



INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU

Request for PhD Qualification Exam

This form is used by the Student, Mentor / Co-Mentor, program coordinator, or head of the department for initiating the PhD Qualification Exam for the PhD student.

Please fill in the form completely and submit the printed copy to the Faculty Secretary's Office.

Part I. Student Information

Student Name and Surname	Student Number	Faculty / Program

Part II. Declaration by Study Program Coordinator

At this point of studies the student has fulfilled all the obligations which are prescribed by the study program curriculum up to the PhD Qualification Exam.	Signature	Date

Part III. Mentor's Approval

	Name and surname	Signature	Date
Mentor			

Part IV. (For Official Use Only)

Proposed members of the Committee to conduct PhD Qualification Exam (other than Mentor)

Committee Member	
Committee Member	
Substitute member of the committee	
Substitute member of the committee	

*Request approved by Faculty Council on _____, Decision No. _____

*Request approved by IUS Senate on _____, Decision No. _____

Qualifying Doctoral Examination scheduled on (date) _____ (location) _____ (time) _____

*If the decision varies from the proposal, attach copy of the decision to this form

EXCERPT FROM THE STUDY RULES FOR THE THIRD STUDY CYCLE

A qualifying doctoral examination

Article 24

- 1) Qualifying doctoral examination (hereinafter: qualification exam) is the test aimed to measure whether the third cycle student is "mature, and qualified" enough for a work on dissertation after he/she finished courses at the graduate level. The qualification exam may have two parts: written and/or oral.
- 2) Topics of the written exam questions can be specified by each program in its curriculum, or be chosen from topics covered by graduate courses taken by the candidate.
- 3) Oral exam digs further into topics not answered properly in the written exam, and checks consciousness for future research prospects of a candidate.
- 4) Passing grade from a qualification exam is 55% as in any other exam.
- 5) Qualification exam is administered by examining committee appointed by the Senate.
- 6) After completing all course obligations, except required scientific activities, which can be finished during the work on dissertation, third cycle student, with the approval of the mentor, appeals to the program coordinator for the appointment of an examining committee for the qualification exam.
- 7) Examining committee consists of three members, all of whom are appointed to the rank of assistant professor or higher academic rank, and where the mentor is chairman of the committee.
- 8) Program coordinator proposes members of the examining committee and submits the proposal to the Faculty Council.
- 9) Faculty Council reviews program coordinator's proposal and proposes members of the examining committee to the Senate.
- 10) Senate appoints examining committee.
- 11) Within one month from the appointment by the Senate, examining committee sets the examination date and venue for the qualifying examination.
- 12) Within three days from the examination date, mentor notifies the student about the result of the qualifying examination.
- 13) If student fails to pass the qualifying examination, then he/she may re-sit the examination after expiry of a six-month period.
- 14) The written exam documents and questions of the oral exam are delivered to the Student Affairs Office.