UNIVERZITET "DŽEMAL BIJEDIĆ" MOSTAR

"Office for teaching and student issues"

European Commision

TEMPUS

Agreement number:
145008-TEMPUS-2008-DE-JPGR

MODERNISATION AND RECONSTRUCTION
OF UNIVERSITY MANAGEMENT AND STRUCTURE
MODERNIZACIJA I REKONSTRUKCIJA
MENADŽMENTA I STRUKTURE UNIVERZITETA

Maribor, 19.4.2010

Legal frame

- Legal frame for organization of the teaching process:
  - *Outline Law on higher education in BH*
  - *Law on University*
  - *University Statute from 1990*

- Every faculty has **Faculty regulations** in accordance with the outline law
- Teaching-scientific council of the University approves regulations of each faculty
- Teaching-scientific council of the University approves new Curricula and suggestions for modification of Curricula
- Teaching-scientific council and Senate of the University define enrolment policy

"Džemal Bijedić" University in Mostar

- University is not integrated → there are differences in realization of the teaching process

  The following elements are common for all faculties:

  - Academic calendar
  - Some facilities (sport fields, amphitheatre, multimedia center etc.)
  - Office for quality assurance of teaching process,

Role and tasks of the vice-rector for the teaching process

- **Vice-rector for the teaching process** coordinates the teaching process on all faculties:
  - *Organization of the teaching process*
    - *University academic calendar*
    - *Approves schedule of classes for all faculties*
  - *Teaching process realization control*
    - *With assistance of the quality assurance office, vice-rector controls whether the realization of the teaching process is in accordance with schedule of classes*
  - *Teaching process results analysis*
    - *With assistance of quality assurance office*
      - Analyses exam results
      - Does surveys with the aim of evaluating work of the teaching staff

  Makes improvements in the teaching process and decides on adequate measures defined by the Book of regulations for students' evaluation of the teaching process

19.4.2010

Vice-dean for the teaching process

- Every faculty has a *vice-dean for the teaching process* organizing the teaching process and counselling the students
  - coordinates the teaching process at the faculty, takes care of correct and consistent realization of the teaching process and studying programmes,
  - participates in preparation of faculty teaching-scientific council meetings,
  - participates in realization of decisions of the teaching-scientific council referring to the teaching process,
  - makes a draft plan for realization of the teaching process for undergraduate study,
  - makes schedule of classes and exam terms,
  - makes initiative for innovating Curriculum and participates in process of its modification and development,
  - supervises realization of the teaching process and exam terms and submits a monthly report for the dean about this,
  - suggests engagement of external associates in the teaching process,
  - submits a report about the exam results to teaching-scientific council of the faculty after each exam term,
  - participates in work of the commission for validation and equivalence of diplomas from universities abroad,
  - suggests purchase of laboratory equipment and professional literature,
  - takes care of and takes appropriate measures with the aim of modernizing and harmonizing the teaching process with the latest scientific developments,
  - establishes commissions for exams (in cases student takes an exam for fourth time) and commissions for diploma paper presentation,
  - suggests appropriate measures to the dean in order to advance the teaching process,
  - participates in definition of documents referring to the teaching process.

Teaching process schedule

- Teaching process is organized and realized in accordance with the schedule of classes on each faculty.
- Each faculty has to announce the schedule of classes the latest 10 days before the beginning of the teaching process and to send it to the vice-rector for the teaching process.
- *Schedule of classes* contains the following:
  - title of the studying program,
  - studying year,
  - title of course, time (day, hours) of classes,
  - place where classes will be held (classrooms, laboratories),
  - information about teaching staff and other instructions about the teaching process.
- Maximum number of classes per week is 25 to 35 hours, depending on the number of courses in semester.
- Changes in schedule of classes during the teaching process are generally not approved. If certain changes are necessary (due to health problems of the teaching staff etc.), dean and vice dean for teaching process at the Faculty organize appropriate replacement or postpone classes

Schedule of exams

- Schedule of exams is announced at the beginning of academic year:
  - Jan/Feb
  - Jun/July
  - Sept.
- Student may enroll the higher year with maximum two exams student didn't pass or with missing 15 ECTS points (this number of ECTS points refers to two courses)

Knowledge evaluation

- Knowledge evaluation forms are: written, verbal and practical.
- All knowledge evaluation forms are public.
- Results of written exams are kept until the next academic year.
- Undergraduate study is completed when all exams are passed and diploma paper is done in accordance with the studying program
- Student can choose the topic for the diploma paper from scientific areas primarily taught at the faculty
- Vice-dean for the teaching process collects and analyses the data about the success of students with the aim of decreasing the drop–out rate.

Reforms of the teaching process with the aim of harmonizing it with Bologna process

- Through the Project for institutional development of the University in 2004, reform of all Curricula was done:
  - Courses modularity
  - ECTS
- Each faculty has a teaching-scientific council making decisions the faculty is authorized to make, making proposals and recommendations to the teaching-scientific council of the University

Planned activities with the aim to improve the teaching process at the University

- *Integrated University* should have the following:
  1. *Centralized office for teaching issues* will enable better use of facilities, human and teaching resources and simplify the mobility of students on the level of the University.
  2. *University e-learning center* will provide reusability of learning modules and create preconditions for all faculties to use adaptive e-learning platform as a support to traditional teaching process, DL or blended learning.
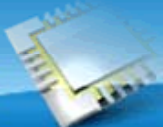 3. *University center for life-long learning*

Teaching process realization forms

- On certain faculties, teaching process is organized:
  - *in a traditional way* (in the classroom),
  - *through distance learning (DL)* supported by e-learning platform developed on the Faculty of Information Technology (FIT) or
  - *blended learning* (usually in the second cycle of studying).

Distance learning

- FIT organizes ***distance learning***(DL) and blended learning teaching process supported by:
    - e-learning platform,
    - e-testing module,
    - knowledge sharing community,
    - e-mail and
    - Other forms of synchronous communication.

e-learning platform

e-learning platform

Course syllabus structure

Fakultet informacijskih tehnologija	Profesor: doc.dr. Samim Konjicina
Naziv predmeta:	**Asistenti:** Jasmin Azemović, Emina Junuz
Uvod u baze podataka	**Konsultacije:**
Godina: 2	• Predavanja (po dogovoru, http://cs.fit.ba/ i putem e-maila);
Semestar: III (zimski)	• Vježbe (http://cs.fit.ba/);
Tip predmeta: obavezni	• Workshop (http://cs.fit.ba/);
ECTS: 5	
Raspored sati:	
Predavanja: 30	Vježbe: 30	Workshop: 30

- *Course description*
- *Course objectives and outcomes*
- *Course position in the Curriculum*
- *Necessary previous knowledge*
- *Lecture classes plan*
- *Practice classes plan*
- *Workshop classes plan*
- *Pre-conditions for taking the exam*
- *Evaluation methods*
- *Extra points*
- *Literature*

e-testing module

- Advancement of students trough the module materials is verified and observed through self-evaluation tests and homework assignments.
- E-testing module enables each instructor to independently create self-evaluation tests and sometimes exams for students.
- Instructor can enter questions/exercises by different categories, which he is free to create.
- It is possible to create different types of questions:
    - true/false,
    - single choice,
    - multiple choice,
    - essay questions/answers.
- Dates of self-evaluation tests are determined beforehand and published in the syllabus of the module .
- Schedule and frequency of tests for each module depends on expected outcomes.
- All answers, with the exception of essay questions are evaluated automatically by our information system, so that a student can know his/her results immediately after student completes the test.
- Instructor can see the results of all tests for all students as well as students' answers for all the questions.
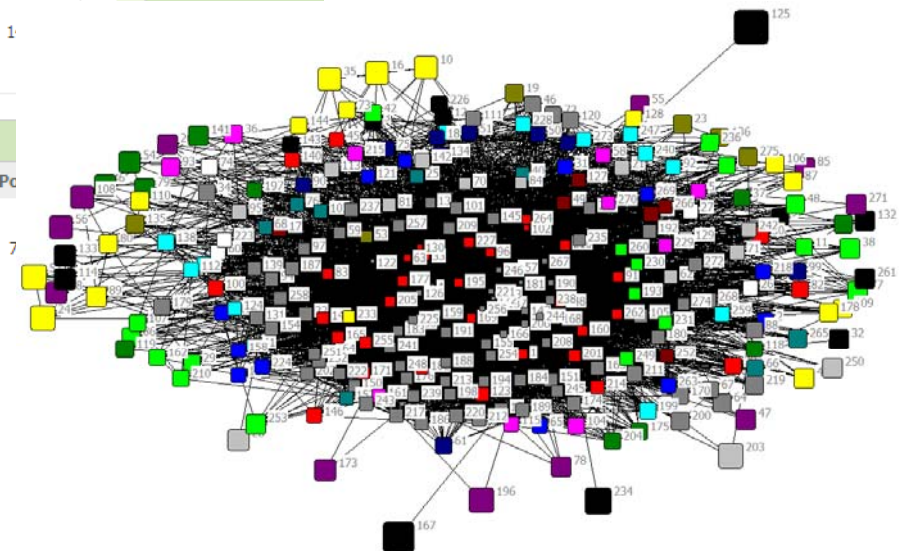
Knowledge sharing community

FIT::Studenti

Forums	Last Post	Threads	Posts
I godina			
Subforum(s) Algoritmi i strukture podataka, Arhitektura računarskih sistema, Engleski jezik, Matematika, Osnove ekonomije i poslovanja, Ostalo, Programiranje I, Uvod u informacijsku tehnologiju, Uvod u operativne sisteme, Uvod u programiranje	Re: Pripreme za Ucionicu... by Armin Duraković 12-27-2009 14:06	1.972	27.842
II godina			
Subforum(s) Engleski jezici, Komunikacijske tehnologije, Objektno orjentisana analiza i dizajn, Ostalo, Programiranje II, Računarske mreže, Reporting, Server operativni sistemi, Sociologija, Statistika i vjerovatnoća, Upravljanje bazama podataka :: DBMS, Uvod u baze podataka	Re: Parcijala ??? by Avdo Husic 03-23-2010 21:18	1.597	18.026
III godina			
Subforum(s) Engleski jezici, Interakcija čovjek-računar, Kompjuterska grafika, MIS, Ostalo, Principi e-bussinesa, Projekat, Projektovanje informacijskih sistema, Sigurnost i zaštita računarskih sistema, Softverski inženjering, Sportske aktivnosti 2, Web tehnologije	Re: PEB predavanja ? by Haris Balta 06-15-2008 17:39	606	4.345
IV godina			
Subforum(s) Metodologija izrade strucnog rada, Ostalo, Praksa, Sistemska i mrezna administracija, Trendovi u razvoju IT-a	Kad ce rezultati !? by Miran Borić 09-29-2009 17:48	33	1

FIT :: Stručne diskusije

Forums	Last Post	Threads	Po
E-books, literatura, magazini... Sve vezano za dobru IT literaturu: knjige, online	Beginning Perl (3. Editio... by Vedran Maričević	446	7

baze podata

tehnologije

	N	N1	N2
Average distance	1.90	1.80	1.93
Components	2	2	2
Density	0.18	0.25	0.17
Clustering coefficient	0.23	0.80	0.78
Cohesion	0.58	0.61	0.53
Closeness	54.37	56.78	52.66
Betweenness	7.83	56.23	43.94

- pitanje oko kardinal
- SRETNI PRESTOJE
- Sadržaj dokumenta
- Ako postoji potreba

Monitoring and advising of DL students

- Every assistant is a tutor for 10 first year students
- Tutor has to monitor activities of DL students and to give them adequate help and advices
- Assistants communicate with DL students from their tutoring group by e-mail, forum and other forms of synchronous communication.
- Method of tutoring decreases the drop-out rate on the first year of studying.
- Although student has a tutor only during the first year of studying, he/she keeps communicating with the tutor as well as with the vice dean for the teaching process in the remaining period of studying