



INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU

ELS STUDENT HANDBOOK





2018/2019
ACADEMIC YEAR



1. LEVELS/ACADEMIC PROGRAM/BOOKS

A. Length of Education and Levels

One academic year at the English Language School is two semesters. Each semester comprises two sessions. The Language Program comprises 4 levels. Each level is approximately 8 weeks long. The students are placed in one of the levels below based on their Placement Test scores.

 A1	Elementary
 A2	Pre-intermediate
 B1	Intermediate
 B2	Upper-intermediate

Formation of Classes

Classes are formed based on the final test scores of students at the end of each session. Each class is allocated an equal number of students from each mark bracket. In the formation of classes, such factors as male versus female student numbers, weak, medium and strong student numbers are balanced insofar as possible, since each of these factors has a bearing on the overall success of the class. Since classes are formed on these careful principles, **no class change petition is accepted.**

B. Academic Program

Lessons are 5 hours each day for a total of 24 hours per week. Class programs are announced at the beginning of each session.

C. Course Books

All students must get their books in the first week of each session. Those students who have paid in Turkey may get their books from the **ELS Bookstore** on signature. Those who have not made a prepayment for books should contact the ELS Administration. Students without pencils, notebooks and books after the first week will not be allowed to take part in the lessons. Photocopied books are unacceptable. Used books with answers filled in are not allowed in classes. Repeating students will be asked to buy a set of different, new course book. In such cases, students will apply in person to ELS Administration, regarding their payment status.

Students who are taking a level for the first time will be using the following books.

Speak Out A1 SB+WB

Gateway Series (A2/B1/B2)

What a World Reading Series (1/2/3)

Supplementary Material: Reading, Writing, Listening, Speaking

Students who are taking a level for the second time will use a different book series.



2. ASSESSMENT AND EVALUATION SYSTEM

At the end of each term, students skip to the next level by achieving a minimum success rate of **65 % over 100**. Student who fail to achieve a 65 % success rate repeat the level.

- **Students who fail 3 times in one level are expelled from the university.**
- **Students who absence-fail twice while they are ELS students are expelled from the university.**

Assessment Components

QUIZZES	% 10
ATTENDANCE	% 5
WRITTEN ASSIGNMENTS & HOMEWORK	% 5
INDEPENDENT READING	% 10
MIDTERM EXAM	% 30
FINAL EXAM	% 40
TOTAL	%100

Quizzes (10%)

There are 6-8 quizzes per session. The average of all these quizzes will form 10% of the total assessment. Quizzes are given without prior notice based on the syllabus. Missed quizzes cannot be made-up and any student missing one gets a “0” from that particular quiz. Students with a valid excuse based on the “Attendance” section of this guide will be exempted from that quiz.

Independent reading (10%)

Each session, students are given a test on a book or book sections that they have studied throughout the term. The book/book section(s) to be studied will be announced for each session.

Attendance (5%)

Attendance to classes is mandatory at ELS. Students must attend at least 85 % of the course. Attendance is taken separately per class hour and marked according to the table below. In this process, those days the student has excused absences are also counted in.

Attendance criteria

NUMBER OF ABSENT HOURS	(TOTAL 5 POINTS)
0	5
1 – 5 HOURS OF ABSENCE	4.5
6 - 10 HOURS OF ABSENCE	4
11 - 15 HOURS OF ABSENCE	3.5
16 - 20 HOURS OF ABSENCE	3
21 - 25 HOURS OF ABSENCE	2
26 - 30 HOURS OF ABSENCE	1
OVER 31 HOURS OF ABSENCE	0



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HOMEWORK (5%)

At the end of each session, students will get a point for all homework, projects and assignments that they handed in.

MIDTERM EXAM (30%)

Each Midterm, held approximately midway through each session, comprises 3 parts:

Reading, Writing, and Listening. (Each part is 10 points)

FINAL EXAM (40%)

The Final Exam, held at the end of each session, comprises 4 parts:

Reading, Writing, Listening, and Speaking. (Each part is 10 points)

PROFICIENCY EXAM

Students who complete their education at ELS can start their faculty courses if they meet the following conditions;

a) Students who complete B2 with 75 and above may directly start their faculty courses without having to sit for the Proficiency Exam.

b) Students who complete B2 with 65-74 will sit for the Proficiency Exam. They must score 65 and above at the Proficiency Exam to start their faculty courses. Students who completed B2 successfully but could not pass the Proficiency Exam are allowed to register and repeat B2 only one more time.

- A Proficiency Exam is held at the end of each Session (two-month period).
- The Proficiency Exam comprises 4 parts: **Reading, Writing, Listening, and Speaking.**
- Students finishing B1 with a minimum success rate of 80 % over 100 are also allowed to take the Proficiency Exam.
- Students not able to pass the Proficiency Exam in one Academic Year (except those expelled due to absenteeism or academic failure) may attend ELS a second year.

The passing score in the Proficiency Exam:

- First Cycle Students (BA) : 65 points out of 100
- Second Cycle Students (MA) : 70 points out of 100
- Third Cycle Students (PhD) : 80 points out of 100

Students not choosing to continue at ELS;

a) may take the following Proficiency Exams:

1. The Proficiency Exam given at the beginning of each Academic Year (September/October), (Students unable to pass B2 have to take the Placement Test and pass that exam with a minimum success rate of 75 % over 100.)
 2. The Proficiency Exam given at the end of Session 2 (February)
 3. The Proficiency Exam given at the end of Session 4 (June)
- Test-takers who are not current students at ELS must pay 125 € exam fee until the end of the announced period and bring the payment slip to the ELS Administration and register for the exam.



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b) may take one of the following international exams, which are held equivalent to the ELS Proficiency Exam:

1) For a potential student applying for First Cycle of Studies,

a) passed IELTS Academic module with 6 points and above (*in Turkey, taken only from British Council test centers)**

b) passed TOEFL IBT with 70 points and above (*in Turkey, taken only from University-run test centers)**

2) For a potential student applying for Second Cycle of Studies,

a) passed IELTS Academic module with 6 points and above (*in Turkey, taken only from British Council test centers)**

b) passed TOEFL IBT with 75 points and above (*in Turkey, taken only from University-run test centers)**

3) For a potential student applying for Third Cycle of Studies,

a) passed IELTS Academic module with 6.5 points and above (*in Turkey, taken only from British Council test centers)**

b) passed TOEFL IBT with 80 points and above (*in Turkey, taken only from University-run test centers)**

**** TOEFL/IELTS Test scores obtained from any other test center (Private Language Courses or similar) will not be admissible as proof of language proficiency at the International University of Sarajevo.***

Upon receipt of the "**ORIGINAL**" score sheet from TOEFL/IELTS, student will submit the score sheet "**IN PERSON**" to the ELS Director for review and interview. Test-taker copy cannot be accepted as proof of language proficiency. The validity period for these scores is as stated on the Score Sheet.

Exam Rules

- All test-takers must bring along an identification card bearing a recent photo. If the photo on the ID is not current, the examiner has the right to ask for a second piece of identification. Pass cards, private club and membership IDs are not valid for the purposes of identification. **Acceptable IDs are only IUS student cards, passports, national IDs, and driver's licenses.**
- Test-takers must fill in the "Name-Surname" and "Student Number" sections in PEN.
- Students must bring along pencils, erasers, pencil sharpeners and other materials. Such material may not be exchanged during the exam.
- All mobile phones must be turned off and given to the examiners during the exam.
- Dictionaries, digital dictionaries, calculators, and such may not be used during testing.
- Cheating and plagiarism in exams is a serious academic crime. Test-takers who try to cheat or are caught in the act will have their papers confiscated and, on notification of the ELS Administration disciplinary action will be taken against the accused. Plagiarized work will be marked "0".
- Before or during exams, it is strictly forbidden to write on desks.
- During the exam, test-takers may not leave the exam room for any reason, including visiting the restroom. Leaving the exam room means the exam has finished for that particular test-taker.
- Test-takers may not leave the room in the first twenty minutes and when only two test-takers remain in the exam room, even if their exam has finished. Students may not enter the exam room after the first twenty minutes of the exam, and thus lose the chance for that exam.



In-class Rules:

- Mobile phones can only be used for a dictionary and as a learning tool during lessons. No student is allowed to text, make a phone call, check social-media or play games during any lesson.
- Students have to come prepared with lesson materials to the lessons. After the first week, no student will be allowed in the class without proper books. Repeating students must buy new books.
- **Students are allowed in only in the first 5 minutes after the class starts but they will be marked LATE. Two LATE marks constitute one ABSENT. Students coming in more than 5 minutes late will not be allowed in and will be marked ABSENT in the register.**
- Students, especially in A1 level, must have a dictionary with them in lessons. Digital dictionaries must be used with the sound off.

3. ATTENDANCE

- Attendance is mandatory at ELS. Students must attend 85% of the courses.
- Students with absences over 15 % of the total will not be allowed to sit for the Final Exam and will repeat the level.
- **Students who absence-fail twice are expelled.**
- Each student is responsible for keeping track of his/her absence and marks. Students who exceed the 15% absence limit will be defined as Absence-fail in the system automatically.
- The Administration or the teachers do not give absence leave to students. Students decide individually whether to attend a class or not.
- **15 % absence leave is provided for such situations as illness, doctor appointments, legal business such as consulate, residence, police appointments, flat searching or moving.** Other than when a student has a hospital report for over 10 days, students will use their 15 % absence leave for any emergency or personal matter, and will not be allowed extra time off school. Thus, students must view the 15 % not as a right to waste, but as an opportunity to use in such situations, and not be absent from class just because they can. Those students who waste this limit with oversleep, time spent with friends at school hours and such may find themselves in a difficult position when a real emergency arises and they may repeat the level due to absenteeism.

Excuses that may be acceptable to the ELS Administration:

- a) Hospital reports for 10 consecutive days or over (in the event of an operation, long-term illness, contagious disease, accident, etc.). Such reports from the state hospitals must be submitted to the ELS Administration within 3 days from the last day on the report, with a separate petition.
- b) Students who lose a first-degree relative are given one week bereavement leave if they apply for it with a petition.
- c) For logical cases when the student is absent for reasons outside his/her control (such as flight delays, natural disasters in the home country of the student, transport problems that occur unexpectedly), the student should apply on an individual basis to the ELS Administration.



- Reports for fewer than 10 consecutive days will count towards the absence limit.
- Reports from private doctors and dentist reports are not acceptable, only state hospital reports are valid.
- In the reports provided, the dates to be accepted are those given by the hospital administration, and not the ones stated in the petition by the student.
- Students who are unable to attend lessons due to valid reasons are exempt from any quizzes or exams that take place in the period stated in the report. For Final and Proficiency exams, the student is given a make-up exam upon returning.

2. SUMMER SCHOOL

- The aim of the Summer School program is to allow students to complete the program within one academic year so that they can start their faculty courses in September.
- For this reason, in the Summer School, only B1 and B2 are offered. Students who have successfully completed A2 and B1 in the current or any previous academic year may attend Summer School at the appropriate level. Students from previous years and new applicants from Turkey, Bosnia and other countries sit the Placement Test before being admitted to the summer program.
- Summer School students are bound by the same academic and administrative terms. The summer school syllabi are the same ones used in regular terms.
- Only registered summer school students (those who successfully complete B2 or obtain 80 points and above in B1) and students who have successfully finished B2 at any previous session may take the Summer School Proficiency test.
- Summer school fee and program is announced in the first week of Session 4. Since this is outside regular school period, scholarship students wishing to attend summer school must also pay the summer school fee.

FREQUENTLY ASKED QUESTIONS

1. How can I learn my ELS exam results?

Detailed Midterm results, quiz averages and attendance are announced with a class report placed inside each classroom. Students will be able to check their Final Exam and Proficiency Exam results themselves through the Student Information System (SIS).

2. How can I reach Student Information System (SIS)?

Upon registering at IUS, each student is kept on file and the Student Affairs Office assigns each student a unique user name and password. This system may be accessed through the SIS link on www.ius.edu.ba.

3. How can I access internet from my own laptop/notebook on the campus?

IUS offers wireless access. To access the Internet, students apply to the IUS IT Department and fill in the related form. After necessary check-ups, access is granted.



4. What is the difference between IUS Student Affairs and ELS Administration?

ELS students receive their course books and get answers to their ELS course-related questions from the ELS Administration, and all other issues (such as but not limited to student certificate, student IDs) are dealt by the IUS Student Affairs Office.

5. Which unit is responsible for Residence Permit issues?

Visa Department of SCHSA is responsible for Residence Permits.

6. Where can I get a document about the courses I have attended at ELS or my Proficiency Exam score?

From ELS Administration

7. How can I apply for dormant status at ELS/IUS?

You need to contact the IUS Student Affairs Office and the Accounting Department.

8. Who can I consult about my payments and scholarship status?

You need to consult with the Accounting Department.

9. Who can I consult for questions about the Faculty I registered to?

You may consult Department Coordinators about any questions on Faculty or Department related questions. The names of coordinators may be obtained from Faculty secretaries.

10. May I learn how many hours of absences I have?

Each student is responsible for counting his/her own absence. Student absences and marks will be announced ONCE after the Midterm exam

11. May I bring a friend to the lesson?

No person who is not on the ELS class lists will be allowed into classes.

12. May I review my exam papers, and may I ask for my exam paper(s) to be reassessed?

Students wishing review their exam papers (Midterm / Final / Proficiency) apply with a petition to the ELS Administration. In reviewing the exam papers, priority is given to students who have failed the exam in question. Reviews are done by a Deputy Director. Students who do not agree with their test scores after reviewing the paper can apply to ELS administration to have their papers reassessed.

13. When my exam is reviewed and a mistake is found, are my marks adjusted?

When a material mistake is found in a student's reviewed paper, the Deputy Director responsible for Academic Issues makes the necessary change and the correct score is announced.