



UNIVERSITY OF TUZLA

OFFICE FOR TEACHING AND STUDENTS' AFFAIRS

**Tempus JEP “Modernisation and Reconstruction of the
University Management and Structure”**

Maribor, 13.04. – 17.04.2010.

THE PROCEDURE FOR ADOPTING NEW CURRICULA

- In accordance with Article 149., Paragraph 1, Item 1 of the University of Tuzla Statute, Council of the study department prepares study programmes-curricula for all 3 cycles and submits these to the Faculties'/Academy's Teaching Scientific Council and Teaching Arts Council, respectively. At faculties which do not have study departments, Teaching Scientific Council and Teaching Art Council prepare the curricula.



THE PROCEDURE FOR ADOPTING NEW CURRICULA

- In accordance with Article 125., Paragraph I, Item (a) of the University of Tuzla Statute, Teaching Scientific Council and Teaching Arts Council proposes curricula for all 3 study cycles and submits these to the Senate for its approval.



THE PROCEDURE FOR ADOPTING NEW CURRICULA

- Senate appoints commission to review the curricula. Upon the review, the commission reports in writing to the Office for Students Affairs in order to continue with the procedure to adopt the curricula.



THE PROCEDURE FOR ADOPTING NEW CURRICULA

- At the University level, Vice Rector for Students' Affairs coordinates activities related to establishing curricula and monitoring their implementation and subsequently, forwards its suggestions to the Senate.



THE PROCEDURE FOR ADOPTING NEW CURRICULA

- In accordance with Article 75., Paragraph I, Item 7, the Senate adopts study programmes-curricula for undergraduate, master and PhD studies, following the proposal made by Teaching Scientific Council and Art Teaching Council.



THE PROCEDURE FOR ADOPTING NEW CURRICULA

- Curricula are being evaluated every 4 years. Changes must not exceed 20% when compared to the previous curricula.



OFFICE FOR STUDENTS' AFFAIRS

- Vice Rector for Students' Affairs
 - Senior Assistant
 - Assistant
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- Vice Dean for Students' Affairs – relation

Vice Rector for Students' Affairs (I)

- At the University level, coordinates activities related to teaching requirements and teaching process and subsequently, reports and puts forward suggestions to the Senate and Rector;
- At the University level, coordinates activities related to continuous verification of students' progress, exams schedule and its implementation for the next academic year and subsequently, reports and puts forward suggestions to the Senate and Rector;
- At the University level, coordinates activities related to setting up and implementing teaching schedule per organizational units, monitors the continuity and quality of the teaching process and subsequently, reports and puts forward suggestions to the Senate and Rector;
- Actively produces materials for appropriate University bodies under the Office's jurisdiction;
- At the University level, coordinates issues related to engaging part-time teaching assistants and subsequently, reports and puts forward suggestions to the Senate and Rector;
- At the University level, coordinates activities related to establishing the curricula and monitoring their implementation, and subsequently, reports and puts forward suggestions to the Senate and Rector;



Vice Rector for Students' Affairs (2)

- At least once a year, unless otherwise needed, reports to the Senate and Rector on implementation of the teaching and scientific research process and students' exams passing rate and prepares and reports on other related issues when needed;
- At the University level, manages the activities related to the entry to all three study cycles and subsequently, reports and puts forwards suggestions to the Senate and Rector;
- Prepares information packages with overview of courses;
- Proposes general and specific legal documents relating to the teaching process and students;
- At least once a year, reports on its work to Rector and the Senate;
- Participates in preparations for the Senate sessions;
- Performs other duties under the Office's jurisdiction and/or Rector's instruction.



OFFICE FOR STUDENTS' AFFAIRS

Office for Students' Affairs actively participates in devising enrolment policy for every academic year;

In coordination with their Scientific and Teaching Councils, every Faculty and Academy submits a proposal for student enrolment to undergraduate studies for every academic year;

Submitted proposals are systematized and prepared as working material for Senate session;

Office for Students' Affairs participates in preparing brochures with information on enrolment to undergraduate studies every academic year.



OFFICE FOR STUDENTS' AFFAIRS

Office for Students' Affairs carries out activities related to collecting and summarizing data on the number of graduated BA, MA and PhD students at the University of Tuzla;

Office for Students' Affairs summarizes data related to the promotion of BA and Master graduates, submitted by Faculties' Assistants to the Secretary General;

Complied data with breakdown per organizational units are available on the University's web site.



OFFICE FOR STUDENTS' AFFAIRS

- Prior to the start of academic year, Faculties and Academy submit to the Office the teaching coverage plan listing all participants in the teaching process (teachers/guest teachers, teaching assistants, laboratory technicians, etc.);
- Teaching coverage plan is established at the Teaching Scientific Council session at each Faculty and it is then submitted to the Office;
- The Office proposes and takes measures to improve teaching process;
- Following the Teaching Scientific Councils' proposals, the Office coordinates and proposes teaching coverage for the academic year to the Senate;
- The Office coordinates and proposes to the Senate the exams schedule for the academic year;
- The Office coordinates activities related to devising teaching schedule and monitoring continuity of the teaching process;
- The Office proposes to Rector hiring part-time teaching assistants;
- The Office monitors implementation of curricula at all Faculties.



OFFICE FOR STUDENTS' AFFAIRS

Teaching coverage is composed of basic elements of the curriculum (subject, hours), number of students and individual teaching engagement for every participant in the teaching process.

Weekly teaching workload is calculated for every participant in the teaching process based on the teaching coverage.

Based on the teaching coverage (and individual teaching workload), Contracts for guest teachers and assistants are being verified. These contracts are prepared by Faculties/Academy and submitted to the Office once signed by the Deans.

Teaching load for teachers is 5 hours a week.

Teaching load for senior assistants and assistants is 10-12 hours a week.



Teaching coverage

- Setting up a comprehensive database with complete information on teachers' workload
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- Database is to be filled out by Vice Deans for Students' Affairs



OFFICE FOR STUDENTS' AFFAIRS

Office for Students' Affairs participates in preparing materials for Tuzla Canton and Federal Ministry of Education, Science, Culture and Sport.

Office for Students' Affairs actively participates in seminars, round tables and presentations in order to raise awareness about Bologna process.



OFFICE FOR STUDENTS' AFFAIRS

The Office proposes to Rector and the responsible University bodies take measures and activities to improve the quality of the teaching process.

The Office initiates activities to adjust the curricula to the law and University's bodies.

4+1+3 model has been accepted.

Office for Students' Affairs coordinates all activities related to the changes and amendments to the curricula for undergraduate studies at Faculties/Academy.

As of 2003/2004, Bologna-modelled curricula have been in use.