**CHANGE OF STUDY PROGRAM REQUEST**

*Return* ***signed and completed request*** *to the Student Affairs Office along with your transcript. Your scholarship will be revised during this process, as well as availability of seats in the program.*

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| *STUDENT INFORMATION* |

Student ID Name and Surname

|  |  |
| --- | --- |
|  |  |

Scholarship status CGPA

|  |  |
| --- | --- |
| I currently have \_\_\_\_\_\_ % scholarship |  |
| Type of scholarship (if any):  WORDY OSYM IUS SCHOLARSHIP TESTING COMPETITION OTHER | |

**I would like to change my study program as follows:**

* **FROM (FACULTY/PROGRAM): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **TO (FACULTY/PROGRAM): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Have you changed your program previously? YES NO

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ……/......../2023

***Filled by the Student Affairs Office and Finance Office* Signature and Date**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Quota for chosen program:  AVAILABLE  NOT AVAILABLE |  | | Current scholarship: \_\_\_\_\_\_\_\_\_\_\_\_    New scholarship: \_\_\_\_\_\_\_\_\_\_\_\_ |  | | |
| ***Filled by the Faculty*** | **Signature and Date** | |
| **Program Coordinator (DESIRED PROGRAM)**  Approved Disapproved |  | |
| **Dean**  Approved Disapproved |  | |

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| --- | --- |
| **F-43, rev.3** | **2022** |

* **STUDY RULES FOR THE FIRST AND INTEGRATED STUDY CYCLES**

**Article 12 (Change of study program within IUS)**

1) IUS students may be allowed to transfer from one study program to another once per their studies.

2) Request for a change of the study program must be submitted to the Student Affairs Office no later than seven days before the registration period. a. The student transcript must accompany the request. 6 b. The student scholarship will be revised and communicated to the student.

3) The request is submitted to the relevant study program if the student accepts the revised scholarship terms. a. The study program evaluates the courses passed and matches them with equivalent courses in their curriculum where the student may transfer fewer ECTS than initially accrued. b. Recognition of credits for courses passed at the previous study program is done according to relevant IUS regulations or government by-laws. c. With the course transferred from IUS, the grade is transferred and affects the student's CGPA, while the number of achieved credits is transferred following the ECTS rules and the value of corresponding courses in the new program.

4) Detailed procedure for change of study program within IUS is regulated by the Book of Rules on Recognition of Duly Passed Examinations and Equivalence of the IUS.

* **BOOK OF RULES ON RECOGNITION OF PASSED COURSES AND OF THEIR EQUIVALENCE AT INTERNATIONAL UNIVERSITY OF SARAJEVO**

**3. Changing the study program at IUS**

**Article 13** Student can transfer from one study program to another program only if student quota for admission through transfer to another program has not been met. Transfer quota for each study program is determined by the IUS Senate before the beginning of each academic year taking into account that the total number of enrolled students in the first year does not exceed quota approved by the Ministry of Education, Science and Youth of Sarajevo Canton.

**Article 14** Student can change study programs only once during the study at IUS. Procedure of internal transfer does not automatically imply that all passed courses will be transferred, but only those courses that are relevant to the study program to which student is transferring to.

**Article 15** Application for transfer to another program should be submitted to the Student Center 15 days prior to the registration of courses in that semester. Student Center keeps track of the fulfillment of transfer quotas and informs in timely manner dean and student on that. Student has to submit his/her student transcript with his/her application for transfer.

**Article 16** If more applications for transfer is received then student quota for that program allows, dean creates rang list based on the students Cumulative Grade per Average (CGPA). 7

**Article 17** Requests which are not rejected because of fulfillment of quotas, dean of faculty submits to the program coordinator of the study program to which student is transferring, in case they are submitted by first cycle student, or to the Commission which dean forms in accordance with Article 5 of this rule book, in case they are submitted by second or third cycle students.

**Article 18** Within five days from receiving request for transfer, program coordinator or the Commission, prepares and submits report to the dean in which it lists courses that student passed during previous study program and lists courses that are transferred as equivalent for the purpose of continuing studies on the transferred study program.

**Article 19** Commission referred to in the previous article ought to verify that student possess adequate qualification for transferring into particular second cycle or third cycle study program as prescribed by relevant study program curriculum.

**Article 20** After receiving report by the program coordinator or the Commission, dean issues decision on recognition and transfer of courses, grades, ECTS credits, specification of student’s obligation which need to be fulfilled in order to graduate and specific semester of the study program in which student enrolls at IUS. Decision of the dean can declare program coordinator’s or commission’s report as its integral part and point to the report for information listed in article 18.