of the previous academic year. Regarding the average grade of students, the University in these exam terms has notices a slight decrease compared to the previous academic year.

The April examinations of the current academic year also recorded an increase in student passing rates compared to the April examinations of the previous academic year. The average grade at the April exam dates of the current academic year compared to the average grade at the April exam dates of the previous academic year also recorded an increase in all seven organizational units within the University.

The students' passing rate of all seven organizational units within the University at the June-July and September exam dates of the current academic year recorded a major increase compared to the student admissions at the January-February exam dates of the previous academic year.

Regarding the average grade of the students of the University, in these exam terms there was a slight decrease compared to the previous academic year.

Table 10. Pass rate of students in all exam periods by faculties in academic year 2016/2017 for the seconf cycle of study

OU	II CYCLE - EXAM 2016/2017												PASSIBILITY ON OU
	January-February			April			June-July			September			
	Accessd	Passed	%	Accessd	Accessd	Passed	%	Accessd	Accessd	Passed	%	Accessd	
EFT	26	26	100%	0	0	0,00%	5	5	100%	0	0	0,00%	100%
SFT	60	60	100%	3	3	100%	19	19	100%	2	2	100%	100%
TEF	8	8	100%	0	0	0,00%	0	0	0,00%	6	6	100%	100 %
PFT	8	8	100%	0	0	0,00%	0	0	0,00%	0	0	0,00%	100 %
FIT	0	0	0,00%	0	0	0,00%	1	1	100%	0	0	0,00%	100%
FMK	0	0	0,00%	0	0	0,00%	2	2	100%	0	0	0,00%	100 %
FPTN	47	47	100%	0	0	0,00%	8	8	100%	0	0	0,00%	100%
IUT	149	149	100%	3	3	100%	35	35	100%	8	8	100%	100%

The students' passing rate of the second cycle of study achieved in January-February exam periods of academic year 2016/2017ecorded an increase in five organizational units within the UNIVERSITY (SFT, PFT, TEF, FPTN i EFT),compared to the passing rates achieved in the January-February exam periods of the previous academic year. Considering FMiK and FIT, compared to the previous academic year, there were no students who took the exam dates. In addition, the average grade at the UNIVERSITY level was recorded, which is the result of the average grade increase in all organizational units where the exams were held.

Graduation rate of students in the second cycle of study at the University level in April examination terms recorded an increase compared to the level achieved in the April examination periods of the previous academic year. Pass rate at the Faculty of Traffic and Transport Engineering Travnik at which only exams were conducted as part of the April exam dates increased.

The average grade of students in the second cycle of study at the University level in the April examinationdates increased compared to the average grade achieved in the April examination dates of the previous academic year, i.e. only in comparison with the organizational unit of the

Faculty of Traffic and Transport Engineering Travnik (SFT). At the June-July exam dates of the academic year 2016/2017 in comparison with the June - July exam dates of the previous academic year, there was an increase in the students'pass rate of the second cycle of studies at five organizational units within the University (SFT, TEF, FPTN, EFT, FMiK). The average grade recorded an increase in all organizational units within the University compared to the June-July terms of the previous academic year 2015/2016.

At the September 2016 academic exam dates. year, compared to the September 2015 academic term. year, there was an increase in the passing rate of students in the second cycle of studies. At PFT, FPTN, EFT, FMiK, FIT there were no students attending the September exam dates. The average grade achieved in September exam dates saw an increase in two organizational units whose students attended the September exam dates, ie SFT, TEF, compared to the previous academic 2015/2016. year.

Table 11. Pass rate of students in all exam periods by faculties in academic year 2016/2017 for the second cycle of study

III CIKLUS 2016/2017													
OU	ISPITNI ROK												PASSIBILITY ON OU
	January-February			April			June-July			September			
	Accessd	Passed	%	Accessd	Passed	%	Accessd	Passed	%	Accessd	Passed	%	
EFT	32	32	100,00%	0	0	0,00%	22	22	100,00%	21	21	100,00%	100,00%
SFT	6	6	100,00%	1	1	100,00%	8	8	100,00%	1	1	100,00%	100,00%
TEF	14	14	100,00%	0	0	0,00%	16	16	100,00%	0	0	0,00%	100,00%
PFT	18	18	100,00%	6	6	100,00%	10	10	100,00%	5	5	100,00%	100,00%
FMK	2	2	100,00%	0	0	0,00%	4	4	100,00%	0	0	0,00%	100,00%
FPTN	10	10	100,00%	9	9	100,00%	15	15	100,00%	0	0	0,00%	100,00%
FIT	8	8	100,00%	0	0	0,00%	8	8	100,00%	0	0	0,00%	100,00%
IUT	**90**	**90**	**100,00%**	**16**	**16**	**100,00%**	**83**	**83**	**100,00%**	**27**	**27**	**100,00%**	**100,00%**

At the exam dates January-February of the academic year 2016/2017 100% of students completed the third cycle of study at all faculties, which was the case with the achieved student pass rate in January and February of the previous academic year. At the April 2016 academic examination period, 100,00% pass rate of students of the third cycle of studies was achieved while in academic year 2015/2016 students did not attend the April exam dates.

Average grade of students of the III cycle of study in January-February examination period of academic 2016/2017 recorded a slight decrease compared to the average grade achieved in January - February examination periods of the previous academic year. On the exam dates in April 2016 the average grade was 9.61 while in the academic year 2015/2016 students did not attend the April exam dates.

At theexamination period in June 2016 of the academic year 2016/2017 100% pass rate of students of the third cycle of studies of all faculties was achieved, which was the case with the pass rate of students achieved at the June-July of the previous academic year. The average grade achieved by the students of the third cycle of study in June 2016 of the academic year 2016/2017 compared to the average grade achieved in the June - July exam dates of the previous academic year is decreased slightly from 9.35 to 9.27.

September examination period in 2016 were attended by students of SFT, PFT and EFT who came out with 100.00% passing grade and an average grade higher than the one achieved in September exam dates of the previous academic year.

Table 12. Average grade in all exam periods by faculties and three study cycles in academic year 2016/2017

OU	AVERAGE GRADE			AVERAGE GRADE ON OU
	I CYCLE	II CYCLE	III CYCLE	
SFT	6,8	8,85	9,07	**8,24**
EFT	6,95	8,55	9,27	**8,26**
PFT	7,36	8,07	9,55	**8,33**
FPTN	6,83	8,14	9,58	**8,18**
TEF	6,82	8,67	9,39	**8,29**
FMIK	7,62	9,5	9,75	**8,96**
FIT	6,77	9	9,19	**8,32**
IUT	**7,02**	**8,68**	**9,4**	**8,37**
AVERAGE GRADE FOR ALL STUDENTS ON ALL FACULTIES ON IUT FOR ACADEMIC YEAR 2016/2017				**8,37**

The student pass rate was reviewed at the Teaching Scientific Council for the academic year 2017/2018 as follows:

- At the Teaching Scientific Council session of Faculty of Economy Travnik No. 06-01-05/18 from 10th of May 2018 the pass rate during the winter semesterwas considered and is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-NNV-EF-2018.pdf, the pass rate is available on the offical website http://iu-travnik.com/ankete-i-rezultati-anketa/.

- At the Teaching Scientific Council session of Faculty of Economy Travnik No.: 06-01-09/18 from 10th of October 2018 the pass rate during the summer semester was considered and is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-EF-2018.pdf, the pass rate is available on the offical websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/

- At the Teaching Scientific Council session of Faculty of Information Technologies Travnik No. 08-01-05/18 from 10th of May 2018 the pass rate during the winter semester was considered and is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-NNV-FIT-2018.pdf, the pass rate is available on the offical websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/.

- At the Teaching Scientific Council session of Faculty of Information Technologies Travnik No. 08-01-05/18 from 10th of October 2018 the pass rate during the summer semester was considered and is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-FIT-2018.pdf,the pass rate is available on the offical websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/.

- At the Teaching Scientific Council session of Faculty Of Media and Communication Travnik No. 03-01-05/18 from 10th of May 2018 the pass rate during the winter semester was considered and is available on the official website

http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-NNV-FMIK-2018.pdf,the pass rate is available on the offical websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/.

- At the Teaching Scientific Council session of Faculty of Media and Communication Travnik No. 03-01-05/18 from 10th of October 2018 the pass rate during the summer semester was considered and is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-FMIK-2018.pdf andthe pass rate is available on the offical websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/

- At the Teaching Scientific Council session of Faculty of Politehnical Sciences Travnik No. 05-01-05/18 from 10th of May 2018 the pass rate during the winter semester was considered and is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-5.-sjednice-NNV-a-2.pdf, the pass rate is available on the offical websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/.

- At the Teaching Scientific Council session of Faculty of Politehnical Sciences Travnik No 05-01-09/18 from 10th of October 2018 the pass rate during the summer semester was considered and is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-9.-sjednice-1.pdf,the pass rate is available on the offical websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/

- At the Teaching Scientific Council session of Faculty of Law Travnik No. 04-01-05/18 from 10th of May 2018 the pass rate during the winter semester was considered and is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-NNV-PF-2018.pdf, the pass rate is available on the offical website http://iu-travnik.com/ankete-i-rezultati-anketa/.

- At the Teaching Scientific Council session of Faculty of Law Travnik No. 04-01-09/18 from 10th of October 2018 the pass rate during the summer semester was

considered and is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-PF-2018.pdf, the pass rate is available on the offical websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/

- At the Teaching Scientific Council session of Faculty of Traffic and Transport Engineering Travnik No. 07-01-05/18 form 10th of May 2018 the pass rate during the winter semester was considered and is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/05-zapisnik.pdf, the pass rate is available on the offical websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/

- At the Teaching Scientific Council session of Faculty of Traffic and Transport Engineering Travnik No. 07-01-09/18 from 10th Of October 20118 the pass rate during the summer semester was considered and is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/ZAPISNIK-9.-SJEDNICE.pdf, the pass rate is available on the offical websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/

- At the Teaching Scientific Council session of Faculty of Ecology Travnik No. 02-01-05/18 from 10th of May 2018 the pass rate during the winter semester was considered and is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-5.-sjednice.pdf, the pass rate is available on the offical websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/

- At the Teaching Scientific Council session of Faculty of Ecology Travnik No. 02-01-09/18 from 10th of October 2018 the pass rate during the summer semester was considered and is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-9.-sjednice.pdf, the pass rate is available on the offical websitehttp://iu-travnik.com/ankete-i-rezultati-anketa/

- At the Senate session No. 01-01-05 / 18 from 18th of May 2018, student passing rate and grade point average at the University for the winter semester were

discussed, minutes of the session available at the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-SENATA-2018.pdf, while the passing rate and grade point average for the summer semester were discussed at Senate Session No. 01-01-09/18 held on 23rd of October 2018 – minutes of the session available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-SENATA-2018.pdf

Data related to students' passing rate and average grades by examination deadlines can be seen in the tables.

Table 13. Pass rate of students in all exam periods by faculties in academic year 2016/2017 for the first cycle of study

I CYCLE 2017/2018													
OU	EXAM												PASSIBILITY ON OU
	January-February			April			June-July			September			
	Accessd	Passed	%	Accessd	Passed	%	Accessd	Passed	%	Accessd	Passed	%	
EFT	549	313	57,01%	71	27	38,03%	678	316	46,61%	177	125	70,62%	52,95%
SFT	670	457	68,21%	68	40	58,82%	806	508	63,03%	166	87	52,41%	63,86%
TEF	142	86	60,56%	24	11	45,83%	196	133	67,86%	105	61	58,10%	62,31%
PFT	332	274	82,53%	58	52	89,66%	382	333	87,17%	81	66	81,48%	84,99%
FMK	52	41	78,85%	9	8	88,89%	53	53	100,00%	5	5	100,00%	89,92%
FPTN	1323	733	55,40%	258	218	84,50%	1098	511	46,54%	489	288	58,90%	55,24%
FIT	298	163	54,70%	19	8	42,11%	234	141	60,00%	92	69	75,00%	59,25%
IUT	**3366**	**2067**	**61,41%**	**507**	**364**	**71,79%**	**3447**	**1995**	**57,88%**	**1115**	**701**	**62,87%**	**60,78%**

Students' passing rate from all seven organizational units within the IUT at the January-February examination dates of the current academic year recorded a decrease compared to the student passing rate in the January-February examination dates of the previous academic year. Regarding the average grade of IUT students in these exam terms, it has increased compared to the previous academic year

The April examination dates of the current academic year also saw an increase in student passing rate compared to the April examination dates of the previous academic year. The average grade at the April examination dates of the current academic year compared to the average grade at the

April exam dates of the previous academic year also recorded an increase in all seven organizational units within the IUT.

The students' passing rate of all seven organizational units within the University at the June-July and September examination dates of the current academic year recorded a major increase compared to the student admissions at the January-February examination dates of the previous academic year. Regarding the average grade of the students of the University, in these examination dates recorded a slight decrease compared to the previous academic year.

Table 14. Pass rate of students in all exam periods by faculties in academic year 2016/2017 for the second cycle of study

OU	II CYCLE - EXAM 2017/2018												PASSIBILITY ON OU
	January-February			April			June-July			September			
	Accessd	Passed	%	Accessd	Passed	%	Accessd	Passed	%	Accessd	Passed	%	
EFT	27	27	100%	5	5	100,00%	11	11	100,00%	2	2	100,00%	100%
SFT	73	73	100%	11	11	100,00%	5	5	100,00%	0	0	0,00%	100%
TEF	4	4	100%	4	4	100,00%	1	1	100,00%	0	0	0,00%	100 %
PFT	15	15	100%	3	3	100,00%	8	8	100,00%	0	0	0,00%	100 %
FIT	0	0	0,00%	0	0	0,00%	2	2	100,00%	2	2	100,00%	100%
FMK	7	7	100%	1	1	100,00%	6	6	100%	5	5	100,00%	100 %
FPTN	75	75	100%	2	2	100,00%	12	12	100%	5	5	100,00%	100%
IUT	**201**	**201**	**100%**	**26**	**26**	**100%**	**45**	**45**	**100%**	**14**	**14**	**100%**	**100%**

Students' passing rate in the second cycle of study, achieved in January-February examination dates of academic 2017/2018. year recorded a slight decrease compared to the passing rate achieved in January-February examination dates of the previous academic year, from 100.00% to 97.51%. Also, there was a slight decrease in the average grade at the IUT, from 8.46 to 8.31.

Students' passing rate of the II cycle of studies at the IUT level in the April examination dates recorded an increase compared to the one achieved in the April examination dates of the previous academic year. In addition to the Faculty of Traffic and Transport Engineering , other faculties participated except the Faculty of Information Technologies in the April examination dates.

At the June-July examination dates of the academic year 2017/2018 in comparison with the June - July examination dates of the previous academic year, there were no changes in the students' passing rate at all organizational units within the IUT. The students' passing rate at all faculties, when it comes to the June-July examination dates is 100.00%. In terms of average grade, it recorded an increase on FPTN, EFT and FIT while average grade recorded a decrease on SFT. The average grade point was calculated but not compared to the previous academic year at PFT, TEF, because none of the students had passed the examination dates in the previous year.

At examination dates in September 2017 compared to the September 2016, there were no changes and the pass rate is 100.00% at those faculties where students have taken the exam. Only at the SFT there were no students who took the September examinations, while at all other faculties they achieved a pass rate of 100.00%. The average grade achieved in September examinations could not be compared with the previous academic year because there were no students who had attended the examination dates in the previous year. The average grades that students have earned in the current academic year are shown above within the organizational units to which they belong.

Table 15. Passing rate of students in all exam periods by faculties in academic year 2016/2017 for the third cycle of study

I CYCLE 2018/2019													
OU	**EXAM**												**PASSIBILITY ON OU**
	January-February			**April**			**June-July**			**September**			
	Accessd	**Passed**	**%**	**Accessd**	**Passed**	**%**	**Accessd**	**Passed**	**%**	**Accessd**	**Passed**	**%**	
EFT	419	337	80,43%	89	53	59,55%	483	399	82,61%	279	189	67,74%	77,01%
SFT	582	383	65,81%	114	80	70,18%	552	334	60,51%	366	274	74,86%	66,36%
TEF	103	74	71,84%	11	3	27,27%	150	124	82,67%	41	39	95,12%	78,69%
PFT	226	190	84,07%	33	22	66,67%	338	277	81,95%	88	84	95,45%	83,65%
FMK	77	67	87,01%	6	6	100,00%	70	65	92,86%	12	12	100,00%	90,91%
FIT	383	234	61,10%	55	36	65,45%	313	227	72,52%	125	91	72,80%	67,12%
FPTN	978	731	74,74%	197	141	71,57%	989	822	83,11%	235	194	82,55%	78,70%
IUT	**2768**	**2016**	**72,83%**	**505**	**341**	**67,52%**	**2895**	**2248**	**77,65%**	**1146**	**883**	**77,05%**	**75,03%**

At the examination dates in January-February 2017/2018 100% of students completed the third cycle of study at all faculties, which was the case with the achieved school attendance to the examination dates in January and February of the previous academic year. Students didn't attended the examination dates in April 2017.

Average grade of students of the third cycle of study in January-February examination dates of academic 2017/2018 recorded a slight increase compared to the average grade achieved in January - February examination dates of the previous academic year.

At the examination dates in June-July 2017/2018, 100% students' pass rate in the third cycle of studies of all faculties at which the attendance at the examination dates was achieved, which was also the case with the students' passing rate achieved at the June-July examination dates of the previous academic year. The average grade achieved by the students of the third cycle of study in the June-July examination dates of the academic year 2017/2018 decreased slightly from 9.27 to 9.25 in comparison with the average grade achieved in the June - July examination periods of the previous academic year.

Examination dates in September 2017 were attended only by SFT students achieving a 100.00% pass rate and an average geade higher than it was achieved in the September examination dates of the previous academic year. The average grade of SFT students in September exams increased from 9.34 to 10.00.

Table 16. Average grade at all examination dates by faculties in the academic year 2017/2018

OU	AVERAGE GRADE			AVERAGE GRADE ON OU
	I CYCLE	II CYCLE	III CYCLE	
SFT	7,14	8,18	10	**8,44**
EFT	7,42	8,38	9	**8,27**
PFT	7,42	8,38	10	**8,6**
FPTN	6,97	8,18	9,5	**8,22**
TEF	7,18	8,54	9,25	**8,32**
FMIK	7,79	8,55	0	**8,17**
FIT	7,04	8,5	9	**8,18**

IUT	**7,28**	**8,39**	**9,46**	**8,31**
AVERAGE GRADE FOR ALL STUDENTS ON ALL FACULTIES ON IUT FOR ACADEMIC YEAR 2017/2018				**8,31**

The students' passing rate for the academic year 2018/2019 was reviewed at the Teaching Scientific Council sessions as follows:

- At the session of the Teaching Scientific Council of the Faculty of Economics Travnik No. 06-01-05 / 19 from 10th of May 2019 the passing rate during the winter semester was was discussed, the minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-NNV-EFT-2019.pdf, the passing rate is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/

- At the session of the Teaching Scientific Council of the Faculty of Economics Travnik No. 06-01-09/19 from 8th of October 2019 the passing rate during the summer semester was was discussed, the minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-EFT-2019-1.pdf, the passing rate is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/

- At the session of the Teaching Scientific Council of the Faculty of Information Technologies Travnik No. 08-01-05/19 from 10th of May 2019 the passing rate during the winter semester was was discussed, the minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-NNV-FiT-2019.pdf, the passing rate is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/

- At the session of the Teaching Scientific Council of the Faculty of Information Technologies Travnik No. 08-01-09/19 from 8th of October 2019 the passing rate during the summer semester was was discussed, the minutes of the session are available on the official website http://iu-travnik.com/wp-

content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-FiT-2019.pdf, the passing rate is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/

- At the session of the Teaching Scientific Council of the Faculty of Media and Communication Travnik No. 03-01-05/19 from 10th of May 2019 the passing rate during the winter semester was was discussed, the minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-NNV-FMIK-2019.pdf, the passing rate is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/

- At the session of the Teaching Scientific Council of the Faculty of Media and Communication Travnik No. 03-01-09/19 from 8th of October 2019 the passing rate during the summer semester was was discussed, the minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-FMIK-2019.pdf, the passing rate is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/

- At the session of the Teaching Scientific Council of the Faculty of Politehnical Sciences Travnik No. 05-01-05/19 from 10th of May 2019 the passing rate during the winter semester was was discussed, the minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-NNV-FPTN-2019.pdf, the passing rate is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/

- At the session of the Teaching Scientific Council of the Faculty of Politehnical Sciences Travnik No.05-01-09/19 from 8th of October 2019 the passing rate during the summer semester was was discussed, the minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-FPTN-2019.pdf, the passing rate is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/

- At the session of the Teaching Scientific Council of the Faculty of Law Travnik No. 04-01-05/19 from 10th of May 2019 the passing rate during the winter semester was was discussed, the minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-NNV-PFT-2019.pdf, the passing rate is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/.

- At the session of the Teaching Scientific Council of the Faculty of Law Travnik No. 04-01-09/19 from 8th of October 2019 the passing rate during the summer semester was was discussed, the minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-PFT-2019.pdf, the passing rate is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/

- At the session of the Teaching Scientific Council of the Faculty of Traffic and Transport Engineering Travnik No. 07-01-05/19 from 10th of May 2019 the passing rate during the winter semester was was discussed, the minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-NNV-SFT-2019.pdf, the passing rate is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/

- At the session of the Teaching Scientific Council of the Faculty of Traffic and Transport Engineering Travnik No. 07-01-09/19 from 8th of October 2019 the passing rate during the summer semester was was discussed, the minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-SFT-2019.pdf, the passing rate is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/

- At the session of the Teaching Scientific Council of the Faculty of Ecology Travnik No. 02-01-05/19 from 10th of May 2019 the passing rate during the winter semester was was discussed, the minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-V-sjednice-NNV-

TEF-2019.pdf, the passing rate is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/

- At the session of the Teaching Scientific Council of the Faculty of Ecology Travnik No. 02-01-09/19 from 8th of October 2019 the passing rate during the summer semester was was discussed, the minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Zapisnik-sa-IX-sjednice-NNV-TEF-2019.pdf, the passing rate is available on the official website http://iu-travnik.com/ankete-i-rezultati-anketa/

- At the Senate session No. 01-01-05/19 held on 18th of May 2019 the passing rate of students and average grades at the University level for the winter semester were discusses and the minutes of the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/ZAPISNIK-V-SJEDNICE.pdf, while the passing rate and average grades for the summer semester were discussed at the Senate session No. 01-01-09/19 held on 16th of October 2019 – the minutes from the session are available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/ZAPISNIK-IX-SJEDNICE.pdf.

The data related to students' passing rate and average grades by examination dates can be seen in the tables.

Table 17: Passing rate of students in all exam periods by faculties in academic year 2018/2019 for the first cycle of study

I CYCLE 2018/2019													
OU	EXAM												PASSIBILITY ON OU
	januarsko-februarski			aprilski			junsko-julski			septembarski			
	Accessd	Passed	%	Accessd	Passed	%	Accessd	Passed	%	Accessd	Passed	%	
EFT	419	337	80,43%	89	53	59,55%	483	399	82,61%	279	189	67,74%	77,01%
SFT	582	383	65,81%	114	80	70,18%	552	334	60,51%	366	274	74,86%	66,36%
TEF	103	74	71,84%	11	3	27,27%	150	124	82,67%	41	39	95,12%	78,69%
PFT	226	190	84,07%	33	22	66,67%	338	277	81,95%	88	84	95,45%	83,65%

FMK	77	67	87,01%	6	6	100,00%	70	65	92,86%	12	12	100,00%	90,91%
FIT	383	234	61,10%	55	36	65,45%	313	227	72,52%	125	91	72,80%	67,12%
FPTN	978	731	74,74%	197	141	71,57%	989	822	83,11%	235	194	82,55%	78,70%
IUT	**2768**	**2016**	**72,83%**	**505**	**341**	**67,52%**	**2895**	**2248**	**77,65%**	**1146**	**883**	**77,05%**	**75,03%**

The students' passing rate at six organizational units within the IUT at the January-February examination dates of the current academic year show an increase compared to the student passing rate at the January-February examination dates of the previous academic year, and those are PFT, TEF, FPTN, EFT, FMIK and FIT. while at SFT, there was a decrease in the passing rate compared to the previous academic year. Regarding the average grade of IUT students, in these exam terms, there was an increase on four organizational units, at FiT, FPTN, FMIK and FIT, and on PFT, TEF and EFT there was a decrease in average grade in 2018/2019 compared to the previous academic year.

Examination dates in April of the current academic year also show an increase in student passing rates compared to the examination dates in April of the previous academic year at four organizational units, namely SFT, EFT, FMIK and FIT, while at PFT, TEF and FPTN a there was a decrease in student passing rates in the current academic year. The average grade in April examimation dates of the current academic year compared to the average grade in April examination dates of the previous academic year show an increase in three organizational units, SFT, TEF and FIT, while a decrease in average grades in appeared at PFT, FPTN, EFT and FMIK compared to the previous academic year.

The students' passing rate at seven organizational units within the IUT at the June-July examination dates of the current academic year show an increase compared to the students' passing rate at the June-July examination dates of the previous academic year at TEF, FPTN and EFT, while at SFT. PFT, FMIK and FIT decrease in the level of students' passing rate was recorded compared to the previous academic year. Regarding the average grade of IUT students, in these examination terms, growth was recorded on six organizational units SFT, PFT, TEF, FPTN, EFT and FIT, and on FMIK, and the average grade was recorded in 2018/2019 compared to the previous academic year.

In September examination dates of the current academic year, there was also an increase in student passing rates compared to the passing rates in September examination periods of the previous academic year at six organizational units SFT, PFT, TEF, FPTN, EFT and FIT, while FMIK

recorded the same student passing rates in the current academic year. The average grade at the September examination dates of the current academic year compared to the average grade at the September examination dates of the previous academic year recorded a decrease in all seven organizational units compared to the previous academic year.

Table 18: Passing rate of students in all exam periods by faculties in academic year 2018/2019 for the second cycle of study

OU	II CYCLE - EXAMINATION DEADLINE 2018/2019												PASSIBILITY ON OU
	January-February			April			June-July			September			
	Accessed	Passed	%	Accessed	Passed	%	Accessed	Passed	%	Accessed	Passed	%	
EFT	59	58	98,31%	2	2	100,00%	13	12	92,31%	4	4	100%	97,44%
SFT	71	70	98,59%	0	0	0,00%	16	16	100,00%	6	6	100%	98,92%
TEF	18	18	100,00%	1	1	100,00%	5	5	100,00%	0	0	0,00%	100,00%
PFT	7	7	100,00%	0	0	0,00%	9	9	100,00%	0	0	0,00%	100,00%
FIT	2	0	0,00%	2	2	100,00%	2	2	100,00%	1	1	100%	71,43%
FMK	7	7	100,00%	0	0	0,00%	0	0	0,00%	2	2	100%	100,00%
FPTN	115	115	100,00%	10	10	100,00%	38	37	97,37%	22	22	100%	99,46%
IUT	**279**	**275**	**98,57%**	**15**	**15**	**100,00%**	**83**	**81**	**97,59%**	**35**	**35**	**100%**	**98,54%**

The students' passing rate in the second cycle of study the January-February examination dates of the current academic year show an increase compared to the student passing rate at the January-February examination dates of the previous academic year, from 97,51% to 98,60 %, and in comparison with 2016/2017 year, the passing rate was slightly decreased. When it comes to the average grade at the IUT level, a decrease of the average grade was recorded at examination dates in January-February in comparison with the previous two academic years.

The students' passing rate in the second cycle of study in the April examination dates of the current academic year 2018/2019 is the same in copmarison with the previous two years and it is 100,00 %. When it comes to the average grade of the second cycle of study at the IUT level achieved in April examination dates of academic year 2018/2019, an increase was recorded in comparison with the previous two years.

The students' passing rate in the second cycle of study in the June- July examination dates of the current academic year 2018/2019 recorded decrease in comparison with previous two academic years – from 100,00% to 98,59%. When it comes to the average grade of the second cycle of study at the IUT level achieved in June-July examination dates of academic year 2018/2019, an decrease was recorded in comparison with the previous two years.

The students' passing rate in the second cycle of study in the Septemner examination dates of the current academic year 2018/2019 is the same in copmarison with the previous two years and it is 100,00 %. When it comes to the average grade of the second cycle of study at the IUT level achieved in September examination dates of academic year 2018/2019, decrease was recorded in comparison with the previous two years.

Table 19: Passing rate of students in all exam periods by faculties in academic year 2018/2019 for the third cycle of study

III CYCLE 2018/2019													
OU	EXAMINATION PERIOD												PASSIBILITY ON OU
	januarsko-februarski			aprilski			junsko-julski			septembarski			
	Accessed	Passed	%	Accessed	Passed	%	Accessed	Passed	%	Accessed	Passed	%	
EFT	0	0	0,00%	0	0	0,00%	2	2	100,00%	0	0	0,00%	100,00%
SFT	0	0	0,00%	0	0	0,00%	0	0	0,00%	0	0	0,00%	0,00%
TEF	0	0	0,00%	0	0	0,00%	0	0	0,00%	0	0	0,00%	0,00%
PFT	0	0	0,00%	0	0	0,00%	0	0	0,00%	0	0	0,00%	0,00%
FMK	0	0	0,00%	0	0	0,00%	0	0	0,00%	0	0	0,00%	0,00%
FPTN	0	0	0,00%	0	0	0,00%	0	0	0,00%	0	0	0,00%	0,00%
FIT	0	0	0,00%	0	0	0,00%	0	0	0,00%	0	0	0,00%	0,00%
IUT	**0**	**0**	**0,00%**	**0**	**0**	**0,00%**	**2**	**2**	**100,00%**	**0**	**0**	**0,00%**	**100,00%**

When it comes to the passing rate to the third cycle of study at all organizational units within the International University Travnik in Travnik for the winter semester of the academic year 2018/2019 based on the records of the database, none of the students reported or entered at the January-February and April examination dates of the academic year 2018/2019.

Based on this, we can conclude that there was no passing or average grade when it comes to the third cycle of studies for the winter semester in 2018/2019.

At the June-July examination dates 2018/2019. the student graduation rate of the third cycle of study at the IUT level was achieved, which was also the case with the student achievement achieved in the June-July examination dates of the previous academic year. The average grade achieved by students in the third cycle of study in the June-July examination dates of the academic year 2018/2019. In comparison with the average grade achieved in the June-July examination dates of the previous academic year, it recorded a slight decrease from 9.25 to 8.00.

When it comes to admission to the third cycle of study at all organizational units within the International University Travnik in Travnik for the summer semester of the academic year 2018/2019 based on the records of the database, none of the students reported or entered the examination dates in September 2018.

Based on this, we can conclude that there were no passing or average grades when it comes to the third cycle of studies for the summer semester in September 2018/2019 examination dates.

Table 20. Average grade in all examination dates per college and three study cycles in the academic year 2018/2019.

OU	AVERAGE ASSESSMENT			AVERAGE ASSESSMENT AT LEVEL OU
	I CYCLE	II CYCLE	III CYCLE	
SFT	7,25	8,46	-	**7,85**
EFT	7,10	8,76	8,0	**7,95**
PFT	7,11	8,39	-	**7,75**
FPTN	6,97	7,66	-	**7,32**
TEF	7,59	9,04	-	**8,32**
FMIK	7,55	9,28	-	**8,42**
FIT	7,31	8,33	-	**7,82**
IUT	**7,27**	**8,56**	**8,0**	**7,93**
AVERAGE STUDENT ASSESSMENT FOR ALL STUDY CYCLES AT IUT FOR ACADEMIC 2018/2019				**7,93**

3.4.1.5. Student support

In this part, student support falls within the competence of the Vice-Rector for Teaching and Student Issues whose competencies are regulated by the Rulebook on the Selection and Work of the Vice-Rector of the International University Travnik in Travnik available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-izboru-prorektora-IUT-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-januar.pdf adopted at a Senate session held on 18th of January 2019 by the Decision No. 01-01-08 / 19 available at the official web site http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-izboru-prorektora-2019.pdf.

The University has the task of ensuring, through its bodies, that all students have equal access to all university programs and activities. Within the scope of work of the Vice-Rector for Teaching and Student Issues it is also necessary to work with students with disability to reach their full potential by:

• Coordinate academic adjustment activities and support services,

• Promote independence and self-advocacy,

• Provide information and responese to appropriate challeenges.

Through its activities, the Vice-Rector for Teaching and Student Issues is an issue for students with disabilities who should be encouraged to become responsible persons who can make their own decisions, solve their problems and represent their interests, available on the official website http://iu-travnik.com/studenti-s-invaliditetom/. The University has provided a level playing field for the acquisition of knowledge and competences for the entire student population, as well as adequate facilities for the disabled, which will be elaborated in detail in the criteria 6-Resources for learning and student support. For the purpose of training and support for students at the University, "Robotics class" was organized on 17th of March 2018 in cooperation with the successful graduate mechatronics engineer (Department of Robotics, Mechatronics and Automation), the University organized a presentation "Robotics Hour" for students of the Faculty of Pollitehnical Sciences, Faculty of Information Technology, and all potential interested students and participants. Lecturer Maja Hadžiselimovic, through a theoretical and practical knowledge, presented participants work on Arduino robots through simple projects during our workshop. The

presentation was organized for the purpose of getting to know and discover new knowledge about world news and popularity, as well as improving existing knowledge. The narrow field of interest of lecturer Maya is industrial robots and exoskeleton development. Since the workshop is based on the Arduino platform, each participant, with the presentation of the lecturer, worked practically on the Arduino robot, and the participants from the University were assistants of the Faculty of Information Technology and the Faculty of Politehnical Sciences: Kozar Alem, Salkić Tanita, Hatarić Almedina and Aličehić Mirsada. The above mentioned is available on the official website http://iu-travnik.com/na-internacionalnom-univerzitetu-travnik-odrzan-cas-robotike/. On 9th of November 2017 Aleksandar Kontić, Legal Adviser of Hague Tribunal, held lectures for students at the Faculty of Law of the International University Travnik on the topic "Associated Criminal Enterprise" and "Tribunal Self-Representation - Rules, Practices and Experiences." as part of the Outreach Program to young people throughout the region. The above mentioned is available on the official website https://iu-travnik.com/pravni-savjetnik-tuzilastva-haskog-tribunala-odrzao-predavanje-na-internacionalnom-univerzitetu-travnik/.

On 30th of November and 1st of December 2019, the the OSCE Mission to Bosnia and Herzegovina, in cooperation with the International University Travnik, organized a media literacy workshop for students of all study cycles. Media literacy is one of the basic elements of civic literacy because the media is an important channel of information, communication between citizens and public authorities and can influence the formation of public opinion and attitude. The aim of the workshop was to introduce young people to the role and influence of the media on individuals and the society in general, and to encourage them to think critically about media and media content, to more effectively resist possible media manipulation, and to be more active citizens in a democratic society - available on the official website http://iu-travnik.com/blog/page/4/. The University provides students with both technical and material support for research and project work. Students of the Faculty of Politehincal Sciences Travnik, Department for Electrical Engineering, presented the "Robotic Arm". It is a project called "Robotic Arm 387" that students Bekir Fulan, Amil Švago and Džavid Kilim have been working on for the past six months and then it was successfully presented. During the development of the Robotic Arm, students used the classrooms and labs of International University Travnik and the drafting support was also provided by the Ministry of Economy of the Central Bosnia Canton. This is available on the official website http://iu-travnik.com/studenti-internacionalnog-univerziteta-travnik-izradili-robotsku-ruku/

3.4.2. Higher education institution has established system for recognition of qualifications and period of study in accordance with the Lisbon Convention on the Recognition of Qualifications and Prior Learning

The University regulates the enrollment of students who have completed one of the previous periods of study abroad by Article 180 of the Statute, and the Rulebook on Nostrification and Equivalence of Public Schools is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-nostrifikaciji.pdf adopted by the Senate at its decision held on 6th of January 2015 by the decision No. 01-09-20 / 15, which is available on the official web site http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Pravilnika-i-nostrifikaciji-diploma-i-ekvivalenciji-javnih-skolskih-isprava-2015.pdf.

Recognition of foreign higher education qualifications is the confirmation of the value of a foreign higher education qualification, ie period of education, issued by the competent authority for the purpose of access to further education or employment. The Ministry of Education, Science of Culture and Sports of Central Bosnia Canton is obliged to accept the opinion of the competent university. Recognition of the foreign higher education qualifications is regulated by Law on Nostrification and Equivalention of educational certificates of Centeral Bosnia Canton – available on the official website http://cip.gov.ba/images/pdf/zakoni/sredisnjabosna/Zakon_o_nostrifikaciji_SBK.pdf.

3.4.3. Higher education institution provides students with Diploma Certificate and Diploma Supplement

Public Certificates of Completion of Studies which are awarded at the University about the science degree Doctor of Science, Diploma of Academic Title and Master's Degree, Diploma of Academic or Baccalaureate Degree, Diploma Certificate, Master's Certificate and Doctorate Certificate . Issuance of diploma / diploma certificate and diploma supplement is regulated by the University Statute, the Regulations for the first (I), the second (II) and the third (III) cycle of study at the University, and the Rulebook on Awarding Academic Titles and Diplomas adopted at the Senate session on 23rd of October 2018 by the decision No. 01-06-14/18 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-dodjeljivanju-akademskih-titula-i-diploma-2018-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-oktobar.pdf.

The documents regulating the Content and layout of the diploma and diploma supplement prepared by the University are in accordance with the Instruction on the form and content of the diploma and diploma supplement, which is provided by the Agency for Development of Higher Education and Quality Assurance of Bosnia and Herzegovina, available on the official website http://iu-travnik.com/wp-content/uploads/2019/03/UPUTSTVO-O-FORMI-I-SADR%C5%BDAJU-DIPLOME-I-DODATKA-DIPLOME.pdf. Ministry of Education, Science, Culture and Sports approved the look and content of the diploma and diploma supplement of IUT No. 03-38-147-1479/10 from 5th of January 2011. Certificate of graduation, master's degree or doctorate is issued the same day after the defense of the thesis.

The diploma is printed in one of the official languages in Bosnia and Herzegovina, and the diploma supplement is also in English. The diploma supplement is issued at the same time and it is free of charge; the higher education institution issues a diploma supplement, which is certified by the stamp of higher education institution in order to improve international transparency and facilitate academic and professional recognition of qualifications. The diploma supplement is issued in addition to diplomas of all cycles.

The student has the right to declare in which of the official languages in Bosnia and Herzegovina he/she wants his/her diploma and diploma supplement to be printed. The purpose of the diploma supplement is to provide sufficient independent information to facilitate the process of its recognition abroad and the fair academic and professional recognition of qualifications (diploma, degrees, etc.). The diploma supplement is designed to provide a description of the nature, levels, connections, content of the status of studies that the student attended and successfully completed the studies.

Diploma Supplement contains at least the following information:

INFORMATION TO BE IDENTIFIED BY THE QUALIFICATION HOLDER 1.1 Last name: 1.2 Name: 1.3 Date, place and country of birth: 1.4 Number or code of the student or student card (index or register number): 2. INFORMATION TO BE IDENTIFIED QUALIFICATION 2.1 Name of qualification (full, abbreviated)): Title of the title (full, short): 2.2 Main area / study areas for qualification: 2.3 Name of institution awarding the qualification: Status (type / control): 2.4 Name of the institution conducting the study: Status (type / control): 2.5 Language / languages: 3. QUALIFICATION LEVEL INFORMATION 3.1 Qualification level: 3.2 Program length and

load: 3.3 Access requirement: 4. CONTENT INFORMATION AND ACHIEVEMENTS 4.1 Study mode: 4.2 Program requirements: 4.3 Program details: 4.4 Grading Scheme, Grading Guide: 4.5 Overall classification: 5. INFORMATION ON THE QUALIFICATION FUNCTION 5.1 Access to further study: 5.2 Professional status: 6. ADDITIONAL INFOR MACIES 6.1 Additional information (data on entry in the state register of accredited higher education institutions maintained by the Agency for Development of Higher Education and Quality Assurance of Bosnia and Herzegovina): 6.2 Additional sources of information: 7. APPENDIX 7.1 Date: 7.2 Signature: 7.3 Function: 7.4 Official seal / trademark 8. INFORMATION ABOUT THE HIGHER EDUCATION SYSTEM 8.1 Access to higher education: 8.2 Degrees and qualifications: 8.3 Scoring and grading system.

3.5. TEACHING STAFF

3.5.1. Teaching staff hired by the University

The University uses the IUSBAX information system, which enables the management of the personnel base. The number of employees at the University is 241, of which 49 (20.33% percent) are administrative staff. In addition to employees from Bosnia and Herzegovina, one part consists of employees from foreign countries, namely from several countries in the region, such as: Republic of Serbia, Republic of Croatia, Republic of North Macedonia and other academic staff at the University, consisting of full-time teachers and associates and external teachers and associates.

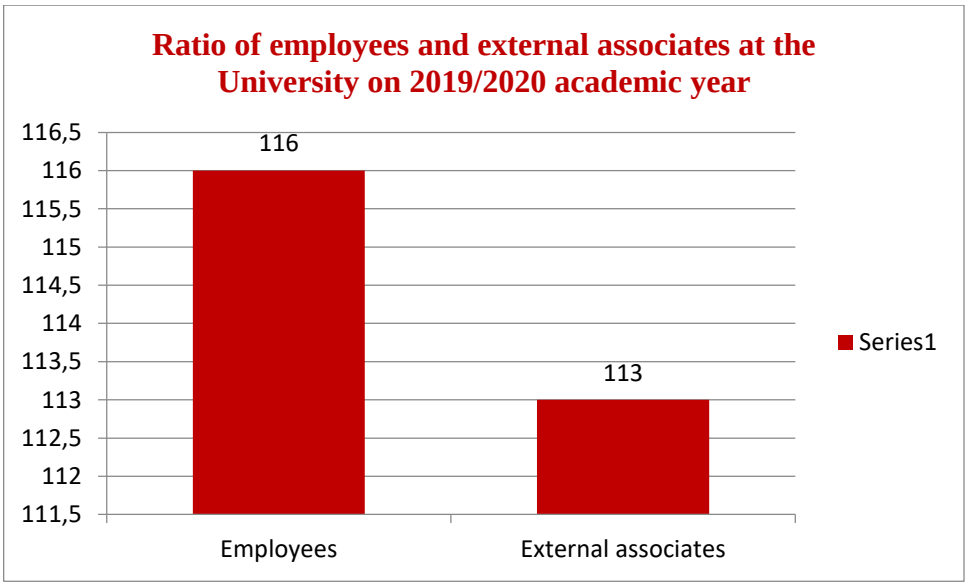
Table 21. Structure of academic staff

Academic Staff Number in Current Academic 2019/2020	Full time professors	Part time professors	Assistant Professor	Senior Assistant	Assistant	TOTAL
Employees	29	29	18	30	10	116

External associates	7	39	42	24	1	113
TOTAL	**36**	**68**	**60**	**54**	**11**	**229**

According to Standards and Regulations of CBC, at least 50% of teaching staff should be employed. In the academic year 2019/2020 the academic staff of the permanent staff is 116 (percent 50.65%) and 113 external associates (percent 49.35%), therefore this standard is met, which is presented in the following Chart.

Grafikon 6. Chart 5. Ratio of employees and external associates at the University



According to Human Resource Report for academic year2019/2020at Travnik International University, there are 9 students per academic staff member.

Table 22. Ratio of employees and students at the University during the academic year 2019/2020

Ratio of academic staff and numbers of students at the International University Travnik		
A total number of academic staff engaged at the University	A total number of students at the University	Number of studenty per academic staff members
229	2000	8,7 respectively 9 students

According to the data in the table, the University has provided the conditions for individual work with students, and one of the strategic tasks in the future of the University will be to maintain the existing ratio of the number of academic staff members to the number of students.

3.5.1.1. Analysis of academic staff at the University level

The University has an adequate personnel database, which generates data by the following parameters: academic, non-academic staff, general information about the University (address, telephone numbers, postal code, University structure), employee data such as: name, date of birth, gender, address, telephone, email, workplace, school qualification, type of contract, length of contract, teaching-scientific title, scientific-teaching field, number of published employee papers, number of published employee books, projects, etc. In addition to the ratio of full-time and external associates, the classification of academic staff by the academic titles is shown below, the database also enables the production of reports by all the above parameters.

From the academic year 2018/2019 on the organizational units of the University, the Teaching Team - Coverage Plan, of teaching for the first, second and third cycle of studies is adopted. Pursuant to the approved Coverage Plan, each organizational unit is required to submit a workload for the academic year to the Vice-Rector for Teaching and Student Issues of the University in accordance with the standards and norms of the CBC. So, at the proposal of the Scientific Teaching Council of Faculty of Traffic and Transportation Engineering, the Senate adopted the Decision for

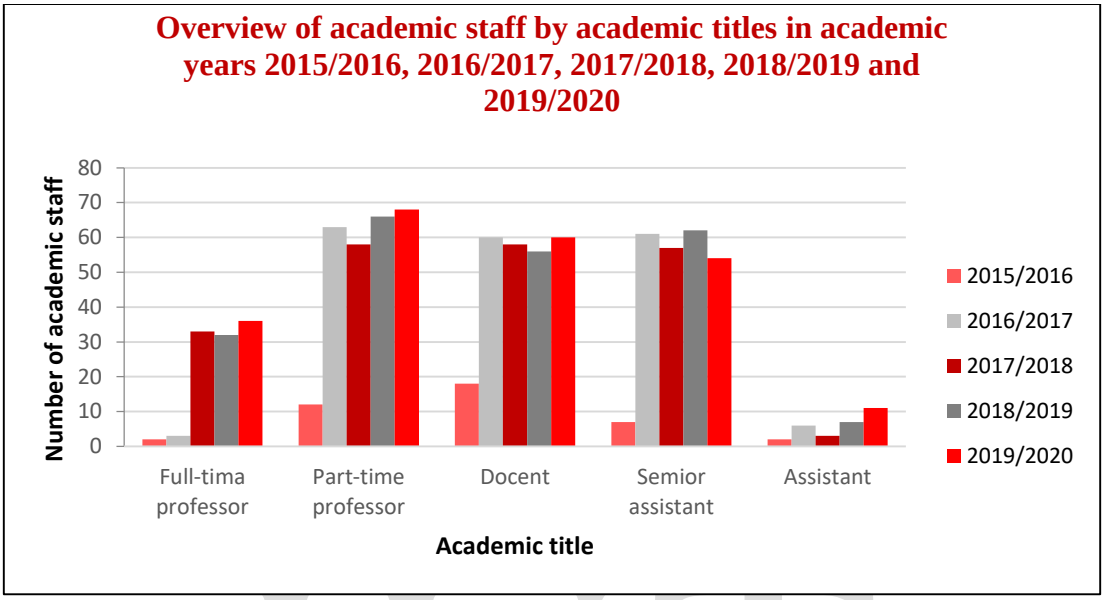
the academic year 2019/2020 No. 01-01-08-07 / 19, from 13th of September 2019 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Nastavnickog-tima-Plan-pokrivenosti-nastave-IIIIII-ciklus-studija-za-201920-godinu.pdf, and for the academic year 2018/2019, No: 01-01-08-133 / 18, from 13th of September 2018 - available from the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-nastavni%C4%8Dkog-tima-SFT-201819.pdf; at the proposal of Teaching Scientific Council of Faculty of Politehnical Sciences Travnik, the Senate adopted the Decision for academic year 2019/2020 No. 01-01-08-08/19, from 13th of Septemner 2019 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-nastavni%C4%8Dkog-tima-FPTN-201920.pdf, and for the academic year 2018/2019 No. 01-01-08-139/18, from 13th of September 2018 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-nastavni%C4%8Dkog-tima-FPTN-201819.pdf; at the proposal of Teaching Scientific Council of Faculty of Law Travnik, the Senate adopted the Decision for academic year 2019/2020 No. 01-01-08-09/19, on 13th of September 2019 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-nastavni%C4%8Dkog-tima-FPN-201920.pdf, and for the academic year 2018/2019 No. 01-01-08-134/18, on 13th of September 2018 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-nastavni%C4%8Dkog-tima-PF-201819.pdf; at the proposal of Teaching Scientific Council of Faculty of Ecology Travnik, the Senate adopted the Decision for academic year 2019/2020 No. 01-01-08-10/19, from 13th of September 2019 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-nastavni%C4%8Dkog-tima-TEF-201920.pdf, and for the academic year 2018/2019 No. 01-01-08-135/18, from 13th of September 2018 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-nastavni%C4%8Dkog-tima-TEF-201819.pdf; at the proposal of Teaching Scientific Council of Faculty of Economics Travnik, the Senate adopted the Decision for academic year 2019/2020 No. 01-01-08-11/19, from 13th of September 2019 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Nastavni%C4%8Dkog-tima-Plan-pokrivenosti-nastave-IIIIII-ciklus-studija-za-akademsku-201920-godinu-na-ekonomskom-fakultetu-travnik-u-Travniku.pdf and for the academic year 2018/2019 No. 01-01-08-136/18 from 13th of September 2018 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-nastavni%C4%8Dkog-tima-EFT-201819.pdf; at

the proposal of Teaching Scientific Council of Faculty of Media and Communication Travnik, the Senate adopted the Decision for academic year 2019/2020 No.01-01-08-13/19 from 13th of September 2019 - available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-nastavni%C4%8Dkog-tima-FMIK-201920.pdf, and for the academic year 2018/2019 No. 01-01-08-138/18, from 13th of September 2018– available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-nastavni%C4%8Dkog-tima-FMIK-201819.pdf; at the proposal of Teaching Scientific Council of Faculty of Information Technologies Travnik, the Senate adopted the Decision for academic year 2019/2020 No.01-01-08-12/19, from 13th of September 2019 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-nastavni%C4%8Dkog-tima-FIT-201920.pdf, and for the academic year 2018/2019 No. 01-01-08-137/18, from 13th of September 2018 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-nastavni%C4%8Dkog-tima-FIT-201819.pdf. Academic Staff by Scientific - Teaching titles for a five-year period from the academic year 2016/2017 to 2019/2020 at the University level is presented in tables and graphs.

Table 23. Academic staff overview in academic years 2016/2017, 2017/2018, 2018/2019. and 2019/2020 at the University level

Year	Full time Professor	Part time Professor	Assistant Professor	Senior Assistant	Assistant	Total
2015/2016	18	49	72	70	10	219
2016/2017	32	63	60	61	6	222
2017/2018	33	58	58	57	3	209
2018/2019	32	66	56	62	7	223
2019/2020	36	68	60	54	11	229

Graph 7. Chronological overview of academic staff by academic titles in academic years 2015/2016, 2016/2017, 2017/2018, 2018/2019 and 2019/2020



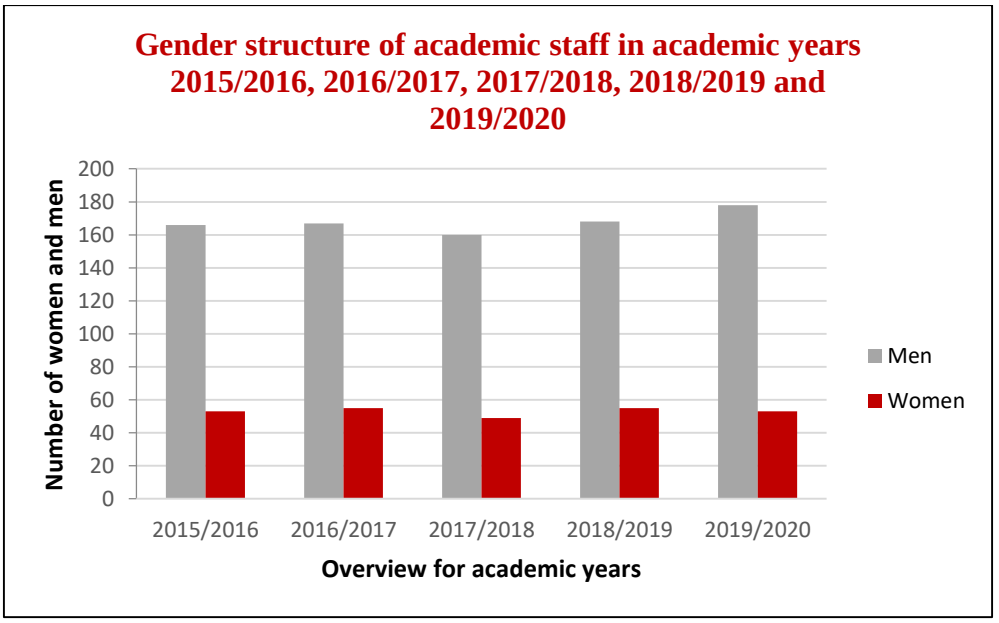
Looking at the number of academic staff by academic title over the past five academic years, we can conclude that there has been an increase in the number of associate professors, with an oscillation in the number of associate professors, confirming that the University has clear incentive measures for the advancement of its academic staff. The total number of associate professors in the academic year 2015/2016 was 49 (22.37% percent), in the 2016/2017 academic year was 63 (28.37%), in the academic year 2017/2018 there were 58 associate professors (26 percent , 12%) to 66 in the academic year 2018/2019 (29.72% percent), 68 in the 2019/2020 academic year (33.63% percent). The total number of senior assistants has been declining as a part has received a PhD and a PhD from the University. The gender structure of academic staff for the five-year period has generally not changed; for all years, the participation of men is higher than that of women; there was a trend of female participation in the structure of academic staff.

Table 24. Gender structure of academic staff in academic years 2015/2016, 2016/2017, 2017/2018, 2018/2019 and 2019/2020

Year	Men	Women	Total
2015/2016	166	53	219

2016/2017	167	55	222
2017/2018	160	49	209
2018/2019	168	55	223
2019/2020	178	53	229

Graph 8. Gender structure of academic staff in academic years 2015/2016, 2016/2017, 2017/2018, 2018/2019 and 2019/2020



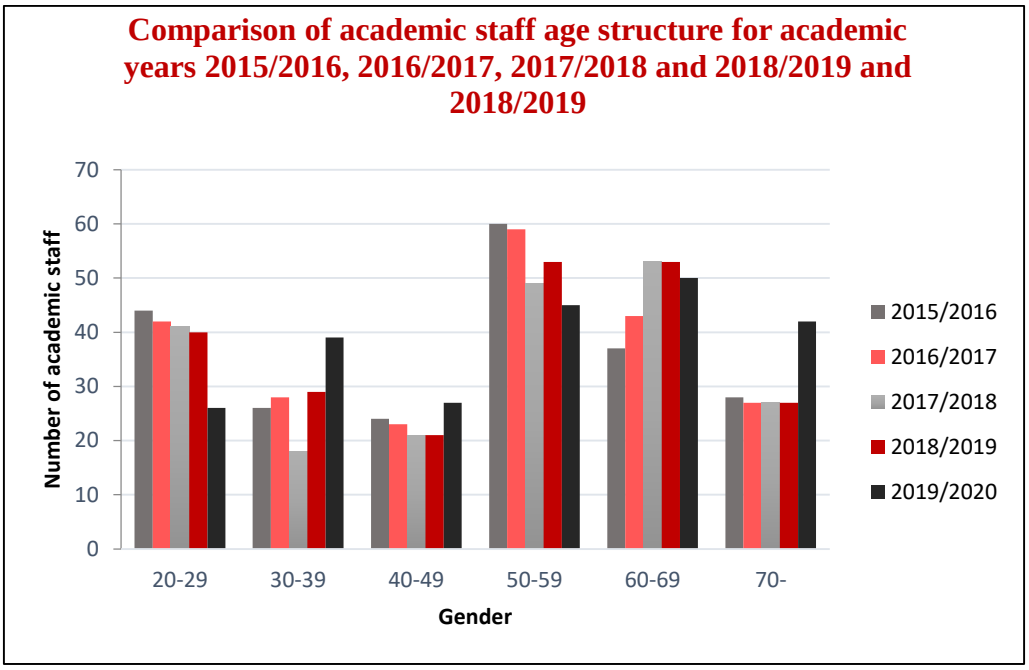
The age structure of academic staff at the University is one of the more important indicators and in the focus of continuous analysis and achievement of young teaching staff.

Table 25. Comparison of academic staff age structure for academic years 2015/2016, 2016/2017, 2017/2018 and 2018/2019 and2018/2019

Age	Number of academic staff				
	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
20-29	44	42	41	40	26
30-39	26	28	18	29	39

40-49	24	23	21	21	27
50-59	60	59	49	53	45
60-69	37	43	53	53	50
70-	28	27	27	27	42
TOTAL	**219**	**222**	**209**	**223**	**229**

Graph 9. Comparison of academic staff age structure for academic years 2015/2016, 2016/2017, 2017/2018 and 2018/2019 and2018/2019



Looking at the last five academic years at the University, we can conclude that the most represented age group is from 50-59 years of age. In the academic year 2015/2016 and 2016/2017, it was 60 and 59 teachers and associates (27.39% and 26.57%, respectively), while in the academic year 2017/2018 it was down and 49 teachers and associates (percent 23 , 44%). If we look at the share of young academic staff in the group of 30-39 years of age, we can find that in the previous period it had oscillations to growth in the academic year 2016/2017 when it amounted to a percentage of 12.61%, which is an increase of 0.74% compared to academic year 2015/2016, when it amounted to a percentage of 11.87%, which confirms that the University has incentive measures on the continuous engagement of young academic staff. However in the academic year 2017/2018

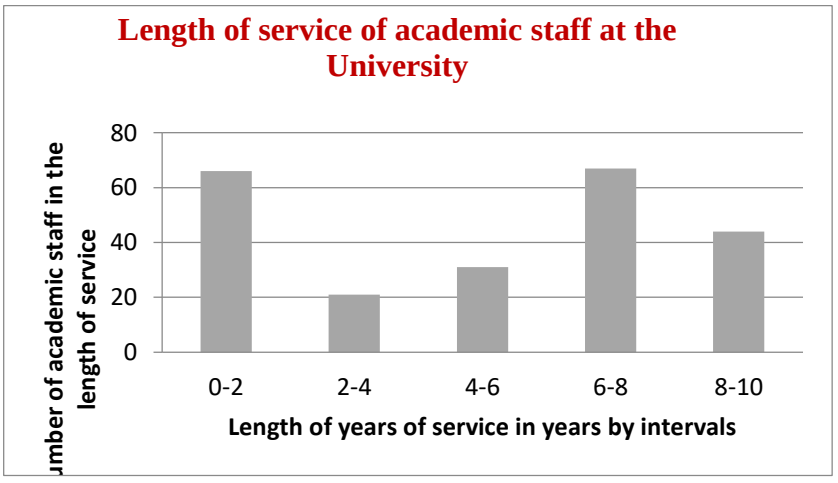
there was a slight decline. thereby confirming that the University has incentive measures to continuously engage young academic staff.

The University seeks to provide conditions that will enable academic staff to engage in long-term employment. The following chart illustrates the length of service of academic staff measured at intervals.

Table 26. Academic staff length of service at the University level in the academic year 2019/2020.

Academic staff length of service in years by intervals	Number of academc staff in the interval of lenght of service
0-2	66
2-4	21
4-6	31
6-8	67
8-10	44

Graph 10. Length of service of academic staff at the University level in the academic year 2019/2020



The most frequent participation of internships measured at intervals at the University has academic staff at intervals of 0-2 years of service and 6-8 years of seniority, which confirms the fulfillment of the Program of Measures by hiring new academic staff at the University and realizes the long-term goal of the University for long-term employment of academic staff at the University.

Quality Assurance Office of the University in the winter and summer semester of the academic year 2018/2019 conducted a survey on the pedagogical qualities of teachers / associates and teaching. Based on the Decision to Conduct Student Surveys in the 2018/2019 No. 01-01-11-01 / 18 from 18th of December 2018 - available at the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-provodjenju-anketiranja-studenata-zimski-semestar-201819.pdf. Student Survey Assessment of the quality of teachers / associates and teaching was conducted in the period from 7th of January to 12th of January 2019 by the Decision on conducting student surveys in the summer semester of academic year 2018/2019. No: 01-01-05-01 / 19 from 20th of May 2019 - available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-provodjenju-anketiranja-studenata-ljetni-semestar-201819.pdf The purpose of conducting the aforementioned survey is to evaluate the quality of teaching staff, as well as to take stimulating or corrective measures based on the results obtained. Results of the Student Survey The assessment of the quality of teachers / associates and teaching (hereinafter referred to as results) is submitted to the Senate, which decides on the stimulating or possibly necessary remedial actions. The form of the survey did not change compared to the previous academic year, and it consisted of the following 10 questions:

- The teacher (associate) clearly stated the content of the course, the program and the way of assessment;
- The teacher (associate) is prepared for teaching and clearly presents the teaching contents;
- The ability of the teacher (associate) to interest and motivate students;
- The teacher (associate) regularly gives lectures (exercises);
- The teacher (associate) increases the quality of teaching by using teaching aids and modern technology;
- The teacher (associate) treats the students correctly and respectfully;

• The teacher (associate) is ready for cooperation (consultation) outside of lectures (exercises);

• The teacher (associate) regularly organizes colloquiums;

• The teacher (associate) publishes the results of the midterm on time;

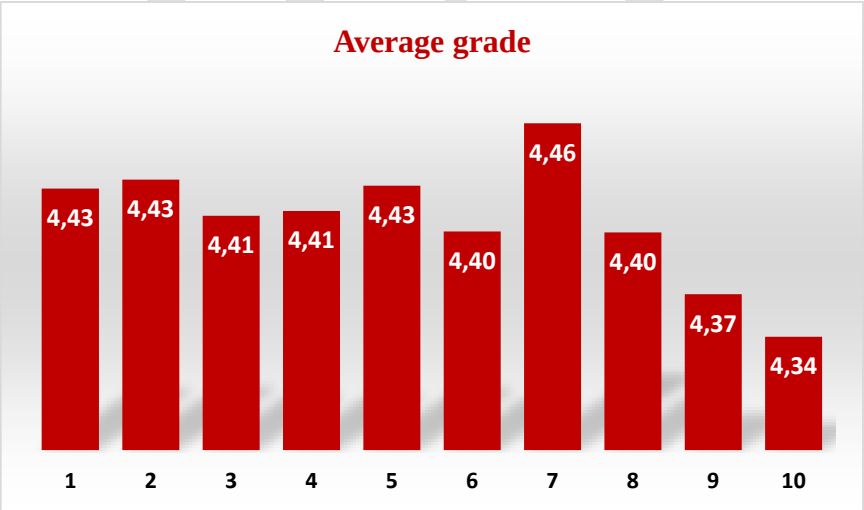
• General assessment of the quality of the lecture (exercise).

Teachers / staff were rated on the questions above by grades ranging from 1 to 5 (1- insufficient, 2- satisfactory, 3- good, 4- very good, 5- excellent).

After the successful realization of the survey, the first data were presented:

- The survey was completed by 1348 students in the winter and 1294 students in the summer semester of the academic year 2018/2019. The percentage survey was completed by 94.30% of students in the winter semester and 90.50% in the summer semester of all years of study at IUT;
- There were 89 invalid polls in the winter and 93 in the summer semester of the academic year 2018/2019.

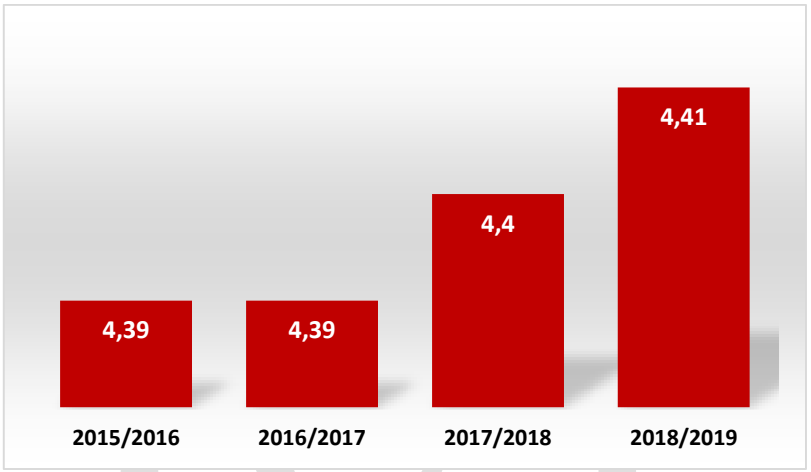
Graph 11. Survey results Assessment of teacher / associate and teaching quality for each individual question at the University level for the academic year 2018/2019



The results of a survey conducted by the Quality Assurance Office are satisfactory, with work being needed to increase the sample to be surveyed. There are also more invalid polls than desired, so more attention should be paid to this part in the next academic year to reduce it. Survey The quality assessment of teachers / associates is done solely to understand the methodology of

teaching staff. The survey itself cannot improve the quality of teaching, however, the main role of the survey is to point out the positive and negative traits from the point of view of the students evaluating. After the results have been analyzed, each teacher / associate is acquainted with the results individually in order to improve and improve the teaching process and the quality of lectures / exercises in the next academic year.

Graph12. Chronological presentation of the survey results Assessment of quality of teachers / associates and teaching at the University level - average grade, from academic year 2015/2016 to 2018/2019



Teacher / Associate average grade at IUT level in current academic year 2018/2019 is 4.41 and is up from the average of the previous academic years which is a good result. The goal for the next academic year is to have an average grade for each teacher / associate, and therefore an average grade for teachers / associates at IUT level, to continue the upward trend.

3.5.2. Higher education institution prepares employment plans and career development plans in accordance with regular analysis

Recruitment of new staff at the University is based on the Plan of 5-year staffing needs, approved by the Senate decision No. 01-01-08-23 / 15 from 5th of September 2015 for the period of academic year 2015/2016 to 2019/2020 - available at the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-plana-petogodisnjih-kadrovskih-poslova-2015.pdf. The plan was drafted in accordance with the Framework of Measures for Improving the Performance of Academic and Non-Academic Staff at the Higher Education Institution

International University Travnik in Travnik, which was adopted at the Senate session held on 12th of July 2010 and is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Okvirnog-plana-za-pobolj%C5%A1anje-rada-akademsog-i-neakademskog-osoblja.pdf**.** At the University, at the beginning of the academic year, the Senate adopts a Program of measures for creating conditions for the advancement of academic staff, with the purpose of forming a satisfactory number of young persons committed to teaching and scientific research in the field study programs offered by the University.

The program starts from a real state of affairs and draws on the existing resources of the University, based on:

- Development of young staff within the regular education system,
- Stimulating further advancement of their careers during and after their studies; and
- The application of additional rules for the admission of new staff to the University.

Within the framework of the measure of development of young staff within the regular education system, the following activities of the University are predicted:

- Pre-selection and selection of students during elementary and graduate academic studies - study and cycles,
- Mentoring in masters and doctoral studies,
- Involving graduate and doctoral students in project work.

Each year, the Report on the Implementation Plan of Personnel Requirements for the previous academic year is considered, as this is necessary for the adoption of the Program of Measures for Creating Conditions for the Advancement of Academic Staff for the Current Academic Year.

At the Senate session held on 5th of September 2015, by the Senate decision No. 01-01-08-24 / 15 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-programa-mjera-za-stvaranje-uvjeta-za-napredovanje-201516.pdf Program of measures for creation of conditions for promotion of academic staff for 2015/2016 was adopted and available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Program-mjera-2015-2016.pdf.

At the Senate session held on 9th of September 2016, by the Senate decision No01-01-08-74/16 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-

usvajanju-programa-mjera-za-stvaranje-uvjeta-za-napredovanje-201617.pdf Program of measures for creation of conditions for promotion of academic staff for 2016/2017 was adopted and available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Program-mjera-2016-2017.pdf.

At the Senate session held on 9th of September 2016, by the Senate decision No01-01-08-75/16 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-programa-mjera-za-stvaranje-uvjeta-za-napredovanje-201617.pdf. the Report on implemented plan of personnel needs for academic year 2015/2016 was adopted and available on the offical website http://iu-travnik.com/wp-content/uploads/2019/11/Izvje%C5%A1taj-o-realiziranom-planu-kadrovskih-potreba-za-2015-2016.-akademsku-godinu.pdf.

At the Senate session held on 13th of September 2017 , by the Senate decision No. 01-01-08-30/17 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-programa-mjera-za-stvaranje-uvjeta-za-napredovanje-201718.pdf, Program of measures for creation of conditions for promotion of academic staff for 2017/2018 was adopted and available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Program-mjera-2017-2018.pdf.

At the Senate session held on 13th of September 2017 , by the Senate decision No. 01-01-08-31/17 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-izvjestaja-o-realiziranom-planu-kadrovskih-potreba-201617.pdf the Report on implemented plan of personnel needs for academic year 2016/2017 was adopted and available on the offical website http://iu-travnik.com/wp-content/uploads/2019/11/Izvje%C5%A1taj-o-realiziranom-planu-kadrovskih-poreba-za-2016-2017.-akademsku-godinu.pdf.

At the Senate session held on 13th of September 2017 , by the Senate decision No. 01-01-08-129/18 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-programa-mjera-za-stvaranje-uvjeta-za-napredovanje-201819.pdf, Program of measures for creation of conditions for promotion of academic staff for 2018/2019 was adopted and available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Program-mjera-2018-2019.pdf.

At the Senate session held on 13th of September 2017 , by the Senate decision No. 01-01-08-130/18, the Report on implemented plan of personnel needs for academic year 2017/2018 was adopted and available on the offical website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-izvje%C5%A1taja-o-radu-u-oblasti-medjunarodne-saradnje-201718.pdf.

At the Senate session held on 13th of September 2017 , by the Senate decision No. 01-01-08-14/19 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Programa-mjera-za-stvaranje-uslova-za-napredovanje-akademskog-osoblja-201920.pdf, Program of measures for creation of conditions for promotion of academic staff for 2019/2020 was adopted and available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Program-mjera-2019-2020.pdf.

At the Senate session held on the same date, by the Decision No. 01-01-08-15/19 the Report on implemented plan of personnel needs for academic year 2018/2019 was adopted and available on the offical website http://iu-travnik.com/wp-content/uploads/2019/11/Izvje%C5%A1taj-o-realiziranom-planu-kadrovskih-poslova-za-2018-2019-akademsku-godinu.pdf.

The analysis of the implementation of the five-year personnel plan shows that in all scientific fields the engagement of academic staff has continued in order to improve the quality of education and general conditions in the teaching process.

Regarding the implementation of the Framework of Measures for Improving the Performance of Academic and Administrative Staff at the University, No. S-5-102 / 10 from 12th of July 2010 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Okvirnog-plana-za-pobolj%C5%A1anje-rada-akademsog-i-neakademskog-osoblja.pdf and the plan of the five-year staffing needs at the University states that with regard to the proposed measures for improving the work of academic staff, all measures were mainly implemented, with the strategic goal of increasing the number of full-time employees.

3.5.3. Higher education institution prepares employment plans and career development plans in accordance with regular analysis

The recruitment procedures are pre-established, publicly available and comply with applicable legal requirements. The procedures for applying for the competition are regulated by the Statute, Rulebook on Call for Proposals No. 01-06-06 / 19 available on the official website http://iu-

travnik.com/wp-content/uploads/2019/11/Pravilnik-o-raspisivanju-konkursa-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-januar.pdf, adopted by the Senate decision No. 01-01-01-14/19 from 18th of January 2019 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Pravilnika-o-raspisivanju-konkursa-za-upis-studenata-201819.pdf, Rulebook on the procedure for appointment to the rank of teacher / associate and employment at International University Travnik No. 01-09-17 / 16 available at the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-postupku-izbora-nastavnika-i-saradnika-i-zasnivanju-radnog-odnosa-DECEMBAR-2016.pdf, adopted by the Senate decision No. 01-01-11-24/16 from 15th of December 2016 - available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-postupku-izbora-u-zvanje-i-zasnivanju-radnog-odnosa-2016.pdf.

The selection of University teachers and associates is made based on a public competition announced by the University Senate on the proposal of the Teaching Scientific Council, and it is published on the University website, and can be published in one daily newspaper, all published competitions are available on the official website of the University: http://iu-travnik.com/konkursi-za-nastavnike/.

Academic staff consists of persons selected to the appropriate academic titles in accordance with the conditions prescribed by the Law on Higher Education of the Central Bosnia Canton, the Statute, the Rulebook on the procedure for election to the title of teacher / associate and employment at the International University Travnik and the Rulebook on Call for Proposals at the University available on the official website http://iu-travnik.com/pravna-legistativa/. All procedures for announcing the vacancy, the selection board, the election to the teaching and scientific title are regulated by the Rulebook on the procedure for selection of teachers / associates and the establishment of a working relationship at the International University Travnik and the Rulebook on the competition for the University available at the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-raspisivanju-konkursa-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-januar.pdf.

Academic titles can be scientific-teaching: full professor, associate professor, assistant professor, lector, senior assistant, assistant. The academic staff selected shall be employed by the University for a scientific field or for several related teaching courses if it is eligible for selection to the

appropriate academic title. The period for which the academic staff at the University is selected is determined by the Law on Higher Education. The electoral period does not include the time spent on maternity leave (whether or not this leave was used in full), sick leave longer than six months, period spent on vocational training abroad.

3.5.3.1. Procedures for selection and promotion of academic staff

At the University, the procedures for the appointment of teachers / associates are harmonized with the Law on Higher Education (Article 84 of the Law on Higher Education of the CBC, http://iu-travnik.com/wp-content/uploads/2018/07/ZAKON-O-VISOKOM-OBRAZOVANJU-SBK.pdf where are the conditions for selection or promotion to academic titles), the Statute of the International University Travnik and the Rulebook on the procedure for election to the title of teacher / associate and employment at the University No. 01-09-17/16 from 15th of December 2016 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-postupku-izbora-nastavnika-i-saradnika-i-zasnivanju-radnog-odnosa-DECEMBAR-2016.pdf adopted at the Senate session by the Decision No. 01-01-11-24/16 from 15th of December 2016 – available on the official webiste http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-postupku-izbora-u-zvanje-i-zasnivanju-radnog-odnosa-2016.pdf.

Article 86 of the Statute prescribes the minimum conditions for election to the teaching-scientific title and Article 4 of the Rules on the procedure for election to the title of teacher / associate and employment at the University, No. 01-09-17/16 from 15th of December 2016 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-postupku-izbora-nastavnika-i-saradnika-i-zasnivanju-radnog-odnosa-DECEMBAR-2016.pdf adopted at the Senate session by the Decision No. 01-01-11-24/16 from 15th of December 2016 http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-postupku-izbora-u-zvanje-i-zasnivanju-radnog-odnosa-2016.pdf.

The minimum requirements for the selection of academic staff in scientific-teaching titles are:

- Assistant: appropriate university degree, with a minimum of 240 ECTS credits and a minimum grade point average of 3.5 or 8,

• Senior Assistant: second cycle degree (Master's degree); - lector: second cycle degree (Master's degree),

• Assistant Professor: PhD degree in a given field, at least three scientific papers published in recognized publications and demonstrated teaching ability,

• Associate Professor: spent at least one elective period in the rank of Assistant Professor, at least five scientific papers published in recognized publications, published book and original professional success, such as a project, patent or original method, all after election to the rank of Assistant Professor, and mentoring of candidates for degree of the second cycle,

• Full professor: spent at least one elective period in the position of associate professor, at least two published books, at least eight scientific papers published in recognized publications, all after gaining the title of associate professor, and successful mentoring of candidates for the second and third cycle degrees.

Scientific and professional contributions as one of the prerequisites for election to academic titles are:

- Book published,
- Published scientific papers,
  Published or accepted reference presentation from a scientific conference (at international and domestic symposia, scientific and professional meetings),
- Participation in a scientific project / scientific study,
- Participation in national or international scientific or professional conferences organized by the University or the Faculty, as evidenced by a specific certificate.

Mentioned papers are considered relevant if published in national or international publications accompanying international databases, as defined in the Register of Domestic and International Bibliographic Databases, adopted by the Senate each academic year - available on the official website: http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-izmjenama-i-dopunama-odluke-o-usvajanju-registra-domacih-i-medjunarodnih-casopisa-i-zbornika-radova-2016.pdf, http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-izmjenama-i-dopunama-odluke-o-usvajanju-registra-domacih-i-medjunarodnih-casopisa-i-zbornika-radova-2017.pdf, http://iu-

travnik.com/wp-content/uploads/2019/11/Odluka-o-izmjenama-i-dopunama-odluke-o-usvajanju-registra-domacih-i-medjunarodnih-casopisa-i-zbornika-radova-2018.pdf.

Papers published in a publication not accompanied by international databases are considered relevant if they have been peer-reviewed by at least two reviewers, of which the candidate submits proof when submitting an application for the title. The University shall make the appointment of teachers and associates within six months of the announcement of the competition.

The Faculty Council appoints a committee to prepare the proposal for academic title. The committee consists of three or five members who are elected to the same or more academic title than the one to which the candidate is elected or applied. At least one member of the committee is from the field and others from a related field. The Commission is obliged to submit a written report with a proposal to the Faculty Council within 30 days from the expiry of the deadline for submission of applications, taking into account the fulfillment of all established conditions for election to the appropriate academic title. The decision on election to the title of University Teachers and Associates is made by the Teaching Scientific Council of the organizational unit, which is obliged to submit this decision to the Senate for approval.

In the procedure of making the decision on election to academic titles, the presence of a rapporteur (a member of the committee) or other authorized person of the faculty is required at the session of the Senate at which the decision on the election is made. In the absence of a rapporteur, the proposed choice will not be considered at the session. An academic title may be withdrawn if it is proven that the scientific work has been misappropriated or forged, or any of the conditions for the Election have been fraudulently or falsely stated. The Senate may decide to withdraw the academic title on its own initiative or at the proposal of the Faculty Council. The procedure for conducting the competition procedure is regulated by the Rulebook on the procedure for election to the title of teacher / associate and establishment of a working relation at the University No. 01-09-17/16 from 15th of December 2016 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-postupku-izbora-nastavnika-i-saradnika-i-zasnivanju-radnog-odnosa-DECEMBAR-2016.pdf adopted at the Senate session by the Decision No. 01-01-11-24/16 from 15th of December 2016 http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-postupku-izbora-u-zvanje-i-zasnivanju-radnog-odnosa-2016.pdf

Annual reports on the election to the teaching and scientific titles of the General, Legal and Human Resources Service are available on the official website:

- Academic year 2014/2015 http://iu-travnik.com/wp-content/uploads/2019/11/Godi%C5%A1nji-izvje%C5%A1taj-o-izborima-u-nastavno-nau%C4%8Dna-zvanja-za-akademsku-2014-2015.-godinu.pdf
- Academic year 2015/2016 http://iu-travnik.com/wp-content/uploads/2019/11/Godi%C5%A1nji-izvje%C5%A1taj-o-izborima-u-nastavno-nau%C4%8Dna-zvanja-za-akademsku-2015-2016.-godinu.pdf
- Academic year 2016/2017 http://iu-travnik.com/wp-content/uploads/2019/11/Godi%C5%A1nji-izvje%C5%A1taj-o-izborima-u-nastavno-nau%C4%8Dna-zvanja-za-akademsku-2016-2017.-godinu.pdf
- Academic year 2017/2018 http://iu-travnik.com/wp-content/uploads/2019/11/Godi%C5%A1nji-izvje%C5%A1taj-o-izborima-u-nastavno-nau%C4%8Dna-zvanja-za-akademsku-2017-2018.-godinu.pdf
- Academic year 2018/2019 http://iu-travnik.com/wp-content/uploads/2019/11/Godi%C5%A1nji-izvje%C5%A1taj-o-izborima-u-nau%C4%8Dnonastavna-zvanja-za-akademsku-2018-2019.-godinu.pdf

3.5.4. Higher education institution applies fair and transparent processes and procedures in the employment and promotion of employees. The procedures have been established in advance, they are publicly available and in accordance with applicable legal regulations. Members of the Commission for Academic Personnel Selection are competent in given scientific/artistic field in which a candidate seeks for a profession

At the Senate session held on 13th of February 2015 by the Decision No. 01-01-02-14 / 15 available at the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-naucnom-i-strucnom-osposobljavanju-2015.pdf Rulebook on scientific and professional development of teaching staff No. 01-09-38/15 from 13th of Februar 2015 was adopted. http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-nau%C4%8Dnom-i-stru%C4%8Dnom-usavr%C5%A1avanju-nastavnog-osoblja-2015-

PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-februar.pdf. This Rulebook prescribes a system of in-service training designed as: upgrading education, innovating the knowledge acquired during the preparation for teaching, improving the skills to apply the acquired pedagogical knowledge and practice and professional development of teachers.

At the beginning of the academic year, the Senate adopts the Program of measures for creating conditions for the advancement of academic staff, with the goal of establishing a satisfactory number of young staff who are committed to teaching and research in the field of study programs offered by the University.

The program starts from a real conditions and relies on the existing resources of the University, based on:

- Development of young staff within the regular education system,
- Stimulating further advancement of their careers during and after their studies; and
- Applying additional rules for admission of new staff to the University.

The employed academic and administrative staff of the University earns a discount of 1000,000 BAM for the first and second cycle of studies, while for the 3rd cycle of studies they receive a discount of 5000,000 BAM, which is defined by the Study Agreement.

Also at the University, the stenghtening standards continued, with a certain number of senior assistants at our University, and they were selected as Assistant Professors for the relevant scientific field.

With regard to the measure of stimulation and further career advancement during and after studies, the following activities are predicted:

- International exchange of students and young researchers,
- Independent presenting results and publishing works.

The mentioned measure has been implemented as can be seen from the Coordinator's Report on International Cooperation available on the official website http://iu-travnik.com/ured-za-

medjunarodnu-saradnju/ and the report of Vice-Rector for scientific research – available on the official website. http://iu-travnik.com/interna-evaluacija-o-naucno-istrazivackom-radu-iut/.

The Framework Plan of Measures was adopted at the Senate session held on 12th of July 2010. In order to improve the work of academic and administrative staff at the University, the following measures are predicted for improving the work of academic staff: http://iu-travnik.com/ured-za-medjunarodnu-saradnju/, http://iu-travnik.com/interna-evaluacija-o-naucno-istrazivackom-radu-iut/.

• Organizes access lectures for academic staff who are elected to academic titles for the first time;

• Funds participation in seminars, scientific and professional meetings and roundtables in the country and abroad;

• Funds a portion of the cost to academic staff enrolled in doctoral or master's degrees;

• Supports scientific conferences hosted co-organized or hosted;

• Organize or co-finance workshops and courses for academic staff;

• Takes care of the teaching load of teachers, the number of students in the group, mentoring in final and graduate work, etc. .;

• Conducts and monitors the results of an internal student and teacher survey (self-evaulation).

Tabel 27. Projects applied by the academic staff of the University

Faculty	Project title	Academic year of application
Faculty of Traffic and Transport Engineering Travnik	Improving safety of road traffic in the area of Central Bosnia Canton For government of CBC	2015/2016

Faculty of Ecology Travnik	„Fitromediation of green areas in the area of Travnik Municipality“ For – Public call for proposals for eco associations; for the projects for environment protection in 2018 on the area of CBC	2017/2018
Faculty of Ecology Travnik	International conference “Ecological crime and Ecological law as a modern form of legal problem of countries in transition in the 21st century”, as a main applicant International University Travnik, Faculty of Ecology with partners Faculty of Detectives and Criminology, European University, Republic of Macedonia i European College of Kosovo. ZA WESTERN BALKANS FUND	2017/2018
Faculty of Ecology Travnik	ECOBIAS PROJECT, ZA ERASMUS+ Programme under the reference number	2018/2019

IUT

	609967-EPP-1-2019-1-RS-EPPKA2-CBHE-JP.	
Faculty of Economy Travnik	Public call for showing the interest, providing services of training candidates from accounting profession For Accounting and audit comission of Bosnia and Herzegovina	2018/2019

As predicted in the program, scientifically relevant masters degrees, and in particular doctoral studies and quality mentoring, are essential, as it is known that much of the scientific activity in the world is done through doctoral studies. In order to implement the measures of academic staff advancement, the University initiated master's and doctoral studies in study programs at all organizational units of the University. All for the purpose of continuous development of young scientific staff in the mentioned fields. Most teachers from the University were appointed as mentors in the second and third cycle of study, based on records maintained by the General, Legal and Personnel Service.

Regarding the additional training for academic and administrative staff, the University has established a Center for Lifelong Learning, which offers courses in addition to education, such as the Bosnian language and the Informatics course. Since 2010, the University has organized 20 conferences and consultations on professional development and training of academic staff. The financial statements show how many funds have been allocated.

In the period from 11th of April 2016 to 11th of May 2016, the University organized a course in English for academic staff with the aim of professional development and facilitating the mobility of teachers and associates. The course was delivered by EC Interlingua L.t.d from Sarajevo under contract for the provision of pedagogical services - English language courses, No. 01-T-4/16, signed on 6th of Aprl 2016 in Travnik – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Ugovor-o-pru%C5%BEanju-pedago%C5%A1kih-usluga-Kursevi-

engleskog-jezika.pdf. Lectures were performed in the premises of the University, the course level is B1-B2. Upon completion of the course, all students received certificates of successfully completed course and attendance.

3.5.4.1. Academic Staff Publications

Publishing activity at the University is regulated by the Rulebook on Publishing Activity No. 01-06-02/18 from 16th of March 2018 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-izdava%C4%8Dkoj-djelatnosti-IUT-2018-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-mart.pdf, adopted by the Senate decision No. 01-01-03-08/18 from 16th of March 2018 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-izdavackoj-djelatnosti-2018.pdf.

The University regularly publishes publications of its own academic staff. Accordingly, on the Proposal of the Vice-Rector for Scientific Research, the Senate adopts a Decision amending the Decision adopting the Register of Domestic and International Journals and Proceedings of Scientific Meetings every academic year. According to the Proposal of the Vice-Rector for Scientific Research, the Senate adopts the Decision on modification and amendment of the Decision on approval of the Register of domestic and international journals and proceedings of scientific meetings No. 01-01-09-18/18 from 23rd of October 2018 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-izmjenama-i-dopunama-odluke-o-usvajanju-registra-domacih-i-medjunarodnih-casopisa-i-zbornika-radova-2018.pdf, and the University is approved by the Ministry of Education, Science, Culture and Sports of the CBC to the Register of Domestic and International Journals and Proceedings from Scientific Meetings of International University Travnik, under number 03-38-1256/18-3 from 31st of January 2019 – available on the official website stranici http://iu-travnik.com/wp-content/uploads/2019/11/Odobrenje-registra-2019-3.pdf The basic task of publishing activities at the University is to contribute to the development of teaching, scientific, educational and other activities of the University.

Publishing activities at the University incorporate the publishing of textbooks, books, book translations, monographs of authors, teachers and associates, reports from professional and scientific conferences, congresses and symposia organized by the University, official and periodicals, various printed editions, CDs and other discs, videos and soundtracks, and other release forms. The basic task of publishing activities at the University is to contribute to the development of teaching, scientific, educational and other activities of the University and organizational units (faculties), and to encourage creativity in them.

From 2014 to 2019, a total of 41 books were published at International University Travnik. In total, most books are published by the organizational unit of the Faculty of Economics, then the Faculty of Traffic and Transport Engineering, the Faculty of Media and Communication and the Faculty of Politechnical Sciences have the same number of issues, followed by the Faculty of Law, the Faculty of Ecology, while only the Faculty of Information Technology has not yet published a book. In 2018, the largest number of books was published. This information is presented in the following table and graph

Table 28. List of published books from 2014 to 2019

List of published books in 2014					
No.	**Book title**	**ISBN**	**Author(s)**	**Year**	**Publisher**
1.	Management Basics - Practicum	978-9958-527-11-1	Enes Huseinagić Mujo Fišo Jasmin Jusufranić Mirsad Imamović	2014.	International University Travnik
2.	Alopecia areata	978-9958-527-10-4	Emina Kasumagić-Halilović	2014.	International University Travnik
3.	Aerodynamics and its Application	978-9958-527-14-2	Mirjana Puharić Dragan Petrović	2014.	International University Travnik

4.	Urban Passenger Transport Systems	978-9958-527-13-5	Ibrahim Jusufranić Gradimir Stefanović	2014.	International University Travnik
5.	Compliance Audit in Corporate and Public Economy	978-9958-527-12-8	Muhamed Bajrić	2014.	International University Travnik
List of published books in 2015					
1.	The Man from Disgrace	978-9958-527-15-9	Redžo Butković	2015.	International University Travnik
2.	Principles and organization of European Union	978-1234-567-89-7	Sakib Kurtić Selma Otuzbir Remzija Kadrić	2015.	International University Travnik
3.	Traffic Law	978-9958-527-17-3	Rajko Kasagić	2015.	International University Travnik
4.	Entrepreneur and Entrepreneurship	978-9958-527-18-0	Salih Bučuk	2015.	International University Travnik
5.	Introduction in the Media and Communication	978-9993-812-57-9	Miloš Babić	2015.	International University Travnik
6.	Basics of Law and Business Law	978-9958-527-19-7	Rajko Kasagić Alisa Sakić	2015	International University Travnik
7.	Cadaster of Urban Greenery and Medicinal Herbs	978-9958-527-20-3	Mufik Muslić	2015	International University Travnik

List of published books in 2016					
1.	Financial Accounting – Basics with MRS and MSFI	978-9958-527-21-0	Muhamed Bajrić	2016	International University Travnik
2.	Significantly Reduced Compliance in Criminal Law in Bosnia and Herzegovina	978-9958-527-22-7	Sedžad Milanović	2016	International University Travnik
3.	Flight Control	978-9958-527-23-4	Radoje Karadžić	2016	International University Travnik
4.	Opening and Financing Models of Small Family Businesses	978-9958-527-24-1	Husein Mehmedović	2016	International University Travnik
5.	Economic Ideas: Between Local and Global, Entrepreneurial and Predestined, Individual and Massive, Monistic and Pluralistic, Institutional and Alternative	978-9958-527-25-8	Ibrahim Jusufranić, Veselin Drašković	2016	International University Travnik
6.	Electronic Elements and Sets	978-9958-527-26-5	Ferid Softić, Alija Jusić	2016	International University Travnik
7.	Drinking Water Treatment	978-9958-527-27-2	Božidarka Arsenović	2016	International University Travnik
List of published books in 2017					

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1.	Political Systems	978-9958-527-28-9	Kemal Brkić	2017	International University Travnik
2.	Engineering Geology	978-9958-527-29-6	Ermedin Halilbegović	2017	International University Travnik
3.	Business Opportunities and (Self) Employment Opportunities in Agriculture	978-9958-527-30-2	Husein Mehmedović	2017	International University Travnik
4.	Methodical Collection of Tasks and Integral Calculations, Functions Two and More Variable	978-9958-527-32-6	Emir Turković Anela Hrnjčić	2017	International University Travnik
5.	Traffic Systems – Theory – Transport – Technology – Trends	978-9958-527-31-9	Ibrahim Jusufranić	2017	International University Travnik
6.	Intelligent Transportation Systems – Information and Communication Technologies in Traffic and Logistics	978-9958-527-33-3	Danislav Drašković	2017	International University Travnik
7.	Management Lexicon	978-9958-527-34-0	Enes Huseinagić i saradnici	2017	International University Travnik
8.	MonoGraphics of IUT	978-9958-527-35-7	IUT	2017	International University Travnik
List of published books in 2018					

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1.	Marketing in Tourism	978-9958-527-36-4	Duško Stić	2018	International University Travnik
2.	Tasks in Engineering Thermodynamics	978-9958-527-37-1	Emir Turković Slavko Đurić	2018	International University Travnik
3.	Financial Markets, Instruments and Institutions	978-9958-527-38-8	Husein Mehmedović Saša Gavranović Goran Šijan	2018	International University Travnik
4.	Management Basics – Second Amended Edition	978-9958-527-39-5	Enes Huseinagić	2018	International University Travnik
5.	Engineering Electromagnetics through Mathematical Analysis	978-9958-527-41-8	Turković Emir Miladin Jurošević	2018	International University Travnik
6.	Media Literacy vs. Political Manipulations	978-9958-527-40-1	Sabahudin Hadžialić	2018	International University Travnik
7.	International Economy	978-9958-527-42-5	Ibrahim Jusufranić Olgica Nestorović	2018	International University Travnik
8.	Contemporary Organization Management	978-9958-527-43-2	Suljo Suljić Azra Suljić	2018	International University Travnik
9.	Traffic GeoGraphics	978-9958-527-44-9	Kornelija Ristić Tešo Ristić	2018	International University Travnik

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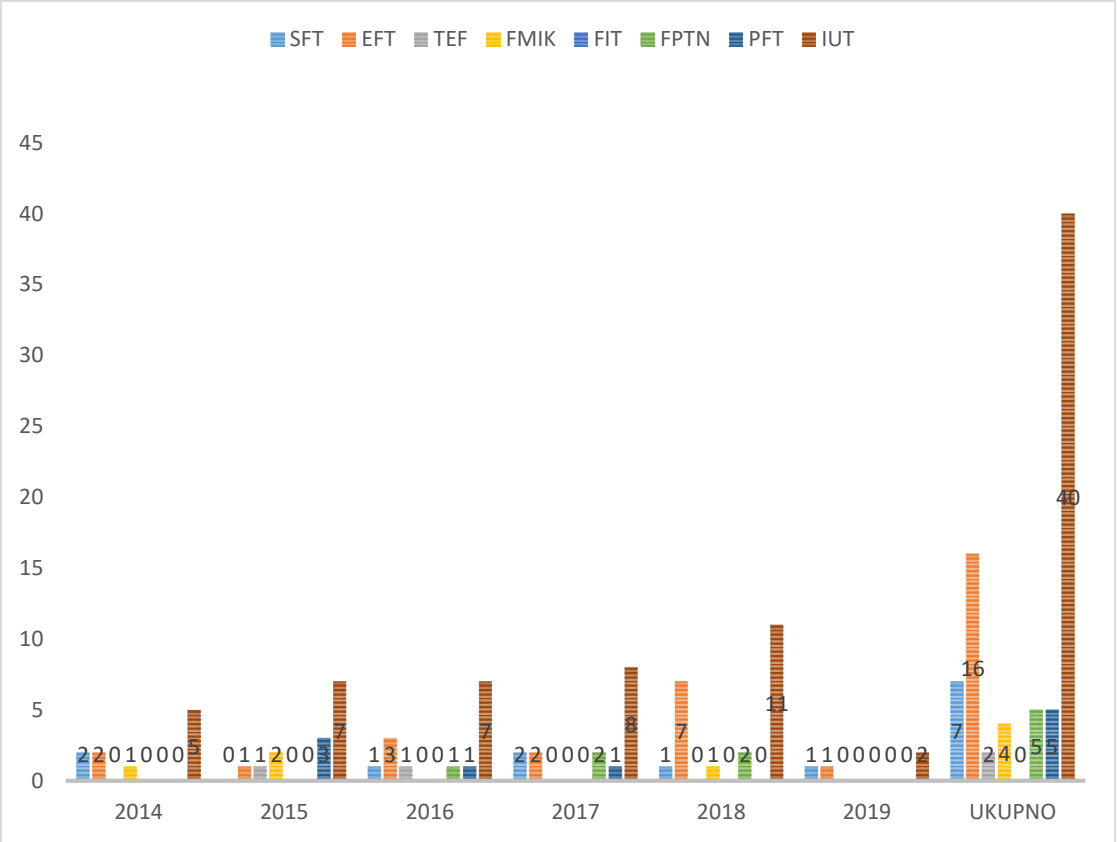
10.	Company Organization	978-9958-528-45-6	Ibrahim Jusufranić	2018	International University Travnik
11.	Company Economics	978-9958-527-46-3	Ibrahim Jusufranić	2018	International University Travnik
List of published books in 2019					
1.	Basics of Monetary and International Finance	978-9958-527-47-0	Husein Mehmedović	2019	International University Travnik
2.	Air Traffic Management – Aviation Communications	In progress	Nenad Kapor Tomislav Jovanović Andrej Urošević	2019	International University Travnik
3.	Environmental Engineering	In progress	Božidarka Arsenović	2019	International University Travnik

Table 29. Number of published books per organizational units at the University from 2014 to 2019

Organizational units UNIVERSITY								
Year	SFT	EFT	TEF	FMIK	FIT	FPTN	PFT	UNIVERSITY
2014	2	2	0	1	0	0	0	5
2015	0	1	1	2	0	0	3	7
2016	1	3	1	0	0	1	1	7

2017	2	2	0	0	0	2	1	8[1]
2018	1	7	0	1	0	2	0	11
2019	1	1	1	0	0	0	0	3
TOTAL	**7**	**16**	**3**	**4**	**0**	**5**	**5**	**41**

Graph 13. Number of publishedbooks per organizational unit at the University from 2014 to 2019



Also, it is important to emphasize that in addition to books, International University Travnik also publishes serials, i.e., Proceedings and Scientific Journal. From 2010 a total of 20 editions of the

[1] Obzirom da je Univerzitet izdao Monografiju ovaj broj je 8 a ne 7.

Proceedings have been published and from 2013 to the present, 13 scientific journals have been published, which are available on the official website: http://iu-travnik.com/naucni-casopis/.

3.5.5. Higher education institution provides opportunities for professional development of employees and encourages them to use those opportunities

Counseling and conferences at the University are held at least twice a year with the primary goal of hiring academic staff to write papers and participate in the conference. The goal is to increase the efficiency of cooperation between the University and business entities in Bosnia and Herzegovina, it means to increase the competitiveness of enterprises and adapt to changes in the environment. From academic year 2014/2015 to 2019/20, a total of 12 scientific conferences and consultations with international participation were held.

Table 30. Comparative analysis of counselling and conferences

No.	Counselling title	Faculty - organizer	Number of authors	Number of authors from the University	Number of papers	Number of countries
1	Contemporary Trends in Traffic, Logistics and Ecology in Function of Sustainable Development	SFT TEF	131	22	77	9
2	Legal and Economic Aspects of Integration of Countries of Southeastern Europe with special Review of Bosnia and Herzegovina	EFT PFT	82	32	53	4

3	Traffic and Ecological Issues of Countries in Transition from the View of European Union Integration	SFT TEF	109	36	48	4
4	Transitional Challenges in Bosnia and Herzegovina and Western Balkan Countries from Legal, Economic and Communication Point of View	EFT PFT FMIK	85	41	45	5
5	Innovative Technologies in the Function of Solving Traffic and Ecologic Issues of Countries in Transition	SFT TEF	82	33	46	5
6	Corporative Safety in Bosnia and Herzegovina and Western Balkan Countries from Legal, Economic and Communication Point of View	EFT PFT FMIK	122	49	76	6
7	Traffic, Ecological and Economic Issues and	SFT	127	54	71	6

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	Perspective of Solution in s Western Balkan Countries with a Review of Bosnia and Herzegovina	TEF				
8	Economic /Legal/Communication Aspects of Western Balkan Countries with Special Review of Bosnia and Herzegovina, in the Process of Access to European Union	EFT PFT FMIK	112	55	72	6
9	Trends, Technology Innovations and Digitalization in Traffic, Ecology and Logistics in the Function of Sustainable Development	SFT TEF	111	41	62	7
10	Trends of Western Balkan Countries Based on Knowledge with Special Review of Bosnia and Herzegovina in the	EFT PFT FMIK	115	53	65	7

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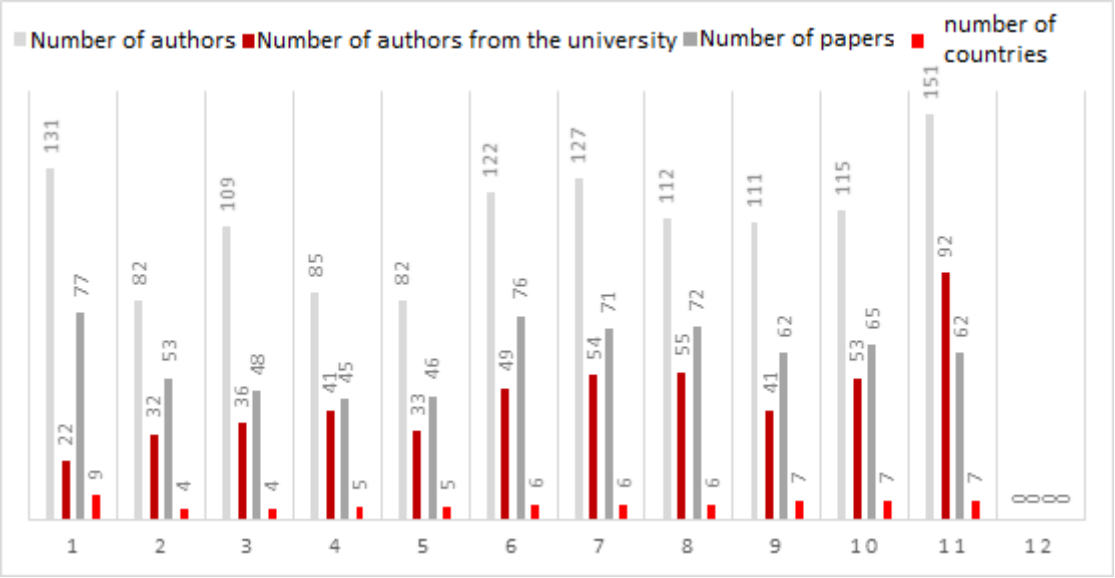
	Process of Accession to European Union					
11	Innovation and Research in the Function of Technical and Technological Changes in Traffic, Ecology and Logistics	SFT TEF	151	92	62	7
12	Economy and Globalization, Rule of Law and Media in Digitalization Conditions in Western Balkan Countries	EFT PFT FMIK	-	-	-	-

Graph 14. A comparative analysis of counseling review



In 2018, the number of papers is lower than the previous year. Most of the papers were published by employees of the Faculty of Pollitehnical Sciences, the Faculty of Economics, then the Faculty

of Ecology, the Faculty of Media and Communications, the Faculty of Law, and the Faculty of Traffic and Transportation Engineering.

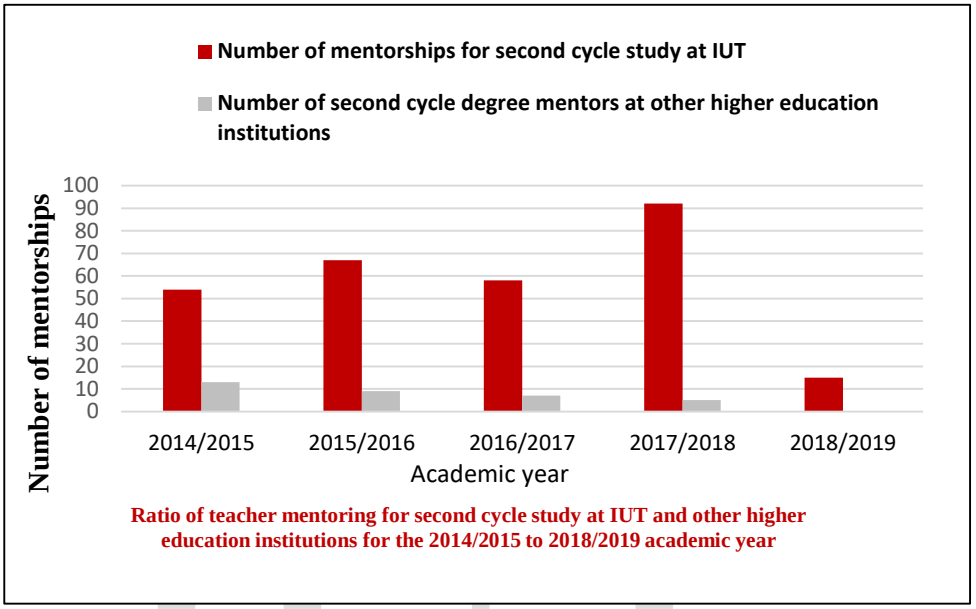
Although staff from the Faculty of Media and Communication and the Faculty of Polytechnic Sciences are less likely to participated in conferences organized by the University in 2018, a considerable number of papers have been published in other journals and other conferences.

Table 31. Overview of published papers at other higher education institutions by year and organizational unit from 2011 to 2018

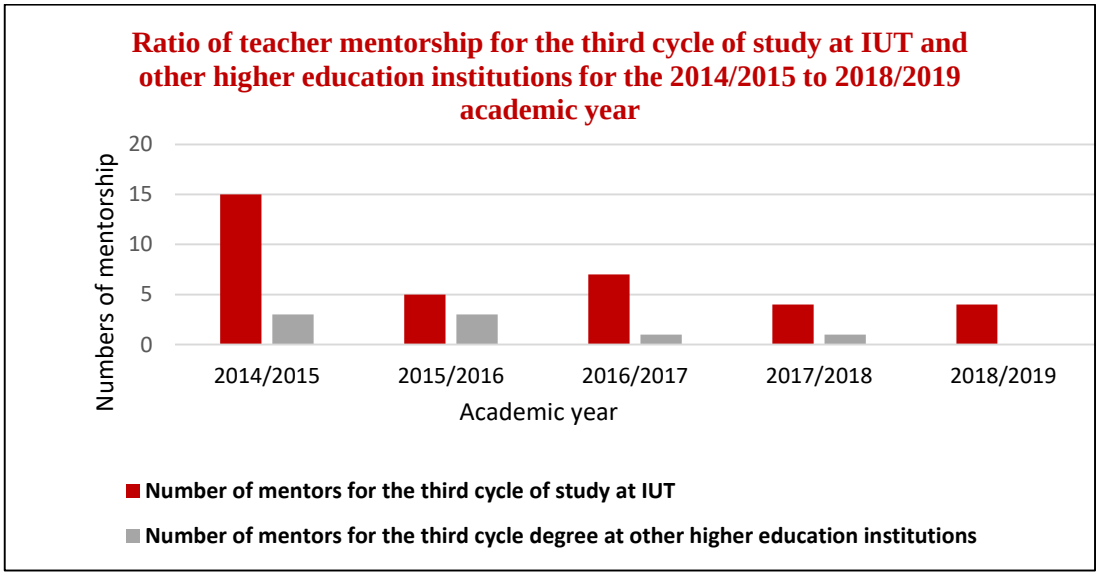
Organizational unit	Number of papers 2011	Number of papers 2012	Number of papers 2013	Number of papers 2014	Number of papers 2015	Number of papers 2016	Number of papers 2017	Number of papers 2018
EFT	2	0	46	47	21	17	20	9
SFT	5	5	37	15	5	4	6	1
TEF	1	5	22	30	20	14	18	8
FMIK	0	4	27	16	19	6	17	5
PFT	0	1	17	19	6	2	5	2
FPTN	0	0	31	19	37	15	38	18
Total	**8**	**15**	**180**	**146**	**108**	**58**	**104**	**43**

The University keeps records of activities through mentoring at the University and other higher education institutions, which are realized by teaching staff.

Graph 15. Comparative presentation of mentoring in the second cycle of study at the University and other higher education institutions for the period from 2014/2015 to 2018/2019



Graph 16. Comparative review of teacher mentoring for the third cycle of study at the University and other higher education institutions for the period from 2014/2015 to 2018/2019



A total number of mentorship in the period from 2014/2015 to 2018/2019 was followed by a growth with slight decrease in 2016/2017. Teachers hired at International University Travnik in Travnik from 2014/2015 to 2018/2019 had a number of mentorships at other higher education institutions, which confirms that the University is encouraged to mentor at other higher education institutions.

Teachers hired at International University Travnik in Travnik from 2014/2015 to 2018/2019 had a number of mentorships for the third cycle of study at other higher education institutions, which confirms that the University is encouraged to mentor at other higher education institutions.

3.6. LEARNING RESOURCES AND STUDENT SUPPORT

3.6.1. Higher education institution has enough resources (classrooms, laboratories and laboratory equipment, computers, individual and group learning areas, etc.) and conditions for all staff and students

In April 2017, the University moved to the premises of the newly constructed building, at Aleja Konzula-Meljanac bb. Travnik, which has 10,195.53 m2 of space. University received a decision by the Department of Urbanism, Construction, Cadastre and Property Law on 14th of March 2017 and on 5th of December 2017 the approvement for the use of the business-educational facility was issued - http://iu-travnik.com/rektor-iut-a-ibrahim-jusufranic-preseljenje-u-novu-zgradu-je-kruna-desetogodisnjeg-uspjesnog-rada/. The building was built on three levels and designed architecturally for the purpose of functioning of the university community.

The University has the resources and satisfies all the spatial capacities for the smooth performance of educational activities, in order to create optimal conditions of study at the University, which provide support in the process of knowledge transfer. All available resources are used efficiently with regard to state-of-the-art classrooms for teaching, labs and equipment, as well as computers and computer equipment to track global trends. The University's resources and infrastructure are presented in the following table.

Table 32. Resource and Infrastructure review in 2019/2020

RESOURCES AND INFRASTRUCTURE	
Total building area [m^2]	10.195,53
Total useful space area [m^2]	4.101,34
Classroom area [m^2]	1.858,04
Library area [m^2]	89,11
Laboratory area [m^2]	151,05
Student standard area (accommodation, food, recreation) [m^2]	222,66
Amphitheaters and/or large classrooms	3
Number of classrooms	23
Number of student teaching seats	1.251
Number of computer classrooms	2
Number of computers in computer classrooms	42
Number of computers in other rooms	70
A total number of computers	112
A total number of laboratories	2
Total number of library units	14.297
A total number of books in the library	6.949
Number of Library Employees	1
A total number of administrative staff	49
A total number of staff in student services	6

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The optimal surface area for a student is different for individual fields of study, and according to the Standards and Norms of the Central Bosnia Canton, the optimal area per student for the respective field of study is shown in the following table.

Table 33. Optimal area per student for the respective field of study

No	FIELD OF STUDY – SCIENCE	The optimal surface area per student
1.	**Technical Sciences**	**15m^2**
2.	**Biotechnical sciences**	**12m^2**
3.	**Social Sciences**	**6m^2**

The minimum surface per student for each area of study may not be less than 70% of the area presented in the previous table. The University has a total building area of 10,195.53 m2, and the total number of students is 2000, classes are held from 8am to 10pm , which means that students are divided into three groups, and each student has 15m2 available, where standards and norms are fully respected when it comes to the surface intended for one student.

The University also has two laboratories, namely the Faculty of Traffic and Transport Engineering and the Faculty of Ecology. The laboratories were initially provided for the practical teaching and exercises of particular subjects, which planned in the curriculum. The laboratory of the Faculty of Ecology is specially equipped with modern equipment necessary for performing and carrying out experiments, which in addition to modern equipment also has the standard BAS 17025: 2018, which regulates the work and quality of the laboratory. The same was received from the Institute for Standardization on 4th of March 2019 and prominent in the laboratory room of the Faculty of Ecology Travnik in Travnik.

All premises of the University have access for disabled persons and other persons such as specialized wheelchair access, and lift intended for use, then rooms such as restrooms, amphitheater, laboratories and other rooms. The standards and norms determine the obligation of the University to provide sanitary facilities and an adequate number of toilets in accordance with the number of students at the same time staying in the premises of a higher education institution, that is, one cabin for 80 students staying in the same shift. The University has separate toilets for

users. The university has 11 toilets, or 42 cabins, it means 47 students have one cabin so that the ratio of students to cabins in the toilets fully meets the prescribed standards.

The University also has 4 parking spaces for persons with disabilities as well as physical protection located at the entrance to the University building.

Business with supporting staff operates on the principle of concluded contracts. The entire facility is covered by video surveillance, which further contributes to the protection of both staff and students.

The University has a contract with the Master clean company, as the support staff of the University, who are in charge of maintaining the cleanliness of the University. The role of support staff is particularly important in the implementation of the academic process. The University fully meets the requirements in terms of modern computer equipment and computers that ensure the quality of teaching, as well as the achievement of goals and more efficient performance of assignments. The total number of computers at the University is 112, and in the computer classrooms, each student has a computer, and each classroom at the University has a computer and a projector. The University has MS Windows licenses distributed to each employee along with a licensed MS Office. The licenses are also distributed on computers located in the lecture halls for teaching. Also, computers are placed within the university hallways for student use. All listed rooms that have IT equipment have Internet connections. Internet connection is permanent and is realized through two packages, one intended for business purposes and the other intended to provide Internet access to guests / students through a separate IP segment.

3.6.2. Higher education institution has a library equipped with an adequate number of library resources in printed and electronic form and appropriate space and equipment of library services both for academic staff and students

The work of the library is governed by the Library's Rules of Procedure No. 01-06-10 / 19 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-radu-biblioteke-2019-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-mart.pdf, adopted at Senate session by Decision No. 01-01-03-04/19 from 18th of March 2019 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-radu-biblioteke-2019.pdf. The Library performs its activities in accordance with the

Law on Library Activity, and according to the standards governing the activities, staffing and technical conditions, and their main task (Article 4 of the Library Rules):

- Collecting and organizing library materials and matching procurement to customer needs,
- Professional and technical processing, keeping, and implementation of measures for the protection of library material,
- Development of newsletters, catalogs, bibliographies and other information goods,
- Participating in the creation of group catalogs and databases,
- Making library materials and information accessible to users according to their needs and requirements,
- Ensuring the use and borrowing of library material and information flows,
- Encouraging and assisting users in selecting and using library materials, information goods and resources,
- Keeping records of materials and users,
- Monitoring of publishing activities at home and abroad.
- Carrying out bibliographic and information activities,
- User education,
- Cooperation with libraries within the Bosnia and Herzegovina library system.

The University has a library that has a sufficient number of copies of both printed and electronic literature for each study program. Currently, the library has 14,297 library units, of which 6,949 are in print, while 3,270 are in electronic form and 1,012 journals, 3,347 final papers, 468 master's and 55 doctoral theses. Library is being enriched with new titles in coordination with prodessors and students and archives are maintained electronically in accordance with library standards.

The library space consists of three parts: a library, a reading room and an auxiliary library. The total area of the library is 68.72 square meters, the total area of the reading room is 80.37 square meters, while the total area of the auxiliary library is 20.15 square meters. The library and reading room are adequately equipped to benefit students as well as administrative staff.

The University Library has a collaboration agreement with the Public Institution National University Library “Derviš Sušić” Tuzla. A plan to Library and reading room to be together but in the same time separated in order to make easier studens' approach to the resources has been

achieved. The University Library is open every working day and on Saturdays from 09:00 to 15:00 for students as well as for external users.

The University Library can be used under different conditions (Rulebook on the Library, Article 13):

- IUT students, or faculty,
- University teachers, associates and scholars,
- Other employees of the University,
- Teachers, associates and scholars from other higher education and scientific institutions,
- External users.

In 2018/2019 a total of 14.680,96 BAM was spent on the purchasing of books. The University is subscribed to Student Magazine, and the monthly subscription amount is 100.00 BAM. Also in the library is available the scientific journal of the International University Travnik "Science and Technology", whose printing and publishing is funded by the University itself.

The collection of library and information materials mostly represented books in the BHS (Bosnian/Croatian/Serbian) language, and there is a total of 9843 titles, followed by English titles 452, while other languages were represented to a lesser extent - German with 49 titles, Russian with 18 titles, Turkish with 20 , in Hungarian there are 10 titles. The collection contains bilingual books written in Croatian and English or English and Russian and such titles are in the group of combinations of languages and there are 30 of them in the entire collection.

Table 34. Language representation in the collection of library and information material

Language	Number of titles
Bosnian/Croatian/Serbian	13.713
English	452
German	49
Russian	18

Turkish	20
Arabic	5
Hungarian	10
A combination of languages	30
Total	**14.297**

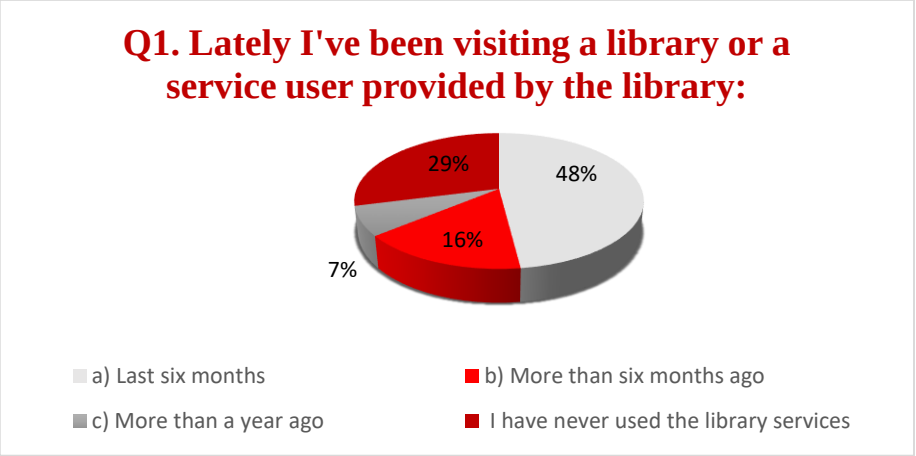
Graph 17. Language representation in the collection of library and information material

Students of the University can use e-library as well (http://iu-travnik.com/biblioteka/). The e-library provides access to a collection of textbooks from all seven faculties of the University. Books in full text can be searched by author name, title, keyword and year of publication. The development of the e-library is continuing and it is anticipated that other published works of the University will be stored. The "e-library" is a digital library, and this service allows you to borrow digital media such as e-books, e-audio for a limited time by simply downloading it from our e-library. You can rent in our e-library simply by clicking 24 hours a day, seven days a week. The e-library can be used by all interested who are registered as users in the library. The literature is in Bosnian, Croatian, Serbian, English, as well as magazines. The alignment of resources with the curriculum is satisfactory. One of the functions of the library is to ensure the availability of student textbook literature and one that can be used freely. The mentioned literature refers to the literature

required for students to prepare for the exam (exam literature), but also to the literature found in the library for the current year in multiple copies. Of course, before to all these procedures, consultations with teachers are needed to align the curriculum with the borrowing the literature.

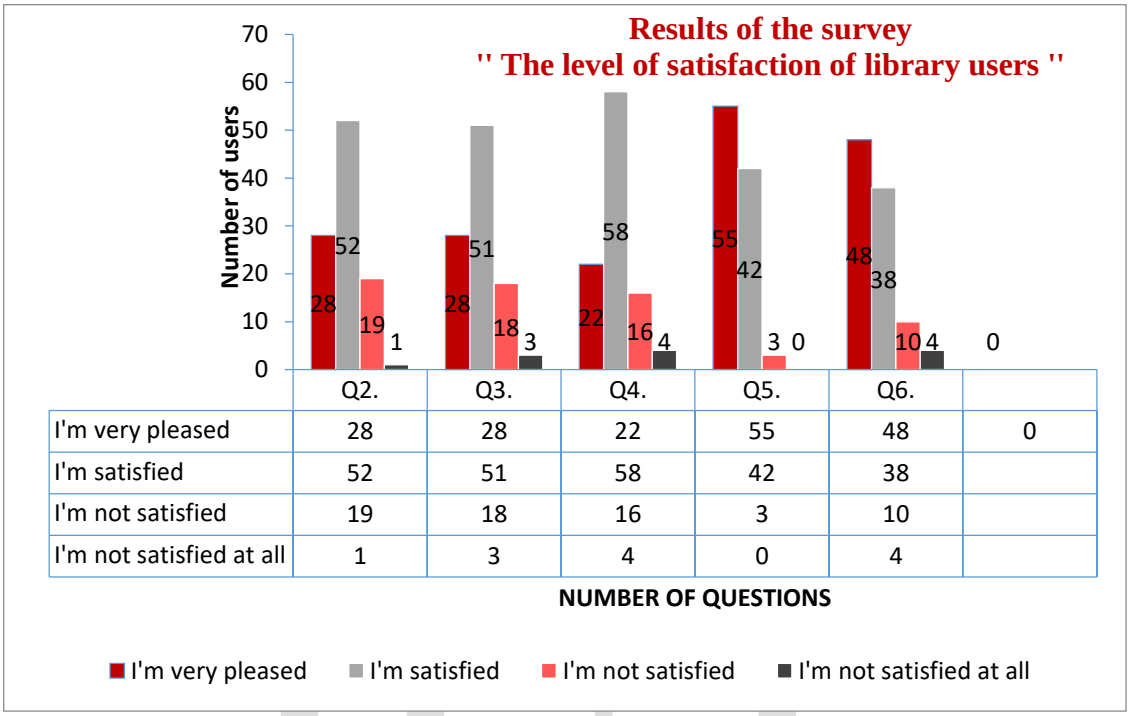
In accordance with the Rulebook on Student Evaluation of Teaching Effectiveness and Teacher / Associate Performance, a survey is conducted. The main objective of the surveys is to determine the level of satisfaction of the library users and the survey consists of six questions. Questions were raised regarding the frequency of use of certain services as well as their satisfaction with and satisfaction with the overall service. The survey offered a blank field where respondents could give free comment, praise or criticism pertaining to the University Library.

Graph 18. Results of the Library User Satisfaction Survey, question 1



The majority of students answered the question during which period they used the services or visited the library in the last six months, or 48%. 29% said they had never used the library services, 16% had used it more than six months ago and 7% said they had used the services more than a year ago.

Graph 19. Results of the Library User Satisfaction Survey, question 2-6.



Answers to the question if they were satisfied with the services provided by the library, the graph shows that users were satisfied with the services provided by the library, so 52% of students were satisfied with the services of the library, 28% said they were very satisfied, 19% said they were not satisfied while 1% of students said they were not satisfied at all.

The third question concerned satisfaction with the availability of library resources (professional literature, foreign literature, journals). The response from the users shows that 51% (most) are satisfied with the availability of library material, 28% are very satisfied, 18% have stated that they are not satisfied, while 3% of students have stated that they are not satisfied at all.

When asked if they were satisfied with the degree of computerization of the library, students answered with 58% that they were satisfied, 22% that they were very satisfied, 16% that they were not satisfied, and 4% of them were not at all satisfied with the degree of computerization of the library.

When asked if they were familiar with and used the e-library services, 41% said that they were familiar with the e-library but did not use the services of the e-library, 36% of respondents were

not at all familiar with the use of the e-library, while only 23% of respondents were familiar with and had the opportunity to use e-library services.

In the sixth question, the respondents were asked to express their opinion on the satisfaction of the library staff, the kindness and the help in finding certain literature in the four offered answers. On the basis of the questions, 48% said they were very satisfied, 38% were satisfied, 10% were not satisfied and the remaining 4% said they were not at all satisfied with the service of the library staff as well as assistance in finding the literature provided.

3.6.3. Higher education institution systematically and effectively plans, uses and verifies its resources, in accordance with the strategic plan

The University has a plan for investing funds to improve the infrastructure resources that accompany the development of the University Strategy. At the beginning of each year, the University's financial plan for that year is adopted, and at the end of the year a performance report is submitted. Periodically, the University evaluates the use of resources through surveys among students and staff of the University. Based on the above mentioned, in 2018/2019 the quality of physical resources survey was conducted on 1st of January and it was adopted by the Senate Decision No. 01-01-02-02 / 19 from 18th of February 2019 - available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-provodjenju-anketiranja-studenata-201819.pdf, which was conducted from 4th of March 2019 to 9th of March 2019. The answers to the following questions were provided (the complete analysis for the academic year 2018/2019 is available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/REZULTATI-PROVEDENE-ANKETE-Ocjena-kvaliteta-fizi%C4%8Dkih-resursa-2018-2019.pdf

- Does the location of the IUT building meet your criteria?
- Does the overall size of the IUT building meet your criteria?
- Does the IUT provide adequate space for conducting and delivering lectures and exercises?
- Does IUT provide adequate workspace for teachers and associates?
- Does the IUT provide adequate workspace for the administrative staff?

• Does the IUT provide adequate space for the library to operate?

• Are you satisfied with the library's opening hours?

• Does the library hold a sufficient number of textbooks?

• Does IUT have the appropriate technical equipment for modern teaching?

• Is IUT's technical equipment safe for teaching and learning?

• Are you satisfied with your Internet connection at IUT?

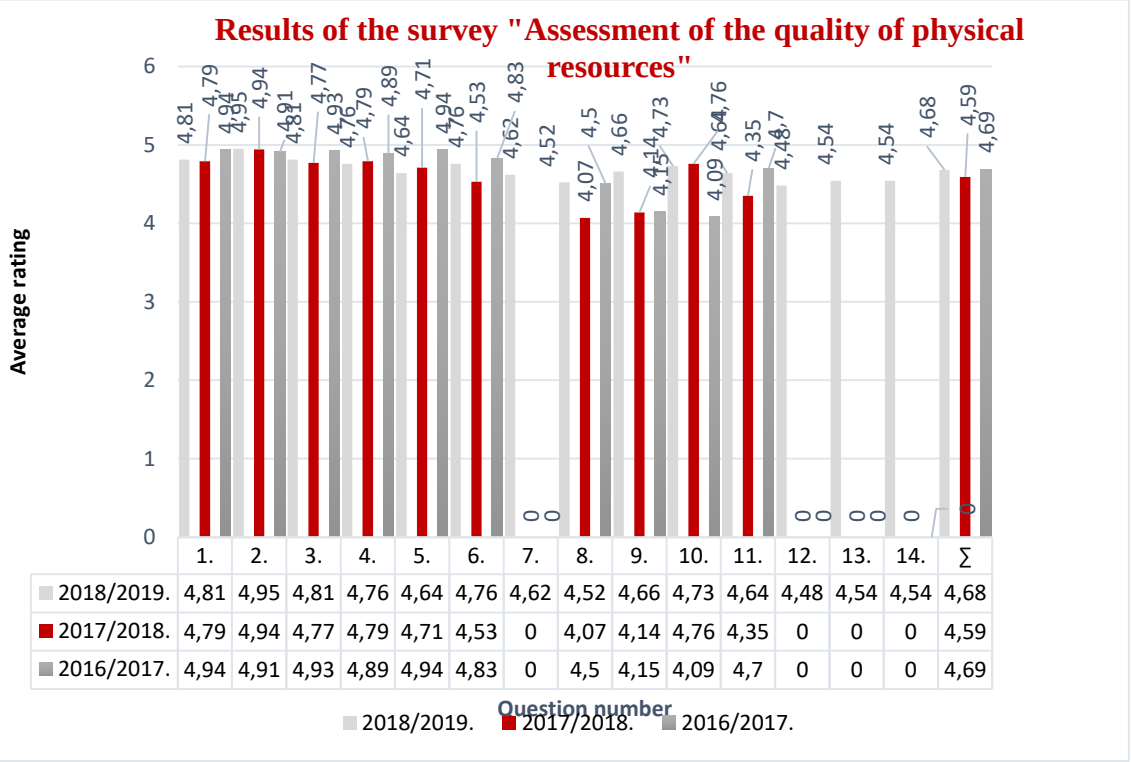
• Are you familiar with the appeal procedure - the procedure for annulment of the exam and the procedure for objection?

• Are you familiar with how you can find the Curriculum for the appropriate study cycle?

• Are physical resources available to persons with dissabilities?

In a survey conducted in academic year2018/2019, a total of 1,382 students participated. Out of this number, 20 invalid papers were not fully filled. The following Graph shows the comparative grades that students have assigned for the quality of physical resources in the last three academic years.

Graph 20. Overall average quality grade of physical resources for academic year 2018/2019

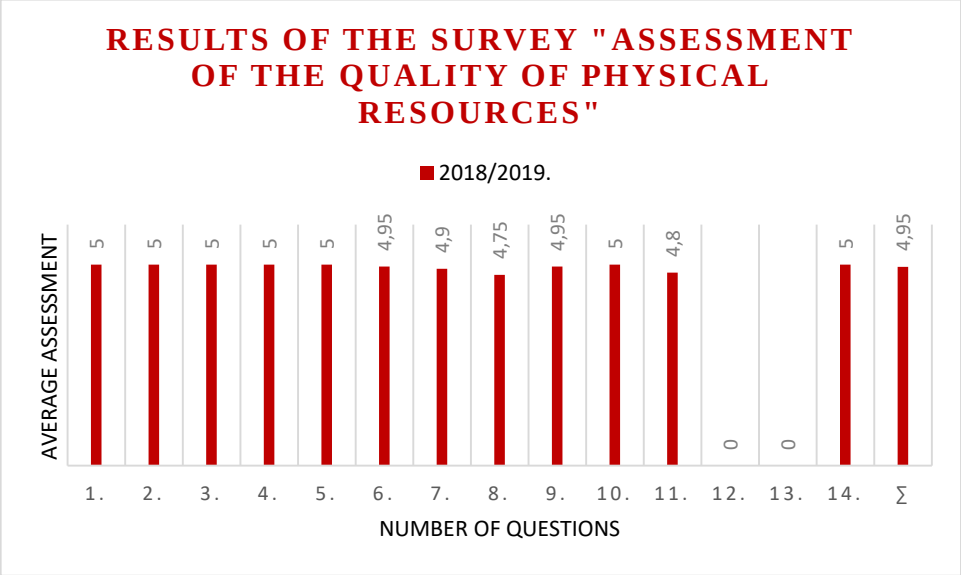


	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	∑
2018/2019.	4,81	4,95	4,81	4,76	4,64	4,76	4,62	4,52	4,66	4,73	4,64	4,48	4,54	4,54	4,68
2017/2018.	4,79	4,94	4,77	4,79	4,71	4,53	0	4,07	4,14	4,76	4,35	0	0	0	4,59
2016/2017.	4,94	4,91	4,93	4,89	4,94	4,83	0	4,5	4,15	4,09	4,7	0	0	0	4,69

Overall average quality grade of physical resources for academic year 2018/2019 is 4.68 and is higher than the previous academic year when it was 4.59. Also, in academic year 2016/2017 the average rating was 4.69. Based on the average grades, it can be concluded that the assessment of the quality of physical resources is at a satisfactory level, and one of the reasons is the move to the new premises of the University. Students did not hide their satisfaction through the survey questions, that is, the way they scored each of the questions in the survey regarding the quality of physical resources.

In order to support the teaching process, the University has available resources and regularly evaluates the University staff through a survey to gather opinion on the availability and adequacy of resources. On this basis, the resources are included in the financial plan at the beginning of the year, in order to achieve the desired results and the main objective reflected in improving the efficiency of work. In the academic year 2018/2019 all employees completed the Quality Assessment of Physical Resources Survey. A total of 131 questionnaires were filled out, i.e. 100% of the survey, 102 of which were filled by academic staff and 29 by administrative staff of the University. The University staff did not answer questions 12 and 13, and on that basis, the results are shown in the following Graph.

Graph 21. Results of the survey "The assessment of the quality of physical resources" conducted among the staff of the University in academic year 2018/2019



Results of the survey The assessment of the quality of physical resources conducted among the staff of the University is satisfactory. Employees are satisfied with the resources available, and the average score is 4.95 for all questions.

The results of the surveys are discussed at the University Senate and thus measures for improvement are made and available on the official website of the University. The analyzes are based on indicators in accordance with Central Bosnia Canton Standards and Regulations, so the University fills in and provides sufficient resources (classrooms, labs and equipment, library resources, computers, and individual and group learning spaces) for all staff and enrolled students to ensure the improvement of the environment and support their efficient use. In accordance with the Standards and Norms of the Central Bosnia Canton of Higher Education, the University plans to invest financially through a financial plan at the beginning of the year, so that part of its annual revenue is invested in improving physical resources. The University fully provides the students with the information equipment for quality teaching and access to the Internet. The library is also equipped with the required number of library units in print and electronic form, as well as adequate space for normal use of library services. Data on physical resources are available through the University's annual inventory. When it comes to computer equipment, it can be said that the University meets all the standards and norms criteria, and provides one computer to five students of a large group of students, full-time or part-time in computer classrooms. There is a computer and a projector in each classroom, where this is required. Since there are three student computers in the university hallways, according to the norms, this requirement is fulfilled that one computer goes to 1,000 students, in an accessible place in the building, with the help of which students can access the Internet and perform the basic activities required of them on a daily basis -scientific process such as registering for exams, informing from the website and the like. All full-time employees have one computer in the office, which is also prescribed by the standards. The room intended for student representative bodies should have one computer, and in relation to this, on the third floor of the University there is a room of the Student Parliament, which the representatives use for their needs, and it is equipped with a computer. By Standards and Regulations, all computers must have adequate hardware, a minimum Pentium 4 processor or other compatible, 2.1 GHz processor speed, 1Gb memory, Windows XP, or a later operating system. All computers at the University meet the aforementioned characteristics of computers for the purpose of quality teaching.

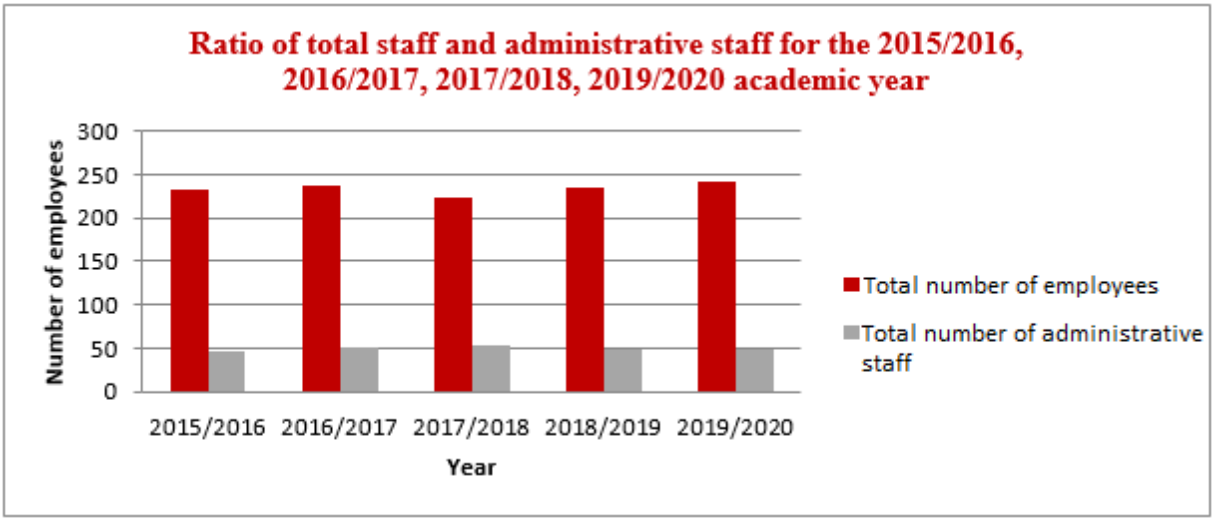
3.6.4. Higher education institution employs a sufficient number of administrative and supporting staff

Out of the total number of staff at the University, i.e. 241 employees, administrative staff numbers 49 in the academic year 2019/2020. According to the Standards and norms for performing higher education activities in the area of Central Bosnia Canton, regarding the number of administrative staff according to Article 27 of the mentioned Standards and norms, the number of employees for performing administrative, accounting-financial, other general and technical tasks or managerial-professional tasks **(**http://iu-travnik.com/wp-content/uploads/2019/02/S-T-A-N-D-A-R-D-E-I-N-O-R-M-A-T-I-V-E1.pdf), In relation to this, in 2019/2020 a total of 49 employees of administrative staff were employed which represents 20.33% of the total number of employees at the University, which means that the University meets the standards prescribed for employees employed for performing administrative, accounting, financial and other general and technical tasks - managerial - expert jobs.

Table 35.Administrative staff for years 2015/2016, 2016/2017, 2017/2018, 2018/2019 and 2019/2020

Year	A total number of employees	Number of administrative staff	% of administrative staff
2015/2016	233	47	20,17 %
2016/2017	236	52	22,03 %
2017/2018	224	54	24,10 %
2018/2019	234	49	20,94 %
2019/2020	241	49	20,33 %

Graph 22. A total and administrative staff for 2015/2016, 2016/2017, 2017/2018, 2018/2019, and 2019/2020



Administrative staff according to gender structure from academic year 2015/2016. to 2019/2020

Table36.Administrative staff according to gender structure from academic year 2015/2016. to 2019/2020

Year	Number of administrative staff	Women	Men	% Women	% Men
2015/2016	47	40	7	85 %	15%
2016/2017	52	41	11	79%	21%
2017/2018	54	36	18	67%	33%
2018/2019	49	33	16	67%	33%
2019/2020	49	28	21	58%	42%

Table 37. Suppoting staff employed at the University since academic year 2015/2016 to 2019/2020

Year	A total number of supporting staff	Women
2015/2016	3	2
2016/2017	4	3
2017/2018	2	0
2018/2019	2	0
2019/2020	2	0

Administrative staff are subjected to a yearly evaluation of work through student surveys conducted by an interviewer in front of the Quality Assurance Office. The survey sought to determine student satisfaction with the quality of service provided by administrative staff. The aim of this survey is to evaluate the efficiency of administrative staff and to take measures to improve efficiency based on the results obtained. Results of the Student Survey - a review of the efficiency of administrative staff is submitted to the Senate, which decides on stimulus or possibly necessary actions. In the academic year 2018/2019 the survey on the efficiency of administrative staff was conducted on the basis of the Decision on conducting the survey of students and employees for the academic year 2018/2019 No. 01-01-02-02/19 from 18th of February 2019 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-provodjenju-anketiranja-studenata-201819.pdf, in the period from 4th of March 2019 to 9th of March 2019.

Survey The evaluation of the efficiency of administrative staff consists of the following questions:

1. The administrative officer clearly directed me to the obligations and criteria for studying at IUT;

2. The administrative officer answered my questions regularly and on time;

3. The administrative officer is available and friendly to consult;

4. The administrative officer shall make regular telephone calls;

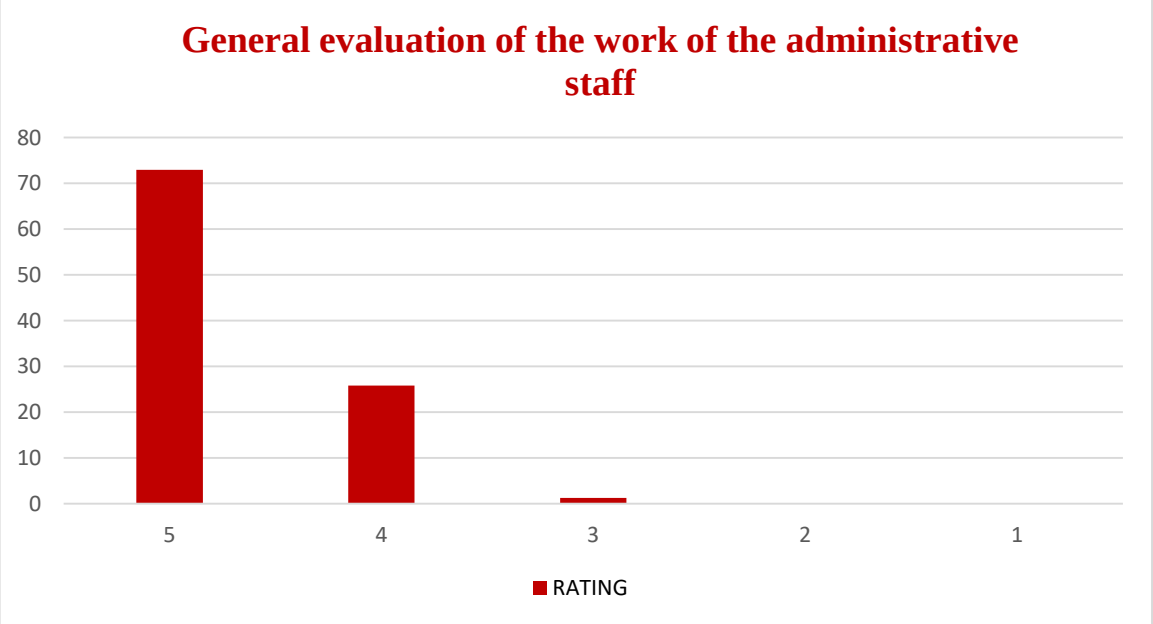
5. The administrative officer is in the workplace within the stipulated time;

6. The administrative officer treats the students correctly and with respect;

7. General evaluation of the work of the administrative staff.

A total of 96.98% of students participated, which is a satisfactory sample. The overall grade for the work of the administrative staff looks like this: 72.92% of students rated 5, 25.81% rated 4 and 1.27% rated 3. None of the students rated lower than 3. Survey results available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/ANALIZA-ANKETE-OCJENA-EFIKASNOSTI-ADMINISTRATIVNOG-OSOBLJA-2018.-2019.pdf. Na sljedećem The following Graph shows the share of grades on the question General Assessment of the Administrative Staff for 2018/2019.

Graph 23. General grade of work of administrative staff in 2018/2019



3.6.5. Higher education institution has adequate procedures and resources for conducting of its strategy for international aspects of work

At the Senate session held on 11th of April 2017, a Strategy on International cooperation of International University Travnik for the period 2017-2021 was adopted – available on the official website of the University http://iu-travnik.com/strategija-za-medjunarodnu-saradnju/in which systematic procedures for implementing the strategy are fully defined.

International mobility and recognition of student residence abroad at the University is regulated by the Rulebook on International Mobility, which was adopted at the Senate session on 6th of January 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-me%C4%91unarodnoj-mobilnosti.pdf. The Office for International Cooperation was established at the University and appointed Coordinator for International Cooperation by the Decision on Establishment of the Office for International Cooperation and Appointment of the Coordinator for International Cooperation of Travnik International University in Travnik, which was adopted at the Senate session held on 6th of January 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-uspostavljanju-ureda-za-medjunarodnu-saradnju-i-imenovanja-koordinatora-2015.pdf. On 18th of March 2019 The Decision on establishment of the office for international cooperation and appointment of the coordinator for international cooperation International University Travnik was adopted by the decision No. 01-01-03-15/19 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-izmjeni-i-dopuni-odluke-o-uspostavljanju-ureda-za-medjunarodnu-saradnju-i-imenovanja-koordinatora-2019.pdf. Coordinator for international cooperation once a year submits the Report on International Cooperation to the Senate, which is available on the official website of the University http://iu-travnik.com/ured-za-medjunarodnu-saradnju/. The Office for International Cooperation has its own web link on the official website of the University http://iu-travnik.com/ured-za-medjunarodnu-saradnju/. Teaching staff attends seminars organized to apply for international projects, so representatives of the University attended a seminar organized in Banja Luka on 23rd of February 2019, organized by Infosistem Agency.

On 17th of December 2016 The University has signed a Cooperation Agreement for the implementation of the Master Degree Program of the II cycle of study with Vilnius University in

Lithuania. Classes and Lectures for Joint Undergraduate Studies are conducted in English. The curriculum for the Master's program, as well as all information about this program, is available on the official website of the University http://www.iu-travnik.com/knf/index.html.

Cooperation agreements signed with other universities and institutions in and outside Bosnia and Herzegovina are available on the official website http://iu-travnik.com/sporazumi-sa-fakultetima-i-univerzitetima/, the General, Legal and Personnel Department keeps records of signed agreements. The financial plan to be adopted at the beginning of the year plans material and financial resources to support international activities.

3.7. INFORMATION MANAGEMENT

3.7.1. Higher education institution uses information systems for the purpose of collecting, analyzing and using information for efficiency and improvement of the teaching process, research work/art development , contribution to society development, management and administrative activities

UISBAX is an integrated, multilingual, online information system that enables the monitoring of work across all three study cycles, consisting of multiple modules. These modules include administration, student service, and teaching monitoring (module for teaching staff and module for students). The UISBAX information system is an online system, i.e. it is hosted on the cloud and operates on the principle of SaaS (Software as a service). It uses state-of-the-art technologies for both backend and frontend and database.

The basis of the whole system is Laravel framework, which is the most popular and most complete PHP framework in the world. As for the frontend web application, the Bootstrap framework was used, which allowed for responsive design of the whole application, so that it was adapted to all types of devices. UISBAX uses a relational MySQL database. The information system uses a web server with 1 GB / s internet speed for its functioning, space on the server is in RAID 50, which provides maximum security and availability of data even in case of failure on one of the hard drives. The data center also has modern security systems against Internet attacks (DDOS protection, hardware firewall).

Picture No 2. Display of information system UISBAX

The information system uses an SSL certificate that allows secure (encrypted) sending and restoration of data to the server, while data such as passwords is saved using a 256-bit hash algorithm. The Laravel Framework in which the system is built uses a modern CSRF Token method that protects the page from Cross-Site Scripting (XSS) and has a SQL injection protection system implemented, which means that unauthorized access to the database is disabled.

A backup copy of all information of the information system is made on a daily basis, as well as a backup copy of all documents uploaded to the system (materials, seminar papers, etc.). The backups are saved to a secure online location - cloud (we use a well-known worldwide company that offers cloud backup service).

The system is divided into three modules depending on which role is assigned to a specific user.

3.7.1.1. Admin module

The Admin module is a central module designed for administrators and advanced UISBAX users. It defines all the necessary parameters and elements of the system, including users, as well as the permissions and roles of users.

The Admin module includes:

• Entry of basic data into the system (countries, cities, titles, educational levels, types of secondary schools enrolled students),

• Defining and working with system users (adding users, user roles, user authorizations within the system),

• Work on the introduction and organization of faculties / departments at the university within the information system,

• Access to all other modules of the system.

3.7.1.2. Student Service Module

The most comprehensive and complex module in the system is the Student Service System. This is a module that is intended for students who work in student service, but also for users who need to have access to specific reports. This module performs all activities related to entering school years, defining syllabuses in the system, entering subjects, assigning subjects to professors and assistants, complete work with students, printing documents required by students through the system, entering and activating surveys, communication with students and other system users, etc.

The Student Service module includes:

• Defining subject types,

• Entering subjects with unique codes into the information system,

• Defining document types,

• Opening school years (automated),

• Input of teaching staff (professors and assistants) and work with their primary staff data,

• Defining the types of tests and tasks in the information system, in accordance with rules of university study,

• Defining and entering subjects according to curriculum for faculties / departments by school year,

• Assigning duties to teaching staff according to curriculum for academic years,

• Student input and work with basic student information in the information system,

• Monitoring and recording students' progress during their studies (semester certification),

• Enrollment of students in relevant subjects during the school year / semester - automated,

• Adding and monitoring surveys,

• Printing documents at the request of the student, e.g. a certificate of passed exams, a certificate of study, etc.

• Printing a list of students by faculties, departments and subjects,

• Printing statistics related to student grades (averages),

• Printing statistics related to the number of students enrolled,

• Printing statistics related to surveys,

• Communication with users via messages within the information system,

• Sending group messages to students,

• A calendar containing all activities added to the system facilitated, easy overview of activities / grades / items throughout the school year.

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3.7.1.3. Library Management Module

The Library and Library Fund Management module is intended for users who work at the University Library and it speeds up and facilitates the work of the library, as well as monitoring the status of the library fund.

Library Module includes:

• Author input,

• Entering types of literature (textbooks, professional literature, journals…),

• Bringing in a library stock,

• Book borrowing (student / professor),

• Review of the literature in charge,

• Student / professor repayment,

• Communication with users through messages within the information system.

3.7.1.4. The teaching staff module

The module for teaching staff (professors and assistants) includes:

- Dealing with subjects on charge,
- Adding materials for subjects,
- Copying materials from previous school years - automated,
- Defining the timing of lectures and exercises,
- Defining the deadline for handing over tasks,
- Defining the date of the examination deadlines,
- Student scoring based on attendance, completed assignments and exam results
- Conclusion of grades,
- Library review,
- Calendar containing all activities added to the system,
- Communication with users via messages within the information system,
- Sending group messages to students.

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3.7.1.5. The student module

The student module is intended for all students, no matter what cycle of study they attend. This module is, similar to the teaching module, arranged in a different color, in this case burgundy (red).

The module for students includes:

- Review of enrolled subjects for the school year,
- Insights into the terms of lectures, exercises, deadlines for assignments and exams
- Insight into points earned on attendance, tasks and exams,
- Uploading tasks,

• Exam registration,

• Review and download material for items,

• Sending requests for documents,

• Online index review ,,

• Communication with university staff and other students through messages within information system,

• Review of financial debits and payments,

• Library debit and debit review,

• Calendar containing all activities added to the system,

• Facilitated, easy review of activities / grades / items throughout the school year

• Review maximally adjusted to all resolutions (smartphone, tablet, desktop).

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The information archived in the system is information about study programs, curriculum, students, and teaching and academic staff. This information is archived in a unique database. The system enables online student surveys, and based on these data, a detailed analysis of student satisfaction can be made through specific surveys that include graduate students, newly enrolled students, quality assessment of physical resources, assessment of teaching and teacher / associate quality, role of students in quality assurance and efficiency assessment administrative staff.

3.7.2. Higher education institution regularly collects and analyzes data on student progress through study

Information that are archived for each of organizational units are Name, Telephone, Fax, ID Number, Email, Website, Name and Surname of the Dean, Number of Years by Cycles, Minimal Percentage of Test Points, Grades with Numerical, Literal and Descriptive Signs.

Information archived for the student is:

- General information: name, father's name, surname, gender, personal ID number country of birth, place of birth, municipality of birth, date of birth, citizenship, nationality (if Bosnia and Herzegovina citizens), country of residence, place of residence, municipality of residence , address, telephone, type of school, name of school, name of higher education institution (if student transferred from another higher education institution), level of education, number of nostrification (if one has one), notes, email and other specific notes related to student progress.
- Study related information: date of enrollment, cycle, faculty, enrollment model of study, index number, student status (part-time or full-time), print date, date of defense of the final / master / doctoral thesis, topic of final / master / doctoral thesis in mother tongue and English, number of diploma, number of diploma supplement, date of diploma and supplement, number in register, ordinal number in register, data on semesters and years of study, enrollment in a particular semester, grades by semesters (with the names of the professor and the date of assessment).

The system enables a precise analysis of students' passing rates by subject, by certain examination dates, by academic years, by years of study, by study models and by study programs. So, apart from the general information about the students of the University of Information System, we are provided with various reports in two groups:

- Student reports - Student report by study program, student report by cycle, student report by year of study, student report by gender and age structure, student report by study period, student report by graduation rate, report on students by success (by examination dates and by subjects), student report by study status, student printout report. It is important to note that all reports can be drawn for each of the faculties, study models and study programs.

- Student passing reports – subject passing report, year-by-year passing report, study-program-related passing report.

3.7.3. Higher education institution regularly collects and analyzes data about the work, age structure and qualifications of academic staff, including the ratio of own and external staff

The information kept for teaching and administrative staff is:

- General information: name, father's name, surname, gender, personal ID NUMBER, date of birth, address, telephone, email, CV in document form,
- Information related to qualifications: teaching title, educational level, date of decision on appointment, type of contract, beginning of contract, expiry date, basic position, additional post, length of working time, scientific-teaching fields and subjects awarded on the basis of teaching-scientific title, number of books published, number of published scientific papers, number of published professional papers, faculties at which he was hired.

The information system also enables precise analysis by each of the professors. The information system also offers the ability to view academic staff, the ratio of teaching staff to student numbers, and provides a detailed overview of information for each student as well as a member of the academic staff.

In addition to the general information and qualifications of the teaching and administrative staff of the University, the Information System provides us with various reports as follows:

- Reports on teaching and administrative staff - report on the ratio of professors / assistants and students, report on gender and age structure, report on gender, academic title and degree and type of working time, report on category, gender and type of employment, report on selection to a scientific-teaching title, a report on engagement by subject, a report on the ratio of teachers and associates in employment and a contract of employment.

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3.8. PUBLIC INFORMING

3.8.1. Higher education institution published relevant information on its website, including information on the study programs and professions it offers, which are clear, correct, objective, current and easily accessible. All information are available in one of the official languages in Bosnia and Herzegovina and in English language

The University regularly publishes complete, accurate, clear and accessible information about its work, intended for students, potential students and other interested parties through the official website of the University http://iu-travnik.com/. Publication of information on the web site, jurisdiction, manner of collection, responsibility for content of information, updating and sanctions for any non-objective and inaccurate information is prescribed by the Statute of the University and the Rulebook on the manner of collecting and publishing information on the website and in other ways No. 01-09-18/16 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-na%C4%8Dinu-prikupljanja-i-objavljivanja-informacija-na-web-stranici-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-decembar-2016.pdf adopted by the Decision No. 01-01-11-25/16 from 15th of December 2016 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-o-nacinu-prikupljanja-i-objavljivanja-informacija-na-web-stranici-2016.pdf).

The University has a clear and established communication policy through the Public Relations Strategy, which was adopted by the Senate Decision No. S-4-20/10 from 2nd of June 2010 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-Strategije-odnosa-sa-javno%C5%A1%C4%87u-IUT.pdf. The Public Relations Strategy, as a framework document in this field, in line with the mission and vision of the University, defines key principles and goals of public relations, as well as forms of communication with target groups and responsibilities for the implementation of the strategy. The public relations strategy is available on the official website http://iu-travnik.com/strategija-odnosa-s-javnoscu/.

The key principles of the Public Relations Strategy of the University are based on:

- Transparent two-way communication;
- Intensive communication with students and partners;
- All forms of communication are clear, understandable and timely;

- Publications in accordance with the educational image of the University;
- Messages in accordance with the basic principles of the University educational activity;
- Transparency in all activities and achievements;
- Impartial and apolitical communication;
- Communication designed to help achieve the goals of the University;
- Two-way and timely communication among employees;

The main objectives of the Public Relations Strategy of the University are:

- Presentation of the University and the Bologna Principle of Education;
- Encouraging enrollment of new students;
- Timely information of enrolled students;
- Maintaining lasting relationships with graduates;
- Accurate and timely public information;
- Creating a recognizable brand;
- Studies based on the quality of curriculum and teaching staff;
- Creating the image of a leading private University in Bosnia and Herzegovina;
- An atmosphere of trust and loyalty among the University staff.

The target groups include current students of the University, future students, graduates, partners, institutions, companies, NGO sector, media representatives, and employees of the University.

The University informs public through a PR service.

The University presents all relevant information on the mission, vision, strategy, organizational structure, management, academic staff, study programs and titles, research activity and all events and current affairs of the higher education institution's website, which is updated regularly. All information is published in one of the official languages of Bosnia and Herzegovina and in English http://iu-travnik.com/?lang=en. News and announcements on the website (http://iu-travnik.com/) are regularly updated on a daily basis.

The University regularly creates an information package or informant that is used primarily for prospective students, as well as other target groups, which contains information about the study programs and titles that offers available on the official website http://iu-travnik.com/informator/. The informant contains all relevant information on:

- The University;
- Study programs by faculties;
- The manner of teaching;
- Student benefits as well as the Bologna study process;
- study models and ECTS points;
- Academic titles, professional and scientific titles,
- Student enrollment requirements,
- Information on required documentation for admission, diploma recognition

Before the start of each academic year, the University conducts a promotional campaign to enroll new students. In that sense, the University publishes a sufficient number of posters or informants to inform the public about the University. Also, the University regularly promotes its programs and work at various higher education fairs - http://iu-travnik.com/internacionalni-univerzitet-travnik-predstavljen-na-6-sajmu-srednjih-skola-fakulteta-i-zaposljavanja-u-tesnju/. One of the ways of promotion is realized by organizing an open door day for prospective students where they have the opportunity to look at the University premises, listen to the presentation and ask everything that interests them- http://iu-travnik.com/dan-otvorenih-vrata-internacionalnog-univerziteta-travnik/. The University is advertised through billboards as well as printing promotional posters posted by high schools when visiting them and presentations about the University and the study programs it offers for future students - http://iu-travnik.com/predstavnici-internacionalnog-univerziteta-travnik-ucestvovali-na-5-sajmu-srednjih-skola-i-fakulteta-u-tesnju/.

3.8.2. Higher education institution provides information about activities in the field of research work and information about the work of its academic staff (publications, projects, conferences, etc)

Academic staff of the University is monitored on a daily basis by the Department for General, Legal and Personnel Affairs. The University supports the scientific and research work of the staff and informs the public about the results on the official website http://iu-travnik.com/izvjestaji-sluzbe-za-opce-pravne-i-kadrovske-poslove/. Improvement of academic staff is regulated by the Rulebook on Scientific and Professional Development of Teaching Staff No: 01-09-38/15 from 13th of February 2015 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-nau%C4%8Dnom-i-stru%C4%8Dnom-usavr%C5%A1avanju-nastavnog-osoblja-2015-PRE%C4%8CI%C5%A0%C4%86ENI-TEKST-februar.pdf.

Every year, the Senate adopts a Register of national and international journals and conference proceedings. The General Legal and Human Resources Department prepares a Report which presents all relevant data on papers published in Proceedings, journals, domestic and international, conferences, domestic and international, published by teachers and associates of the University. All information on scientific research is publicly available through the official website http://iu-travnik.com/interna-evaluacija-o-naucno-istrazivackom-radu-iut/.

Every year, the University organizes at least two conferences and consultations at which academic staff have the opportunity to participate and publish papers: http://iu-travnik.com/konferencije-i-savjetovanja/.

3.8.3. Higher education institution ensures systematic communication with external stakeholders

Within the communication strategy, the University defines target groups, including external stakeholders such as students, partners, institutions, business representatives, representatives of ministries, local communities, etc. The University communicates with external stakeholders through the official website http://iu-travnik.com/ in a way to inform the public about all the activities that are happening at the University. The University provides information about the

University through promotions in secondary schools. Representatives of the University and through other forms of communication, holding meetings with representatives of the local community enable communication with external stakeholders http://iu-travnik.com/sastanak-rektora-iut-a-ibrahima-jusufranica-i-ministra-prostornog-uredjenja-i-zastite-okolisa-amira-secibovic/; http://iu-travnik.com/potpisan-sporazum-o-saradnji-izmedju-internacionalnog-univerziteta-travnik-i-ministarstva-obrazovanja-nauke-kulture-i-sporta-sbk-ksb/.

The University publishes a sufficient number of posters and brochures to inform target groups. Also on the website there are all information about the University - http://iu-travnik.com/informator/. One of the ways of informing is jumbo posters that are made for the purpose of promotion, and every year the University organizes open days as a form of informing future students – http://iu-travnik.com/ucenici-srednje-mjesovite-skole-gracanica-i-os-nova-bila-posjetili-internacionalni-univerzitet-travnik/ as well as the so-called solemn class organized for freshmen of the University -http://iu-travnik.com/na-internacionalnom-univerzitetu-travnik-obiljezen-pocetak-akademske-godine/;http://iu-travnik.com/novoupisanim-studentima-internacionalnog-univerziteta-travnik-uruceni-indeksi/. The visit of students to the International University Travnik was organized this year by representatives of the CBC Student Council Network, who organized a manifestation called "Mrevuklijada" in Travnik in order to "network" as many high school students and students as possible and to make new friendships. "Mrevuklijada" is a combination of fun, learning, gaining new experiences and meeting colleagues from other cities in CBC. The University supported “Mrevukijada” for the third year in a row. http://iu-travnik.com/internacionalni-univerzitet-travnik-trecu-godinu-zaredom-domacin-mrevuklijadi/. The University is also a participant of many fairs. This year we participated at the 6th Fair of Secondary Schools, Colleges and Employment, which was held at the Sports and Recreation Center in Tešanj. The fair was attended by 58 institutions from all over Bosnia and Herzegovina related to education and employment. http://iu-travnik.com/internacionalni-univerzitet-travnik-predstavljen-na-6-sajmu-srednjih-skola-fakulteta-i-zaposljavanja-u-tesnju/.

3.9. CONTINUOUS MONITORING AND PERIODIC REVISION OF THE PROGRAM

3.9.1. Higher education institution regularly monitors and further develops its study programs, with the involvement of stakeholders

Study programs at the University are regulated by the Regulation on quality assurance of study programs No. 01-09-46/15 available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Pravilnik-o-osiguranju-kvalitete-studijskih-programa.pdf, adioted by the Senate Decision No. 01-01-02-27/15 from 13th of February 2015 - available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-pravilnika-osiguranju-kvaliteta-studijskih-programa-2015.pdf. The Rulebook defines the procedures for creating, adopting, amending, supplementing, realization, monitoring the realization, and terminating or putting into rest status of study programs at the University. The procedure for proposing and adopting study programs is conducted in accordance with the Procedures for Quality Assurance of Study Programs adopted at the Senate session held on 18th of November 2016, by the Decision No. 01-01-10-44/16 - available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-procedura-za-osiguranje-kvaliteta-studijskih-programa-2016.pdf.

The proposal for a new study program is developed by the Teaching Scientific Council of the organizational units with the approval of the Quality Assurance Committee. The initiative for creating a new study program can be initiated by any teacher of the organizational unit.

3.9.2. Higher education institution has defined and adopted procedures for regular monitoring of the implementation of study programs

Study programs are implemented in accordance with the regulations of the University, applicable laws, applying the Standards and norms for higher education, in accordance with the Standards and guidelines for quality assurance in higher education in Bosnia and Herzegovina and other positive regulations related to the field of higher education in Bosnia and Herzegovina, and in line with European-level documents.

The procedure for designing and revising study programs is described in the Rulebook on Quality Assurance of Study Programs. Each year, the Teaching Scientific Council organizational units perform the analysis and audit of the implementation of study programs. Each proposed change to the study program is approved by the Teaching Scientific Council of the organizational units in consultation with the Quality Assurance Committee. Each year, before to the start of teaching, the University Senate organize a session where curriculum are adopted for that academic year. The study program adopted before the beginning of the academic year is applied as a study program for this generation of students and is the basis for any changes. Changes and amendments to the study program are to a applied after approval by the Teaching Scientific Council, and information on the adopted changes is submitted to the Senate and the Committee.

3.9.3. Higher Education Institution analyzes how the procedures for collecting information and the actions taken have influenced the improvement of the study program

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The University continuously analyzes and improves study programs, and the revision of existing study programs is conducted based on an internal evaluation based on student surveys. The revision of the curriculum is mostly related to the results of the survey completed by the graduates. Every year, a graduate survey is conducted on behalf of the Quality Assurance Office in order to provide feedback on study programs. Graduates evaluate, among other things, the need to introduce improvements and changes to the study program, the need to introduce more practical work into the study program, and satisfaction with the knowledge they acquired during their studies.

Student satisfaction as a basic indicator of the quality of study programs was assessed using student surveys. Students answered three questions related to the quality of study programs and their satisfaction with the lessons they acquired during their studies. It is necessary to introduce changes and innovations in the content of the study program I attended and more practical work should be introduced in study program. The following table presents the results of the graduates' answers to these questions. The analysis of the entire survey is at the following links:

- Analysis for 2014: available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/ANALIZA-Diplomirani-studenti-2014.pdf

- Analysis for 2015: available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/ANALIZA-Diplomirani-studenti-2015.pdf
- Analysis for 2016: available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/ANALIZA-Diplomirani-studenti-2016.pdf
- Analysis for 2017: available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/ANALIZA-Diplomirani-studenti-2017.pdf
- Analysis for 2018: available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/ANALIZA-Diplomirani-studenti-2018.pdf

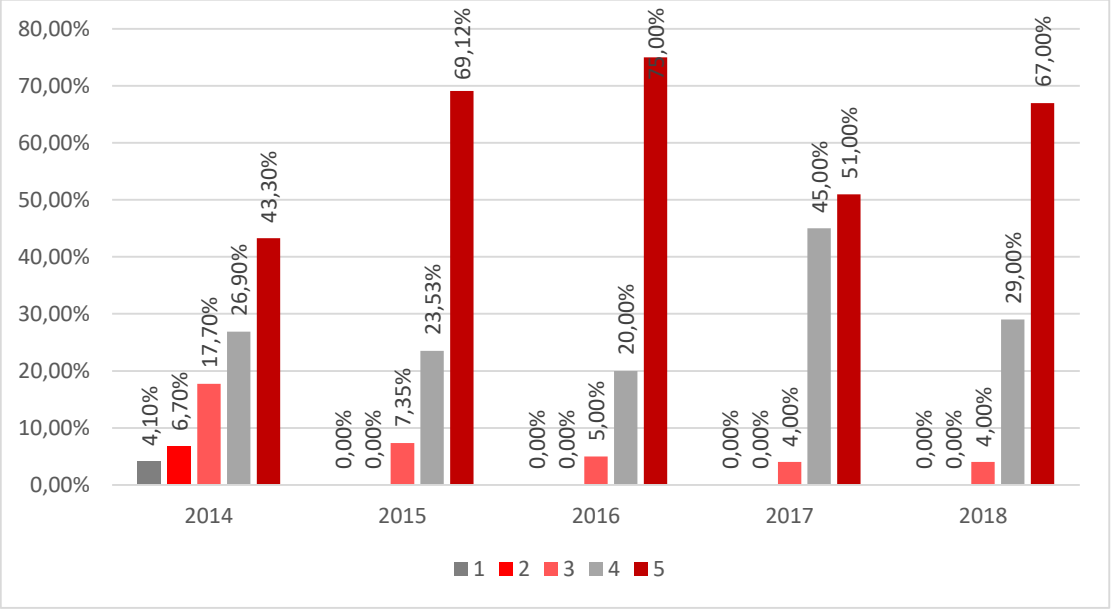
Table 38. Excerpt from the students' survey – Analysis of graduates

No.	Survey question	Calendar year	Grade				
			1	2	3	4	5
1.	"Your satisfaction with the knowledge you acquired during your studies"	2014	4,10%	6,70%	17,70%	26,90%	43,30%
		2015	0,00%	0,00%	7,35%	23,53%	69,12%
		2016	0,00%	0,00%	5,00%	20,00%	75,00%
		2017	0,00%	0,00%	4,00%	45,00%	51,00%
		2018	0,00%	0,00%	4,00%	29,00%	67,00%
			YES			**NO**	
2.	"It is necessary to introduce changes and innovations in the content of the study program I attended"	2014	32,60%			67,40%	
		2015	23,53%			76,47%	
		2016	22,00%			78,00%	
		2017	33,00%			67,00%	
		2018	21,00%			79,00%	

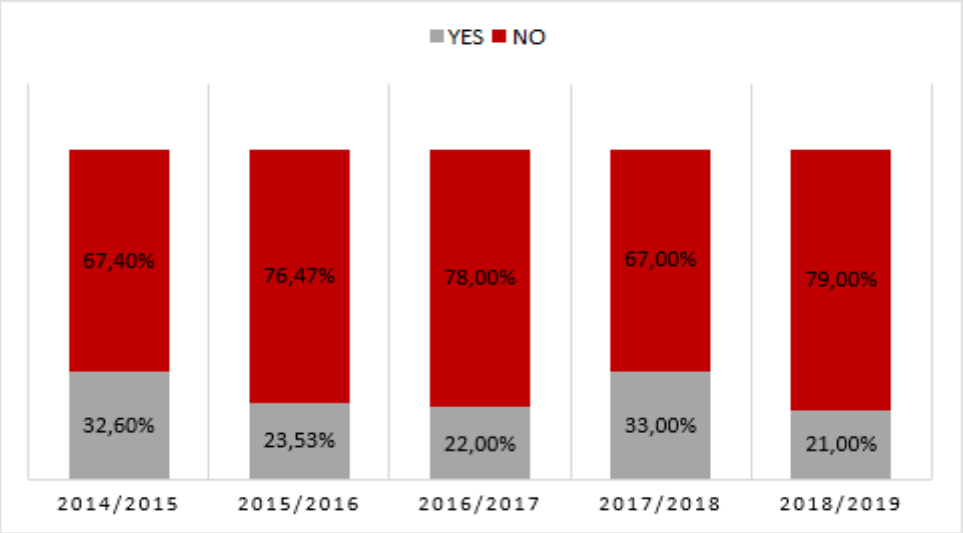
3.	"More practical work should be introduced into the study program"	2014	37,90%	62,10%
		2015	45,59%	54,41%
		2016	28,00%	72,00%
		2017	16,00%	84,00%
		2018	26,00%	74,00%

Based on the University-level survey, the responses to the questions are presented in the following Graphs by years.

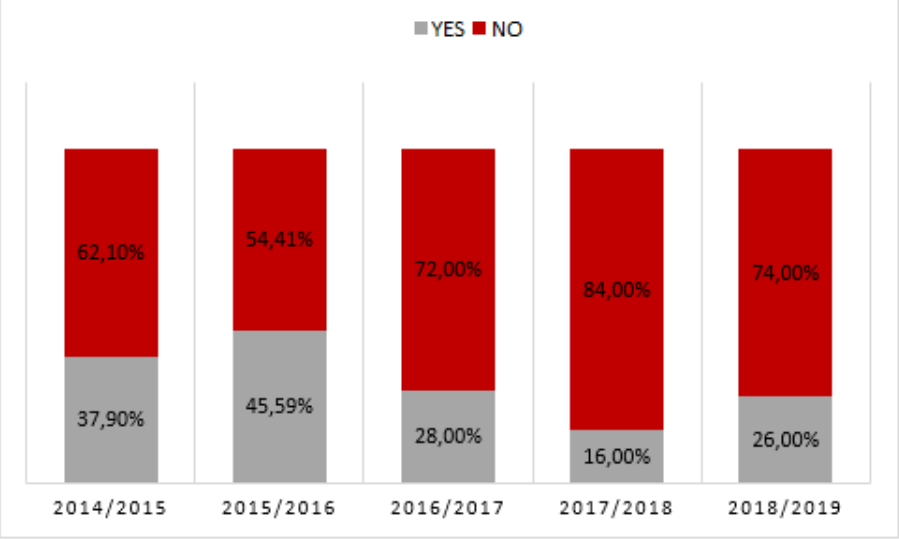
Graph 24. Percentage of responses at the University level to the question "Your satisfaction with the knowledge you acquired during your studies" from academic 2014/2015 to 2018/2019.



Graph 25. Percentage of responses at the University level to the question "More practical work should be introduced into the study program" from the academic year 2014/2015 to 2018/2019.



Graph 26. Percentage of responses at the University level to the question "It is necessary to introduce changes and innovations in the content of the study program I attended" from academic year 2014/2015 to 2018/2019.



Based on the results of the survey, we can conclude that student satisfaction increases from year to year, and they believe that they have enough practice during their studies.

3.10. PERIODICAL EXTERNAL QUALITY ASSURANCE

During academic year 2015/2016, the university passed the external evaluation implemented by the Agency for the Development of Higher Education and Quality Assurance of Bosnia and Herzegovina, more precisely, by a panel of experts appointed by the latter as follows:

1. Prof. dr. sc. Izudin Kapetanović –Representative of the academic community in Bosnia and Herzegovina, Chairman of the Commission
2. Prof. dr. sc. Fuad Ćatović – Academic Representative, Member
3. Prof. dr. sc. Nevena Sečen – International expert, member
4. Mira Bera – expert in economy and practice, member
5. Emina Džaferović, student, member

On 26th of February 2016, the Commission submitted a report on external evaluation of the University to the Agency from the competent Ministry. Based on this report, the Agency issued an Accreditation Recommendation No. 05-33-1-323-16/15 from 19th of May 2016 and then on 23rd of May 2016, the Ministry of Education, Science, Culture and Sports issued a Decision on Institutional Accreditation of the University https://iu-travnik.com/historijat/. In the report of the Committee of Experts in accordance with the Decision on standards setting minimum standards in the field of higher education in Bosnia and Herzegovina, the fulfillment of nine criteria was assessed with appropriate grades and recommendations for improvement were given for each of the criteria. The recommendation of the Agency, as well as the Rulebook on the Accreditation Procedure of Higher Education Institutions and Study Programs in the Central Bosnia Canton (Official Newspaper of CBC, No. 6/14 and 14/14) prescribes the obligation of the University to develop an action plan for follow-up quality improvement activities that will include time framework and holders for the implementation of the recommendations contained in the report of the commission and will be published on the official website of the University. Based on the above mentioned, International University Travnik drafted an Action Plan for Improving the Quality System at the University for the next time period, and it was adopted by the Senate decision No. 01-01-06-116/16 from 17th of June 2016 – available on the official website http://iu-travnik./wp-

content/uploads/2019/11/Odluka-o-usvajanju-akcionog-plana-poboljsanja-i-unapredjenja-sistema-kvaliteta-2016.pdf.

In accordance with the Action Plan, the University has prepared Reports on the activities undertaken based on the Action Plan for the Improvement of the Quality System. It contains the tasks to be accomplished, the degree of realization, the indicators as well as the timeframe foreseen for the accomplishment of the task and possible deviations from the action plan. The report is made on an annual basis, in order to see the tendency of growth of certain indicators or possibly the tendency of decline if it occurs, and it is published on the website of the higher education institution, or on the University page.

Implementation of the Report of the undertaken activities based on the Action Plan for Improvement of the Quality System is entrusted to the Quality Assurance Committee, i.e. the Quality Assurance Office, which through the coordinators of organizational units, reports on the current situation in relation to the Improvement of Action Plan. The report on the undertaken activities based on the Action Plan was created in 2016 and adopted at the Senate session by Decision No. 01-01-11-26/16 from 15th of December 2016 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-izvjestaja-o-poduzetim-aktivnostima-2016.pdf.

In 2016, out of a total of 44 tasks within the Action Plan, 29 were fully completed, 9 were partially completed and 6 were not completed. In 2017, the results are better than in the previous year, so 35 tasks were fully completed, 6 partially fulfilled and 3 not fulfilled. Based on this, the Report of the undertaken action plan activities was adopted, by the Senate Decision No. 01-01-11-26/17 from 9th of December 2017 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-izvjestaja-o-poduzetim-aktivnostima-2017.pdf.
Compared to 2016 and 2017, at the end of 2018, the results are significantly better, so 40 tasks are fully completed and 4 partially completed. There were no tasks that were not completed. Better results within the Action Plans indicate a trend of improving the quality of all segments within the University. The aforementioned Report on the undertaken activities on the basis of the Action Plan for 2018 was adopted by Senate Decision No. 01-01-11-13/18 from 18th of December 2018 – available on the official website http://iu-travnik.com/wp-content/uploads/2019/11/Odluka-o-usvajanju-izvjestaja-o-poduzetim-aktivnostima-2018.pdf

4. CONCLUSION with suggestions for improvement of conditions

4.1. SWOT analysis

Based on the mission and vision of the University and the analysis of the environment, it is possible to present fundamental (internal) strengths and weaknesses, identify (external) opportunities and threats, and create a global strategic development framework. Therefore, the SWOT analysis should be developed, to identify internal *Strengths* and *Weaknesses* and compare them with external *Opportunities* and *Threats*, ant it will be fundamental basis for our observations regarding the positioning and development strategy of the University. The SWOT analysis was realized by invitation to all members within the expert and working bodies of the University, and the details of the analysis can be presented as follows:

A. Strengths: The intrinsic strengths and advantages of the University are in its potential, which is a prerequisite for development, and the following should be emphasized here:

- Relatively young teaching staff with the ability to quickly adapt to changes in the environment;
- A large number of academic fields, i.e. a large number of students, enables the University to adapt adequately to changes in the environment, as well as recognition in a narrower and wider academic community;
- A large number of academic fields make it possible to meet the wishes and needs of all potential students from the wider gravity area;
- Harmonization of curriculum and scientific and research work with the needs of economic and industrial entities;
- Intensive cooperation with the local community, Travnik Municipality, CBC, Bosnia and Herzegovina and beyond, offers the possibility of a large number of domestic scientific projects;
- Recognized teams with experience in international projects enable rapid involvement in the ERA and the EHEA;
- Possessing strategic strengths through close functional integration in the field of international cooperation;

- Possessing high personal and work standards of all employees; and
- Already launched integrated quality assurance and quality assurance system is already delivering good results in the form of quality education and research profiles.

B. Weaknesses: When it comes to internal weaknesses or deficiencies, or disadvantages, of harnessing existing potentials, the following should be emphasized:

- Relatively non-optimized number of administrative staff with the required and prescribed professional qualifications, which significantly complicates the management of certain processes, thus increasing the administrative burden of teaching and scientific staff;
- The lack of specialized and narrowly specialized experts in particular areas makes some processes slow and inefficient;
- Relatively poor interaction between professions and fields of science, fragmentation of resources, studies and research, which makes it difficult to establish confidence in the system through the introduction of common standards, performance criteria and indicators, fostering interdisciplinary and horizontal mobility of teachers and students;
- Lack of external funding sources, which is reflected in international cooperation, in the creation of quality management systems and in development projects related to the Bologna Process and institutional organizational adjustment;
- Insufficient number of staff training abroad during and immediately after doctoral studies;

C. Opportunities: In analyzing the opportunities, of the University, efforts should first be made to take advantage of existing strengths, that is, to attempt to remedy the identified shortcomings, with a view to making good assumptions about future development. Therefore, these are the possibilities that arise from the valorisation of the following potentials:

- Various external grants for the professional development of teachers and other staff at the University, which can significantly improve overall efficiency;
- Increasing use of EU international pre-accession funds and opening the University to the market, while optimizing the cost of doing business, which, in the existing organizational framework of higher education in Bosnia and Herzegovina, achieves significantly better results;
- Within the given opportunities in the environment, creation of a diversified financial portfolio, especially with international funds, which would enable the University to

realistically assume a leading position in the academic market, not only in Bosnia and Herzegovina, but also in the whole region;

- By exchanging teachers with other domestic and foreign universities and establishing collateral financial instruments for mobility, it is possible to ensure the interdisciplinary nature of studies and collaborative research programs;
- Partnerships with the public and private sectors, with the support of the local community and state institutions, can significantly strengthen the research and teaching base and greatly contribute to the development of the regional economy and social environment; and
- Regular monitoring and measures to improve quality and raise awareness involve all consumers and coordinate the work of all faculties, enable the University to create quality that guarantees equal inclusion in the EHEA.

D. Threats: There are many dangers that seriously threaten the development of the University. Threats can be internal (which we have presented above and which can be influenced by the University) and external (which cannot be significantly influenced by the University, and are necessary measures taken at higher levels - instances dealing with higher education. These are the following threats:

- Poor economic situation in Bosnia and Herzegovina, which impedes the development of quality financial instruments at the University level and slows or hinders quality and timely changes;
- Absence of adequate legal legislation relating to higher education in the CBC, which prevents the assumption of competitiveness in the market;
- Unclear and unstable financing conditions due to adequate state support, which realistically threatens the development of all entities and services of the University, and in particular the establishment of new processes and initiatives;
- Non-transparency and rigidity of the financial framework that would prevent rapid adjustments to the needs of Bosnia and Herzegovina's economy;

- Unclear and unstable conditions for higher education funding and the lack of transparency and rigidity of the financial framework hinder the effective development of the University and Bosnia and Herzegovina;
- The reform processes have been slowed down significantly due to the lack of awareness and lack of awareness of the political elites and the inadequate connection between the Federation of Bosnia and Herzegovina Ministry of Science and Education, the CBC Ministry of Education, Science and Sport and the University;
- Inability to establish stable continuous funding for development projects and to establish systems, which does not offer the prerequisite for long-term self-sustainability and stability of reform processes;
- Teaching overload and inadequate administrative support have a bad impact on research and teaching processes that are becoming ineffective;
- The existing methodology for the professional advancement of scientists is a threat to positive staff selection and the establishment of instruments for the development of research careers for young scientists and teachers;
- Excessive commercialization of universities at the CBC level, Federation of Bosnia and Herzegovina level and the state level fosters personal interests, threatens to abandon its core business and transform universities into teaching institutions with too narrow a research base; and

  Finally, the greatest threat to the professional development of scientists is the underinvestment of state institutions, and the closed academic community and numerous administrative obstacles threaten the outflow of staff and reduce the capacity to establish an economy and a knowledge-based society.

4.2. Final considerations

International University Travnik fulfills all the criteria defined and prescribed by the Agency for Development of Higher Education and Quality Assurance of Bosnia and Herzegovina. The IUT has a defined Development Strategy and a precisely profiled Rule on Quality Assurance. All of these documents incorporate all the elements that govern the subjects, areas, standards, standards and measures for continuous monitoring and quality assessment. Of course, all these elements as

a whole create a quality assurance system for all activities of the International University Travnik in Travnik. It can be noted from the report that students, as the main users of the University's services, play a major role in quality assurance. Student engagement for this activity is governed by the Statute of the International University Travnik and the relevant regulations at the University.

There are 46 study programs of the first cycle of study at the University, 54 study programs of the second cycle and 53 study programs of the third cycle of study. All study programs incorporate all dimensions prescribed by the Framework Law on Higher Education in Bosnia and Herzegovina. The Report confirms that all criteria and specified standards for determining the quality of the teaching process with appropriate human, material and physical resources have been satisfied, in accordance with the Standards and guidelines for quality assurance in higher education in Bosnia and Herzegovina. International University Travnik has established continuous long-term evaluation of study programs. Of course, this category in not understood strictly and those programs are regularly updated.

The University should constantly invest in the Library Fund in order to provide students with adequate number of books. Student progress is in accordance with the higher education legislation.

The quality of scientific research and the level of scientific research results achieved by teachers, associates and students should rise to a higher level. The conclusion is that this dimension can be improved through the implementation of as many projects as possible and the funding for this category. The University has developed a personnel policy program for a period of five years, defining the needs, methodology and dynamics of receiving new human resources.

Administrative staff, technical equipment and other necessary conditions for the quality performance of the activity are at a satisfactory level. Since 2017, the University has moved into a modern, newly constructed building that provide students with excellent study conditions.

5. ANNEXES

Table 39. A list of companies with which IUT has contracts and agreement signed

NO	AGREEMENT	COMPANY	DATE
1.	IUT Cooperation Agreement No.06/07	Grogot d.o.o., Tuzla	08.10.2007.
2.	FPTL Cooperation Agreement No.06/07	Grogot d.o.o., Tuzla	08.10.2007.
3.	SFT Scientific and Business Cooperation Agreement	Špedicija Turist, Bugojno	20.02.2008.
4.	SFT Scientific and Business Cooperation Agreement	Croatia-Vitez d.o.o., Vitez	19.03.2008.
5.	FPTL Scientific, Business and Technical Cooperation Contract	BIHATEAM d.o.o. Sarajevo	12.11.2008.
6.	SFT IUT Scientific and Business Cooperation Agreement	Lašva bus d.o.o. Travnik	15.03.2009.
7.	SFT Scientific and Business Cooperation Agreement	Dpu „Travnik-trans“ d.o.o. Travnik	15.03.2009.
8.	EFT and FPTL Contract on Performing of Information and Advertising Service	Radio-televizija Travnik	01.06.2009.
9.	EFT Business and Technical Cooperation Agreement	CPA d.o.o., Tojšići	25.09.2009.
10.	FPTL Business and Technical Cooperation Agreement	CPA d.o.o., Tojšići	16.10.2009.
11.	SFT Scientific and Business Cooperation Agreement	Babić-bis tours, Zenica	12.01.2010.
12.	EFT Scientific and Business Cooperation Agreement	MEPAL d.o.o., Breza	29.01.2010.
13.	EFT Scientific and Business Cooperation Agreement	Livnica Tešić, Bos. Gradiška	29.01.2010.
14.	SFT Scientific and Business Cooperation Agreement	Livnica Tešić, Bos. Gradiška	30.01.2010.

15.	EFT Scientific and Business Cooperation Agreement	Sintetika d.o.o., Bugojno	27.02.2010.
16.	IUT Contract No. 03/10 on Lease of Web Server and Regular Maintenance of Web Systems	Grogot d.o.o. Tuzla	01.06.2010.
17.	IUT Scientific and Business Cooperation Agreement	KJKP „Park“ Sarajevo	26.07.2010.
18.	IUT Scientific and Business Cooperation Agreement	KJP „Sarajevo-šume“ Sarajevo	28.07.2010.
19.	IUT Scientific and Business Cooperation Agreement	KJP „ Poljoprivredno dobro Butmir“ d.o.o. Sarajevo, Ilidža	02.08.2010.
20.	IUT Scientific and Business Cooperation Agreement	NGO „Udruženje inženjera i tehničara hortikulture BIH-UITH BiH“, Sarajevo	12.08.2010.
21.	SFT Scientific and Business Cooperation Agreement	Semberija transport a.d., Bijeljina	15.09.2010.
22.	IUT Scientific and Business Cooperation Agreement	Cebos d.o.o., Sarajevo	13.10.2010.
23.	IUT Scientific and Business Cooperation Agreement	Dubos, d.o.o., Sarajevo	13.10.2010.
24.	IUT Business and Technical Cooperation Contract	Intertrend d.o.o. Sarajevo	15.10.2010.
25.	IUT Scientific and Business Cooperation Agreement	Association „Obrazovanje gradi Bosnu i Hercegovinu“, Sarajevo	17.12.2010.
26.	EFT Scientific and Business Cooperation Agreement	Dadić promet, Bugojno	20.12.2010.
27.	SFT Scientific and Business Cooperation Agreement	Auto-school „Kavaz“, Travnik	22.12.2010.
28.	SFT Scientific and Business Cooperation Agreement	Auto-taxi, Zenica	27.12.2010.
29.	IUT Business and Professional Cooperation Contract	Institute for Economic Engineering Zenica	03.01.2011.
30.	SFT Business and Technical Cooperation Agreement	Agro-auto d.o.o., Mrkonjić Grad	25.01.2011.
31.	IUT Contract on Providing of Utility Services	JKP „Bašbunar“ Travnik	25.02.2011.
32.	IUT Agreement of Establishment of Business and Technical Cooperation	Travnik Municipality	08.04.2011.

33.	IUT Exclusive Business Cooperation Agreement	Winter d.o.o. Babanovac hotel Blanca	12.05.2011.
34.	IUT Sponsorship Agreement	Institut za privredni inženjering, d.o.o., Zenica	16.05.2011.
35.	Business and Technical Cooperation Agreement IUT	Grad Projekt, Banja Luka	14.06.2011.
36.	IUT Memorandum of Understanding	Civil Aircraft Directorate of Bosnia and Herzegovina Banja Luka	03.08.2011.
37.	Business and Technical Cooperation Agreement IUT	d.o.o. Transport, Kakanj	16.09.2011.
38.	IUT Scientific Cooperation Agreement	Public Institution „Mješovita srednja saobraćajna škola“, Tuzla	26.09.2011.
39.	IUT Scientific, Business and Technical Cooperation Agreement IUT Scientific, Business and Technical Cooperation Agreement	Cantonal Chamber of Commerce Tuzla	26.09.2011.
40.	IUT – Faculty of Traffic and Transportation Engineering Protocol on Cooperation in the Process of Student Education	Public Institution „International Airport Tuzla“	16.12.2011.
41.	IUT Partnership Agreement	Wigwam Travel & Consulting d.o.o. Sarajevo	14.02.2012.
42.	IUT Technical and Business Cooperation Agreement	Association Friends of Nature Eco Element Bugojno	10.04.2012.
43.	IUT Business Cooperation Contract IUT Business and Technical Cooperation Agreement	Behar TV Internacional d.o.o. Sarajevo Auto – moto trade d.o.o. Bratunac	06.06.2012.
44.	IUT Technical and Business Cooperation Agreement	JKP "Saobraćaj i komunikacije – Tuzla", d.o.o Ul. Trg stara tržnica b.b.	14.08.2012.
45.	Scientific and Business Cooperation Agreement SFT Service Agreement	Auto- škola „Kavaz“ Radio TNT Travnik	16.10.2012.
46.	IUT Partnership Agreement	Wigwam Travel & Consulting d.o.o. Sarajevo	19.10.2012.
47.	IUT Technical and Business Cooperation Agreement	Association Friends of Nature Eco Element Bugojno	05.11.2012.

48.	IUT Library Cooperation Agreement	PUBLIC INSTITUTION NATIONAL AND UNIVERSITY LIBRARY "DERVIŠ SUŠIĆ" TUZLA, ul. Mihajla i Živka Crnogorčevića 7 (M.Sc. Jahić Edin – director)	13.11.2012.
49.	IUT Web Server Agreement	„Grogot“ d.o.o	19.02.2013.
50.	IUT Business Cooperation Agreement	Public health institution – University Clinical Center Tuzla	28.03.2013.
51.	IUT Contract	Public Institution International Airport „Sarajevo“	06.08.2013.
52.	IUT Business Cooperation Contract	Uniconsulting d.o.o	14.08.2013.
53.	IUT Advertising Services Agreement	Nogometni club „Travnik“	12.09.2013.
54.	IUT Business Cooperation Agreement	Agrama d.d.	23.10.2013.
55.	IUT Bus Transport Agreement	Lašva bus d.o.o Travnik	24.10.2013.
56.	IUT Technical and Business Cooperation	Kanal 6 „HD televizija“ Travnik	07.06.2014.
57.	IUT Agreement on Mutual Relationship and Financing of Building of Electro Energy Objects in the Special Zone IUT	Public Institution “Elektroprivreda BiH d.d”.- Sarajevo	17.06.2015.
58.	IUT Library Cooperation Agreement	PUBLIC INSTITUTION NATIONAL AND UNIVERSITY LIBRARY „DERVIŠ ŠUŠIĆ“ TUZLA	13.11.2015.
59.	IUT Technical and Business Cooperation	Građevinar d.o.o Novi Travnik	08.07.2016.
60.	IUT Technical and Business Cooperation	„Bajrić BN“ DOO Travnik	08.07.2016.
61.	IUT Technical and Business Cooperation	„Elka SZR“ Travnik	08.07.2016.
62.	IUT Technical and Business Cooperation	„Games d.o.o“ Travnik	08.07.2016.
63.	IUT Technical and Business Cooperation	ITC Zenica	08.07.2016.

64.	IUT Technical and Business Cooperation	Agency for Protection of People and Property "Securitas d.o.o"	08.07.2016.
65.	IUT Technical and Business Cooperation	Nevzudin Buzađija	08.07.2016.
66.	IUT Technical and Business Cooperation	Unis - energetika DOO	08.07.2016.
67.	IUT Technical and Business Cooperation	Termonova doo Travnik	08.07.2016.
68.	IUT Technical and Business Cooperation	„Merkez oil „ doo Novi Travnik	11.10.2016.
69.	IUT Technical and Business Cooperation	Public Institution International Airport Tuzla	21.10.2016.
70.	IUT Science, Research and Professional Cooperation Agreement	UDRPK Mostar	16.12.2016.
71.	IUT Science, Research and Professional Cooperation Agreement	„NSI" Sarajevo	16.12.2016.
72.	IUT Science, Research and Professional Cooperation Agreement	Association of corporate security, Skopje	16.12.2016.
73.	IUT Technical and Business Cooperation	„Putnik DO" doo Bugojno	08.09.2017.
74.	IUT Technical and Business Cooperation	Minstry of Economy of CBC	15.12.2017.
75.	Partnership Agreement in Implementation of the project "No Environment – put in for PET"	Travnik Municipality IUT Eco Industrial Waste Zizy Elementary schools of Travnik Municipality	24.12.2017.
76.	IUT Technical and Business Cooperation	Ministry of Internal Affairs of CBC	17.12.2018.
77.	IUT Technical and Business Cooperation	HAVAL d.o.o Accounting and Bookkeeping Services Association Sarajevo	19.02.2019.
78.	IUT Technical and Business Cooperation	Health and Food Safety Institute	13.03.2019.
79.	IUT Technical and Business Cooperation	Public Institution „Bašbunar" Travnik	25.03.2019.

80.	IUT Technical and Business Cooperation	„ZI-MI“ d.o.o. Tuzla	25.03.2019.
81.	IUT Technical and Business Cooperation	Public Institution Gradska veterinarska stanica d.o.o. Tuzla	08.04.2019.
82.	IUT Technical and Business Cooperation	Tourist Community of CBC	08.04.2019.
83.	IUT Technical and Business Cooperation	Traktionssysteme Bosnia d.o.o.	10.04.2019.
84.	IUT Technical and Business Cooperation	„codeTech“ d.o.o.	11.04.2019.
85.	IUT Cooperation Agreement	Education and Rehabilitation Center „Duga“ Novi Travnik	17.05.2019.
86.	IUT Cooperation Agreement	Public Institution City Library Travnik	24.05.2019.
87.	IUT Cooperation Contract	Public Institution City Library Travnik	24.05.2019.
88.	IUT Library Cooperation Agreement	Public Institution National and University Library J "Derviš Sušić"	24.05.2019.
89.	IUT Business and Technical Cooperation Agreement	Ministry of Education, Science, Culture and Sports	12.07.2019.
90.	IUT Business and Technical Cooperation Agreement	Katriel d.o.o	28.10.2019.

Table 40. List of higher education institutions with which IUT has contracts and agreements signed

NO.	AGREEMENT	UNIVERSITY	DATE
1.	IUT Long-term Business Cooperation Contract	Faculty of Ecology Celje	15.12.2006.
2.	IUT Teaching and Scientific Cooperation Contract	University of European Vision Peći	20.04.2007.
3.	IUT Teaching and Scientific Cooperation Contract	University in Novi Sad, Faculty of Technical Sciences	24.05.2007.

4.	IUT Teaching and Scientific Cooperation Contract	Faculty of Technical Sciences in Novi Sad	22.06.2007.
5.	Curriculum Opinion SFT	Eastern Sarajevo University	25.07.2007.
6.	Opinion on PP at EFT (Economics)	Pristina University – Faculty of Applied Sciences	19.9.2007
7.	Opinion on PP at SFT (Traffic Management, Road and Urban Traffic) Opinion on PP at SFT	University in Novi Sad, Faculty of Technical Sciences Faculty of Traffic and Transport Engineering Doboj	02.07.2019.
8.	Opinion on PP at Faculty of Ecology	University for Business Studies – Faculty of Ecology Banja Luka	02.08.2009.
9.	Opinion on PP at Faculty of Ecology	Independent University Banja Luka	29.1.2010.
10.	IUT Scientific, Teaching, Research and Technology Cooperation Agreement	Faculty of Traffic Sciences Zagreb	24.2.2010.
11.	IUT Cooperation Agreement	Independent University Banja Luka	01.03.2010.
12.	IUT Scientific, Teaching, Research and Technology Cooperation Agreement IUT Scientific, Teaching, Research and Technology Cooperation Agreement	Faculty of Traffic Sciences Zagreb Faculty of Traffic Sciences Zagreb	01.3.2010.
13.	IUT Cooperation Agreement	Faculty of Politehnical Sciences Novi Sad	17.03.2010.
14.	IUT Memorandum of Understanding and Cooperation	Faculty of Architecture Beograd	17.03.2010.
15.	IUT Cooperation Agreement	Faculty of Economics Subotica	27.05.2010.
16.	Agreement for Participation in Implementation of Mutual Postgraduate Studies	Novi Sad University Faculty of Economy Subotica	8.9.2010
17.	IUT Cooperation Agreement EFT	Bihać University Faculty of Economy Bihać	29.10.2010.
18.	IUT Memorandum of Cooperation and Understanding	University of Shkodra „Luigj Gurakuqi“ Albania	06.04.2011.
19.	IUT Scientific and Teaching, Scientific and Research, Technology and Development Cooperation	Visoka škola „Banja Luka College“	11.5.2011.

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20.	IUT Cooperation Agreement	Novi Pazar University	10.06.2011.
21.	IUT Cooperation Agreement IUT Cooperation Agreement	Hans Sachs Institut Wels, School of advanced studies Joseph Schumpeter Institute Wels, School of applied studies	14.6.2011.
22.	IUT Cooperation Agreement	University Jurja Dobrile u Puli	27.09.2011.
23.	IUT Cooperation Agreement IUT Cooperation Agreement	Visoko učilište EFFECTUS- higher education institution for Finance and Law in Zgreb The University of Tennessee	18.10.2011
24.	IUT Cooperation Agreement IUT Memorandum 2012, Agreement on Cooperation Regarding Acceleration of Sustainable Development in Western Balkan Countries2012, Korićani	Faculty of Business and Industry Management Beograd Universities and Municipalities ---	18.10.2011.
25.	IUT Education Institutions Cooperation Agreement	Visoka škola za primjenjene i pravne nauke Prometej, Banja Luka	21.10.2011.
26.	IUT Cooperation Agreement	Higher education school – MINERVA, Croatia	16.03.2012.
27.	IUT Cooperation Agreement	Šibenik University, Trg Andrije Hebranga 11, 22000 Šibenik	18.04.2012.
28.	IUT Long-term Business Cooperation Contract	Faculty of Ecology Celje	23.04.2012.
29.	IUT Teaching and Scientific Cooperation Contract IUT Teaching and Scientific Cooperation Contract	University of European Vision Peći University in Novi Sad, Faculty of Technical Sciences	13.06.2012.
30.	IUT Teaching and Scientific Cooperation Contract	Faculty of Technical Sciences in Novi Sad	16.07.2012.
31.	Curriculum Opinion SFT	Eastern Sarajevo University	17.09.2012.
32.	Opinion on PP at EFT (Economics)	Pristina University – Faculty of Applied Sciences	26.09.2012.

33.	IUT Cooperation Agreement	Hotel and Education Center Miločer (HEC) Ul. Jadranski put b.b. Budva (Academic director Zlatibor Milić)	09.11.2012.
34.	IUT Agreement on Mutual Cooperation	Učilišta izvor	03.09.2012.
35.	IUT Technical and Business Cooperation Agreement	Public Institution Elementary school Novi Travnik	04.09.2013.
36.	IUT Agreement on Mutual Cooperation	Faculty of Seamanship, Kotor, Montenegro	12.03.2014.
37.	IUT Mutual Cooperation Agreement	Faculty of Traffic, Communication and Logistics, Berane, Montenegro	18.03.2014.
38.	IUT Mutual Cooperation Agreement	Međumursko Veleučilište u Čakovcu	11.04.2014.
39.	IUT Mutual Cooperation Agreement	NUBL and University Hercegovina	04.06.2014.
40.	IUT Agreement on Mutual Cooperation	Andolu Univerziteta Eskisehir Turska	17.07.2014.
41.	IUT Memorandum of Understanding	Državnog Univerziteta Istok UNE, R. Paragvaj	08.12.2014.
42.	IUT Memorandum of Understanding	Mus alparslan university, Turkey	10.12.2014.
43.	Sporazum o akademskoj saradnji između IUT i European Collage of Kosovo)	European Collage of Kosovo)	12.01.2015.
44.	IUT Cooperation Agreement	Rezeknes augstskola	23.05.2015.
45.	IUT Cooperation Agreement	University Politehnica of Bucharest, Romania)	13.04.2015.
46.	IUT Cooperation Agreement	Universita Degli Studi "gugliemo marconi" Rome, Italy	15.04.2015.
47.	IUT Cooperation Agreement	Niccolo Cusano University dl Rome Italy	15.04.2015.
48.	IUT Memorandum of Understanding	Universidad tecnica de comercializacion desarollo, asuncion, Paragvay	29.04.2015.

49.	IUT Academic Cooperation Agreement	Universidad metropolitana de adunncion	29.04.2015.
50.	IUT Academic Cooperation Agreement	Primer Instuto Paragvay de estudioas de protocolo y ceremonial	30.04.2015.
51.	IUT Mutual Cooperation Agreement	Higher Business and Technical School Doboj	31.07.2015.
52.	Agency Contract on Referral of Students from Turkey for Education at all Faculties related to IUT	Turkey	01.08.2015.
53.	IUT Mutual Cooperation Agreement	Veleučilište Vavoslav Ružička u Vukovaru	20.11.2015.
54.	IUT Memorandum of Understanding	Kazimeras Simonavučius University Vilnius Lithuania	28.11.2015.
55.	IUT Memorandum of Understanding	Kalipeda State University of appleid science, Klaipeda, Lithuania	25.01.2016.
56.	Memorandum of Understanding IUT	Universita Telematica Internacionale uninettuno, Rome, Italy	24.02.2016.
57.	IUT Agreement with the Goal of Implementation of Technology Road	Internationale Telematic Universitiy "uninettuno", Rome, Italy	24.02.2016.
58.	IUT International Educational Cooperation Agreement	Kahramunmaras Sutcu Imam University	07.04.2016.
59.	IUT Memorandum of Understanding	Ghana Technology University College	04.05.2016.
60.	IUT Students Exchange Program	Mevlana	11.05.2016.
61.	IUT International Educational Cooperation Agreement IUT International Educational Cooperation Agreement	Hitit University, Turkey School of governance and economics in Rabat, Morocco	11.05.2016.
62.	IUT Cooperation Agreement	Avrasya University, Trabzon , Turkey .	31.05.2016.
63.	IUT Memorandum of Understanding IUT Scientific, Research and Professional Cooperation Agreement	Nicolaus Copernicus University in Torun (Poland) Association of Managers of Corporative Security Skopje	15.06.2016.
64.	IUT Memorandum of Understanding	Nakchivan University Azerbaijan	19.10.2016.

65.	IUT Agreement on Mutual Cooperation	European University Skopje Macedonia	16.12.2016.
66.	IUT Agreement on Mutual Cooperation	Učilišta izvor	15.11.2016.
67.	IUT Technical and Business Cooperation Agreement	Public Institution Elementary school Novi Travnik	16.12.2016.
68.	IUT Cooperation Agreement	Faculty of Strategic and Operative Management – University "Union- Nikola Tesla	16.12.2016.
69.	IUT Cooperation Agreement	Faculty of Business Studies and Law - University "Union-Nikola Tesla" Beograd	16.12.2016.
70.	IUT Cooperation Agreement on Implementation of Master Second Cycle Program	Kaunas Faculty, Lithuania	17.12.2016.
71.	IUT Creative Cooperation Contract	Donbass državne inženjerske akademije (dsea), Kramatorska, Ukraine	10.01.2017.
72.	Memorandum of Understanding IUT	Univerziteta dr.tahar moulay of saida, Algeria	30.01.2017.
73.	Memorandum of Understanding IUT	Dniprodzerzhinskog državnog tehničkog Univerziteta Kamianske, Ukraine	02.03.2017.
74.	Cooperation Contract	Higher International School Cazin	10.03.2017.
75.	IUT Memorandum of Understanding	Dnjepetrovskog državno agrarno - ekonomskog univerziteta Ukraine	21.03.2017.
76.	IUT Memorandum of Understanding	University - Economy Academy Novi Sad, Serbia	29.03.2017.
77.	IUT Memorandum of Understanding	Ecoistituto del Friuli Venzia Giulila Udine Italy	19.05.2017.
78.	IUT Memorandum of Understanding IUT Memorandum of Understanding	European University Macedonia Kavkaski Univerzitet Tbilisi Georgia	14.07.2017.
79.	IUT Partnership, Cooperation and Scientific Exchange Agreement	Ukraine Technology Academy UTA	11.11.2017.
80.	IUT Memorandum of Understanding	Technical University Varna	13.11.2017.
81.	IUT Memorandum of Understanding	Georgia University	22.11.2017.

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82.	IUT Scientific and Technical Business Cooperation Agreement	Slobomir P Univerziteta	29.11.2017.
83.	IUT Memorandum of Understanding	Slobodnog univerziteta u Varni „Chernorizets Hrabar“	21.12.2017.
84.	IUT Memorandum of Understanding	Osmaniye Korkut Ata University	19.01.2018.
85.	IUT Memorandum of Understanding	Mandakh Burtgel University, Mongoliđa	24.01.2018.
86.	IUT Memorandum of Understanding	Mandakh Burtgel University, Mongoliđa	09.02.2018.
87.	IUT Business and Technical Cooperation Contract	Construction Institute „IG „d.o.o. Banja Luka	18.04.2018.
88.	IUT Memorandum of Understanding	Indonesia University	28.08.2018.
89.	IUT Memorandum of Understanding on Academic Cooperation	Malaja University	24.09.2018.
90.	IUT Program Cooperation	Erasmus +	04.10.2018.
91.	IUT Memorandum of Understanding – Academic and Research Cooperation	Indian Technology Institute Madras, Chennai, India	05.10.2018.
92.	Mutual Cooperation Agreement	European University, Macedonia	14.12.2018.
93.	IUT Scientific Cooperation Contract	University Union – Nikola Tesla Belgrade	07.05.2019.
94.	IUT Memorandum of Understanding	University of Audio and Visual Arts, European Film, Theater and Dance Academy – Skopje	07.06.2019.