

**UNIVERSITY OF BANJA LUKA**

**RULEBOOK  
ON STUDENT AND STAFF INTERNATIONAL MOBILITY**

Banja Luka, December 2017

Pursuant to Article 103(g) of the Law on Higher Education of the Republic of Srpska (Official Gazette of the Republic of Srpska, 73/10, 104/11, 84/12, 108/13, 44/15 and 90/16) and Articles 115(6) and 120 of the Statute of the University of Banja Luka, the Senate of the University of Banja Luka, at their 18th session, held on 21 December 2017, adopted the following:

## **RULEBOOK on student and staff international mobility**

### **I - GENERAL PROVISIONS**

#### Article 1

This Rulebook sets out the forms of international mobility of students and staff, the basic principles of international mobility, the rights and responsibilities of the students and staff carrying out the mobility, the application and implementation procedures, the courses recognition procedure, and other matters relevant to conducting international mobility at the University of Banja Luka (hereinafter: University).

International mobility of students does not include issuing degrees by the Receiving Institution, unless the Inter-institutional Agreement provides for issuing a joint degree or a dual/multiple degree, i.e. recognition of previously acquired degrees.

The rules provided by this Rulebook for the international mobility of students and staff shall apply to the mobility of students and staff in the Republic of Srpska and in Bosnia and Herzegovina (hereinafter: BiH).

#### Article 2

Persons carrying out international mobility are obliged to observe the rules of the University and its organisational units (hereinafter: OU), as well as rules of the Receiving Institution.

In case the person carrying out the international mobility disobeys or violates the rules defined in paragraph 1 of this Article, any disciplinary procedures and measures shall be conducted by the Faculty/Academy of Arts at which the Outgoing Student carrying out the mobility is enrolled or at which the Incoming Student is carrying out mobility, i.e. the OU whose staff member is carrying out the mobility or at which the Incoming Staff Member is carrying out mobility.

### **II – DEFINITIONS**

#### Article 3

Expressions used in this Rulebook shall have the following meanings:

**Student Mobility for Studies** – a limited duration of study in a comparable level and field of education at another higher education institution abroad, in accordance with the Learning Agreement.

**Student Mobility for Traineeships** – a limited duration of traineeship carried out abroad, in accordance with the Learning Agreement – Student Mobility for Traineeships.

**Student Mobility for Research** – a limited duration of research towards completing a master's or doctoral thesis at another higher education institution abroad, in accordance with the Learning Agreement – Student Mobility for Research.

**Academic Staff Mobility for Teaching** – teaching activities carried out at another higher education institution abroad, in accordance with the Mobility Agreement for Teaching.

**Academic Staff Mobility for Research** – research carried out at another higher education institution abroad, in accordance with the Mobility Agreement for Research.

**Academic and Administrative Staff Mobility for Training** – training at another higher education institution abroad in accordance with the Mobility Agreement for Training.

**Sending/Home Institution** – the higher education institution from which the students or staff are participating in the mobility. At the University, the Sending Institution, in regard to the rights and obligations towards Outgoing Students, shall be the Faculty/Academy of Arts from which the student is participating in the mobility, i.e. the Faculty/Academy of Arts at which the student is enrolled. At the University, the Sending Institution, in regard to the rights and obligations towards Outgoing Staff, shall be the University.

**Receiving/Host Institution** – the higher education institution or other institution at which the students or staff are carrying out the mobility. At the University, the Receiving Institution, in regard to the rights and obligations towards Incoming Students, shall be the Faculty/Academy of Arts where the student is carrying out the mobility. At the University, the Receiving Institution, in regard to the rights and obligations towards Incoming Staff, shall be the OU at which the Incoming Staff is carrying out the mobility. At the University, the Receiving Institution, in regard to the rights and obligations towards Incoming Administrative Staff within the Rectorate administrative services, shall be the University.

**Inter-Institutional Agreement** – the agreement entered into by the University and the Receiving Institution with which the mobility is carried out. The Agreement specifies the details of the mobility: areas of cooperation, number of students and staff on both sides to carry out mobility, exchange study cycles, exchange periods, study programmes etc.

**Outgoing Student** – student at the University carrying out mobility at another higher education institution abroad.

**Incoming Student** – student at a higher education institution abroad carrying out mobility at the University.

**Outgoing Staff** – academic and administrative staff of the University carrying out mobility at another institution abroad.

**Incoming Staff** – academic and administrative staff of a higher education institution abroad carrying out mobility at the University.

**Exchange Period** – the time period during which the student or staff member are carrying out mobility.

**Learning Agreement** – an agreement setting out the obligations and academic activities to be carried out by students at the Receiving Institution. The Learning Agreement is trilateral and is entered into by the Sending Institution, the Receiving Institution and the student carrying out mobility.

**Learning Agreement – Student Mobility for Traineeships** – an agreement setting out the obligations and traineeship activities to be carried out by students at the Receiving Institution. The Learning Agreement – Student Mobility for Traineeships is trilateral and is entered into by the Sending Institution, the Receiving Institution and the student carrying out mobility.

**Learning Agreement – Student Mobility for Research** – an agreement setting out the obligations and academic activities to be carried out by students at the Receiving Institution. The Learning Agreement – Student Mobility for Research is trilateral and is entered into by the Sending Institution, the Receiving Institution and the student carrying out mobility.

**Mobility Agreement for Teaching/Training** – an agreement in which the staff member proposes a teaching/research/training plan for the mobility. Mobility Agreement for Teaching/Training is trilateral and is entered into by the Sending Institution, the Receiving Institution and the staff member carrying out mobility.

**Report on the realization of the activities during student mobility** – a document which the student fills out at least once during the exchange period, after the first half of the exchange period, and submits to the academic coordinator for international student and staff mobility.

**Report on finished student mobility** – a document which the student fills out upon returning from the mobility and submits to the academic coordinator for international student and staff mobility.

**Report on finished staff mobility** – a document which the staff member fills out upon returning from the mobility and submits to the dean/director, in case the staff member carries out their work at an OU, i.e. to the Rector, in case the staff member is employed at the Rectorate.

**Transcript of Records** – a document in which a higher education institution provides detailed information on the achieved academic results (grades, *ECTS* credits) of the student.

**Transcript of Work** – a document in which the receiving institution provides detailed information on the work carried out and the students' results.

**Academic coordinator for international student and staff mobility** – person appointed by the Academic Council of the Faculty/Academy of Arts (hereinafter: AC) to carry out activities set out in Article 38 of this Rulebook.

**Coordinator for international cooperation** – person appointed by the AC to carry out activities set out in Article 39 of this Rulebook.

**Commission for the recognition of the period of exchange carried out abroad** – commission appointed by the AC to carry out activities set out in Article 40 of this Rulebook.

**Recognition of students' exchange periods** – procedure of deciding on the recognition of exchange periods, passed exams, *ECTS* credits and grades obtained by the student during mobility.

**Harmonized grade** – the grade which is determined in the recognition of students' exchange periods as equivalent to the grade obtained by the student at the Receiving Institution.

**Course Catalogue** – an overview of the courses offered at the Faculty (code, content, number of *ECTS* credits, learning outcomes).

**Learning outcomes** – statements which express what the student is expected to know, understand or is able to demonstrate at the end of a learning period. They describe the knowledge, skills and viewpoints the students will gain during their studies.

**Erasmus+, International Credit Mobility** – EU programme for the international exchange of students and staff participating in the higher education system. For universities in BiH, as a partner country in the programme, it includes exchange with partners from programme countries (28 members of the EU, Norway, Lichtenstein, Turkey, Macedonia, Island).

**CEEPUS** – the Central European Exchange Programme for University Studies is an exchange programme for students and teaching staff in central and eastern Europe.

**International mobility programme** – any programme which provides international mobility of individuals for the purpose of studying and training, including, but not limited to, the Erasmus+ and CEEPUS programmes.

### **III – STUDENT MOBILITY**

#### **Article 4**

For the purposes of this Rulebook, student mobility shall be studying, i.e. research or traineeship for a limited period of time at a Receiving Institution abroad, after which the student returns to the Sending Institution and continues with their original study programme.

Student mobility includes attending I, II or III study cycle, i.e. traineeship within the I and II study cycle or research within the II and III study cycle.

Student mobility is primarily carried out within institutional exchange programmes based on bilateral/multilateral agreements/memorandums.

A student may carry out mobility beyond the scope of these programmes – based on intercountry agreements, available exchange programmes and possibilities to study at higher education institutions abroad, the student's own choosing etc.

The rules provided by this Rulebook for the international mobility of students shall apply appropriately to the international mobility of students as defined in paragraphs 3 and 4 of this Article.

#### **Requirements for Student Mobility**

##### **Article 5**

To be eligible for mobility, an undergraduate student needs to have earned 60 ECTS credits at the Sending Institution.

A master's or PhD student is eligible for mobility without such restrictions.

#### **Duration of the Exchange Period**

##### **Article 6**

Student Mobility for Studies shall last at least 3 and at most 12 months at each study cycle.

Student Mobility for Traineeships shall last at least 1 and at most 12 months at each study cycle.

Student Mobility for Research shall last at least 3 and at most 12 months, at the II and III study cycle.

A student of the University may carry out mobility multiple times throughout their studies, with a restriction of the combined duration of the Exchange Periods at the same study cycle to no more than 12 months, regardless of the purpose of the exchange.

As an exception to the previous paragraph, for one-year master's studies individual exchange periods may not be longer than six months, regardless of the purpose of the exchange, and for integrated study programmes individual exchange periods may not be longer than 24 months, regardless of the purpose of the exchange.

#### **Mobility Application Form**

##### **Article 7**

Outgoing Students shall apply for mobility through the integrated information system of the University.

Incoming Students shall be entered into the integrated information system by student affairs officers at the Faculty/Academy of Arts where the student is carrying out the mobility.

### **Mobility Documentation**

#### Article 8

Student mobility at the University is based on the following primary and mandatory documents:

#### **Before the mobility:**

1. Learning Agreement and/or Learning Agreement – Student Mobility for Traineeships and/or Learning Agreement – Student Mobility for Research

#### **During the Mobility:**

2. Report on the realization of the activities during student mobility

#### **After the Mobility:**

3. Report on finished student mobility
4. Transcript of Records and/or Transcript of Work
5. Decision on the Recognition of the Exchange Period.

These documents do not exclude the possibility that other mobility documentation may exist, as required by the specific individual exchange programmes.

### **Learning Agreement**

#### Article 9

In the Learning Agreement, the contracting parties (student, Sending Institution and Receiving Institution) specify the courses to be taken by the student, i.e. other academic activities which the student is to carry out during the mobility at the Receiving Institution.

The Learning Agreement also specifies the courses at the University which are to be replaced by the courses at the Receiving Institution and which shall be recognized after the mobility has been completed.

Outgoing and Incoming Students in mobility for studies are required to obtain at least three ECTS credits for each month spent in mobility during academic terms at the Receiving Institution.

By signing the Learning Agreement, the Sending Institution gives permission to the student to carry out the mobility and attend the selected academic activities, and guarantees the recognition of the ECTS credits and equivalent grades obtained during the mobility.

By signing the Learning Agreement, the Receiving Institution confirms that the agreed academic activities are part of the existing curricula, commits to accepting the student into the mobility and approves the attendance and performance of the selected academic activities.

The Learning Agreement is drafted in the Serbian and English language and must include the following:

- Course unit code – if a course nomenclature exists at the Receiving Institution;
- Course unit titles – titles of the courses, i.e. activities at the Receiving Institution selected by the student;
- Number of ECTS credits for each course, i.e. activity at the Receiving Institution, except when the Receiving Institution does not use the ECTS system;

- Course unit codes, course unit titles and number of ECTS credits at the University for outgoing students.

The Learning Agreements for Outgoing and Incoming Students are signed by the student and the relevant academic coordinator for international student and staff mobility.

The contracting parties sign the Learning Agreement before the student begins the mobility, unless set out otherwise at the Receiving Institution.

The Learning Agreement may be subsequently amended only with the consent of all signatories, and all changes must be made in writing.

Amendments to the Learning Agreement are integral to the Learning Agreement, and are made only if the student suggests changes to the agreement after it was signed and if all contracting parties agree on the changes.

A template of the Learning Agreement is attached to this Rulebook (Appendix No. 1.1 and 1.2).

If the student carried out mobility at a Receiving Institution where the ECTS system is not in place, the Commission for the recognition of the period of exchange carried out abroad is obliged to carry out the equalisation of the awarded records and other results.

### **Learning Agreement – Student Mobility for Traineeships**

#### **Article 10**

In the Learning Agreement – Student Mobility for Traineeships, the student, the Sending Institution and the Receiving Institution specify the content and type of work to be carried out by the student during the mobility at the Receiving Institution.

This document sets out a detailed programme of the traineeship, working tasks of the student, monitoring and evaluation plan and outcomes of the traineeship in terms of knowledge, skills and competences.

By signing the Learning Agreement – Student Mobility for Traineeships, the Sending Institution commits to defining the outcomes of the traineeship, to assist the student in choosing a Receiving Institution, to select students based on clear and transparent criteria, to recognize the Exchange Period for the student traineeship and to undertake evaluation of each student's personal and professional development achieved during the Exchange Period.

By signing the Learning Agreement – Student Mobility for Traineeships, the Receiving Institution commits to facilitate the mobility for Traineeships in the manner set forth in the Agreement, to draft a contract or other legal document relevant to the student traineeship in accordance with the positive legislation of the receiving country and sending country, to appoint a supervisor to the student in mobility, to provide practical assistance to the student in obtaining accommodations, a visa and insurance, and to help the student fit into the new environment.

By signing the Learning Agreement – Student Mobility for Traineeships, the student commits to successfully carrying out the traineeship, to communicate with and report to the Sending Institution on the carried out traineeship.

The Learning Agreement – Student Mobility for Traineeships is drafted in the Serbian and English Language.

Provisions of Article 9 of this Rulebook relative to the competence for signing the Learning Agreement shall apply to the signing of the Learning Agreement – Student Mobility for Traineeships.

The contracting parties sign the Agreement before the student begins the mobility, unless set out otherwise at the Receiving Institution.

A template of the Learning Agreement – Student Mobility for Traineeships is attached to this Rulebook (Appendix No. 2.1 and 2.2).

### **Learning Agreement – Student Mobility for Research**

#### **Article 11**

In the Learning Agreement – Student Mobility for Research, the contracting parties (student, Sending Institution and Receiving Institution) specify the academic activities (research) which the student is to carry out during the mobility at the Receiving Institution.

By signing the Learning Agreement – Student Mobility for Research, the Sending Institution gives permission to the student to carry out the mobility and attend the selected academic activities, and guarantees the recognition of the results achieved during the mobility.

By signing the Learning Agreement – Student Mobility for Research, the Receiving Institution confirms that the agreed academic activities are part of the existing curricula, commits to accepting the student into the mobility and approves the attendance and performance of the selected academic activities.

The Learning Agreement – Student Mobility for Research is drafted in the Serbian and English Language.

Provisions of Article 9 of this Rulebook relative to the competence for signing the Learning Agreement shall apply to the signing of the Learning Agreement – Student Mobility for Research.

The contracting parties sign the Agreement before the student begins the mobility, unless set out otherwise at the Receiving Institution.

A template of the Learning Agreement – Student Mobility for Research is attached to this Rulebook (Appendix No. 3.1 and 3.2).

### **Report on the realization of the activities during student mobility**

#### **Article 12**

The report on the realization of the activities during student mobility is a document which the student is to submit at least once during an individual exchange period, after the first half of the total exchange period, more times if required.

The report on the realization of the activities during student mobility is submitted by the student to the academic coordinator for international student and staff mobility, who processes the information and, as needed, provides support to the student in overcoming any identified problems.

A template of the Report on the realization of the activities during student mobility is attached to this Rulebook (Appendix No. 4).

### **Report on finished student mobility**

#### **Article 13**

The Report on finished student mobility is a document submitted by the student upon their return to the University and the completion of the procedure of recognising the achieved results.

The report is submitted to the academic coordinator for international student and staff mobility.



The report on finished student mobility is submitted to the University by both incoming and outgoing students, in accordance with the exchange programme or the Inter-Institutional agreement.

A template of the Report on the realization of the activities during student mobility is attached to this Rulebook (Appendix No. 5.1 and 5.2).

### **Transcript of Records**

#### **Article 14**

A Transcript of Records obtained at the Sending Institution is a certificate of passed exams, issued by the Sending Institution prior to signing the Learning Agreement, or issued by the Receiving Institution upon the completion of the Exchange Period, as a public document. The Transcript of Records, except from information on the student, must include information on the course unit titles, obtained grades and awarded ECTS credits for each of the units, information on the duration of the study programme, as well as other relevant information.

Upon the completion of the Exchange Period, the Faculty/Academy of Arts is obliged to issue a Transcript of Records to Incoming Students as evidence of carried out academic activities. This Transcript of Records is issued in the Serbian and in the English language.

For the purposes of applying for mobility, at the student's request, the Faculties/Academy of Arts are obliged to issue the Transcript of Records in Serbian and in English.

A template of the Transcript of Records is attached to this Rulebook (Appendix No. 6.1 and 6.2).

### **Transcript of Work**

#### **Article 15**

The Transcript of Work is a document in which the Receiving Institution confirms that the traineeship has been carried out, and it provides information on the results the student has achieved.

A template of the Transcript of Work is attached to this Rulebook (Appendix No. 7.1 and 7.2).

### **Decision on the Recognition of the Exchange Period**

#### **Article 16**

The Decision on the Recognition of the Exchange Period is an individual legal document in which the competent Commission for the recognition of the period of exchange carried out abroad attests to the recognition of passed exams, i.e. awarded ECTS credits, grades and other results of the mobility.

This Decision must include:

- information on the student, the Sending Institution and the Receiving Institution
- course units which the student has passed at the Receiving Institution (including the awarded ECTS credits and grades)
- course units at the Sending Institution to be replaced by the course units which the student has passed at the Receiving Institution
- course units the student has passed during mobility which cannot replace any units at the Sending Institution, but which shall be stated as elective activities/course units in the Diploma Supplement
- grade equivalents

- remaining obligations to be fulfilled by the student in order to meet the requirements of the curriculum (in cases where the student has not earned enough ECTS credits in mobility)
- other information which the Commission for the recognition of the period of exchange carried out abroad deems relevant to making a decision in each individual case

A template of the Decision on the Recognition of the Exchange Period is attached to this Rulebook (Appendix No. 8.1 and 8.2).

### **Status of the Student during the Exchange Period**

#### **Article 17**

During mobility at the Receiving Institution abroad, students retain their status of students at the University.

Students whose tuition fees are financed from the budget of the Republic of Srpska shall retain the funding status for the duration of the Exchange Period.

Students whose tuition fees are co-financed are to continue making regular payments of the tuition fee to the University for the duration of the Exchange Period.

At the student's written request, the Faculty/Academy of Arts is obliged to issue a certificate that the student is in mobility.

### **Recognition of the exchange period**

#### **Article 18**

A student at the University who has carried out mobility based on a signed Learning Agreement is entitled to the recognition of the results achieved at the Receiving Institution by the University.

The recognition of the period of exchange is a procedure by which the relevant Commission for the recognition of the period of exchange carried out abroad determines the results which the student has achieved during mobility and issues a decision on the recognition of passed exams (ECTS credits and grades). The final output of the procedure is a Decision on the recognition of the period of exchange.

The student is obliged to submit all relevant documents regarding the carried out mobility to the relevant Commission for the recognition of the period of exchange carried out abroad no later than 30 days prior to the beginning of the semester.

These documents include a written request, the original Learning Agreement and/or Learning Agreement – Student Mobility for Traineeships and/or Learning Agreement – Student Mobility for Traineeships and/or Learning Agreement – Student Mobility for Research, and any amendments to the agreement, Transcript of Records from the Receiving Institution, i.e. Transcript of Work, a document on the grading system at the Receiving Institution (if this information is not included in the Transcript of Records), as well as copies of these documents.

If the student is unable to meet the deadline because they lack documents from the Receiving Institution, they are obliged to notify the Vice-Dean for Teaching.

The relevant Commission for the recognition of the period of exchange carried out abroad is obliged to issue the Decision on the Recognition of the Exchange Period no later than seven work days upon submission of a full request and no later than 15 days prior to the beginning of the semester in which the student is to continue their studies at the University. The Decision shall be delivered to the student and the relevant student affairs office.

If this administrative procedure is not completed within the set deadlines or if the student was unable to submit relevant documents within the set deadlines, the University shall allow the student to continue their studies with a requirement to complete the procedure as soon as possible.

A student of the University who has carried out mobility without a signed Learning Agreement may submit any available documents relative to the mobility to the Commission for the recognition of the period of exchange carried out abroad, which will then carry out the equivalence procedure and issue a Decision on the recognition or dismissal of the achieved results.

### **Principles of the recognition of the exchange period**

#### **Article 19**

Recognition of results (ECTS credits and grades) obtained during mobility is based on the principles of transparency and flexibility.

The transparency principle requires that the rules on the recognition of the exchange period are publicly available (at the website and notice boards of the Faculty/Academy of Arts etc.)

The flexibility principle implies that the recognition of academic results achieved during mobility is based on ascertained similarities and learning outcomes of the two programmes. The principal factor for issuing the Decision is the knowledge in a certain field that the student gains during mobility, which does not have to be identical, but merely comparable to the knowledge the student would have otherwise gained by attending a given course at the University.

#### **Article 20**

The purpose of mobility is to allow the student to carry out academic activities at the Receiving Institution, and to acknowledge the Exchange Period as if it was spent at the University.

A student who has not passed all the exams at the Receiving Institution which were defined in the Learning Agreement, i.e. has not earned the required 30 ECTS credits per semester, but has attended the relevant classes, is entitled to take the equivalent exams at the University from the semesters spent in mobility, without taking any mandatory midterms. At the student's request they will be allowed to take midterms post festum in order to earn more ECTS credits and a higher grade.

### **Comparison and evaluation of the similarity of course units**

#### **Article 21**

The primary task of the Academic coordinator for international student and staff mobility is to sign the Learning Agreement and/or Learning Agreement – Student Mobility for Traineeships and/or Learning Agreement – Student Mobility for Research, and any amendments thereof.

When assessing the similarities of the course units which the student has proposed to attend at the Receiving Institution within the relevant exchange document, the Academic coordinator for international student and staff mobility is obliged to consult the teaching staff in charge of the relevant course units at the University.

The comparison and evaluation of the similarities of course units at the University and at the Receiving Institution after the student has returned from mobility is carried out by

the Commission for the recognition of the period of exchange carried out abroad, following the flexibility principle.

A full recognition means that after returning from mobility the student has completed all the course units which were replaced by course units completed at the Receiving Institution in accordance with the Decision on the Recognition of the Exchange Period.

### **Transfer and recognition of ECTS credits and grades**

#### **Article 22**

The primary criteria for the transfer and recognition of ECTS credits and grades earned during mobility are the learning outcomes, based on the Learning Agreement and Transcript of Records, and in accordance with the following recommendations:

1. The recognition of the course units which the student has attended and passed at the Receiving Institution, and which are comparable, i.e. similar to some course units at the University, is carried out by implying that the student has passed the required course units at the study programme at the University. The student shall be awarded the titles and ECTS credits of the comparable course units at the University, regardless of whether the course units which the student passed during mobility carried more or less ECTS credits.
2. The recognition of course units at the University referred to in paragraph 1 of this Article applies for both compulsory and elective course units. Section 6.1 of the Diploma Supplement ("Additional Information") shall note that specific course units were passed during mobility at the relevant higher education institution abroad and shall state the exact title of the course units (in the original language and in Serbian), the original grade, ECTS credits and the grading system at the Receiving Institution, exactly as stated in the Transcript of Records.
3. The recognized elective course units do not have to match the list of elective course units at the given study programme at the University.
4. If the achieved learning outcomes do not fit the learning outcomes of the study programme attended by the student at the University, the information on the course units passed and results achieved at the Receiving Institution is included in the Diploma Supplement, in the original language and translated into Serbian, under Section 6.1 ("Additional Information"), by adding the following subsection: "Passed course units / activities which have not been defined in the study programme towards a diploma", stating the fact that these course units have been passed during mobility, the name of the higher education institution and the grading system, exactly as stated in the Transcript of Records.
5. The student shall be awarded the grades earned at the Receiving Institution. If the grading system at the Receiving Institution is different than that of the University, the grades are harmonized and converted into equivalent grades at the University, in accordance with the formula for converting grades from the Receiving Institution to grades at the University.
6. The harmonized grades from the course units the student has passed during mobility, which have been recognized as passed at the University, shall count towards the student's average grade at the University. Grades which the student has earned for course units which have not "replaced" comparable course units at the University, but have been stated in their original form in accordance with paragraph 1, line 4 of this Article, do not count towards the average grade.
7. ECTS credits and grades from paragraph 1, lines 1, 2 and 3 of this Article, are treated the same as for any other course unit which the student has passed at the University (the ECTS credits are counted towards the total ECTS credits earned within the relevant study programme).

8. The ECTS credits for course units from paragraph 1, line 4 of this Article do not count towards the number of ECTS credits within the given study programme, but towards the total number of earned ECTS credits.

**Interpretation and conversion of grades which the student has earned during the exchange period at the Receiving Institution**

**Article 23**

The student shall be awarded a grade earned during mobility for a course unit which can be “replaced” with a course units at the University, in case the grading systems at the Receiving Institution and at the University differ, by converting the grade earned during mobility into an equivalent grade at the University (the so-called harmonized grade”).

The harmonization process is carried out in accordance with the formula for converting grades from the Receiving Institution into grades at the University.

Instructions on converting grades from the Receiving institution into grades at the University can be found in Appendix No. 9.1 and 9.2.

**Article 24**

The provisions of this Rulebook which apply to Student Mobility for Studies shall analogously apply to Student Mobility for Research and Student Mobility for Traineeships.

**Incoming Students**

**Article 25**

An Incoming Student signs the Learning Agreement / Learning Agreement for Traineeships / Learning Agreement for Research with the Receiving Institution – Faculties/Academy of Arts where the student is carrying out the mobility.

The Incoming Student is matriculated at the student affairs office of the Faculty/Academy of Arts which has agreed to the mobility.

The Faculty/Academy of Arts which offers the study programme to be attended in part by the Incoming Student, is obliged to issue a logbook\* to the Incoming Student and keep written and electronic records on incoming students, their attendance, passed exams and achieved results, as provided by legislation, general and other documents. \* students’ booklet for certifying attendance, exam grades and other activities and results

The Incoming Student's attendance and passed exams are proved by the logbook and pertinent documents kept at the relevant Offices of the Faculty/Academy of Arts.

The Incoming Student assumes the rights and obligations of a regular student at the University, unless otherwise provided by the International mobility programme or Inter-Institutional Agreement.

Incoming Students are exempt from tuition fees at the University, unless otherwise provided by the International mobility programme or Inter-Institutional Agreement.

The records from paragraph 3 of this Article are kept permanently.

## **Incoming Students outside International mobility programmes and Inter-Institutional Agreements**

### **Article 26**

An Incoming Student who wishes to enrol to a specific study programme at a Faculty/Academy of Arts outside existing International mobility programmes or Inter-Institutional Agreements, must submit a request to the Faculty/Academy of Arts which offers the desired study programme.

The decision on accepting the student and specifying tuition fees shall be made by the Faculty/Academy of Arts from paragraph 1 of this Article.

### **Information package**

#### **Article 27**

In order to provide all relevant information to interested students about the studying opportunities and conditions at the University, i.e. Faculty/Academy of Arts, the University and Faculties/Academy of Arts are obliged to publish an information package on their websites in Serbian and in English, for every academic year.

The information package comprises basic information on the University, i.e. Faculty/Academy of Arts, on the study programmes and other relevant activities.

## **IV – STAFF MOBILITY**

### **Article 28**

For the purposes of this Rulebook, the exchange of academic and administrative staff shall mean a visit of an employee of the Sending Institution to the Receiving Institution which includes: staff teaching, research or training during a specified amount of time at the Receiving Institution abroad or other forms of exchange, after which the staff members return to the Sending Institution and continue carrying out their work as set out by the employment contract.

To be eligible for exchange from paragraph 1 of this Article, staff members are required to have worked under an employment contract at the University for a minimum of 2 years.

External associates who have not concluded an employment contract at the University are not eligible for exchange.

### **Duration of the Exchange Period**

#### **Article 29**

Staff mobility shall last at least 5 work days and at most 12 months, which is defined in the individual mobility programmes, Inter-Institutional Agreements or open calls for applications for mobility.

Within a time-span of three years, staff may carry out mobility for up to 12 months, regardless of the purpose of the exchange.

If a member of the academic staff has taken a sabbatical, within three years of the sabbatical they can carry out at most four turns of mobility during an academic year, for a maximum of 5 work days each.

### **Mobility Application Form**

## Article 30

Outgoing staff shall apply for mobility through the integrated information system of the University.

Incoming Staff is signed up into the integrated information system by coordinator for international cooperation at the Faculty/Academy/Institute where the Incoming Staff is carrying out mobility.

Incoming Staff carrying out mobility at the Rectorate is signed into the integrated information system by the senior associate for staff and student mobility.

## **Mobility Documentation**

### Article 31

Staff mobility at the University is based on the following primary and mandatory documents:

#### **Before the mobility:**

1. Mobility Agreement for Teaching/Training

#### **After the Mobility:**

2. Report on finished staff mobility.

These documents do not exclude the possibility that other mobility documentation may exist, as required by the specific individual exchange programmes.

## **Mobility Agreement for Teaching/Training**

### Article 32

In the Mobility Agreement for Teaching/Training, the contracting parties (staff member, Sending Institution and Receiving Institution) specify the activities, i.e. teaching or training plan, which the student is to carry out during the mobility.

In preparation of the Mobility Agreement for Teaching/Training the staff member is supported by the relevant academic coordinator for international student and staff mobility, i.e. the senior associate for staff and student mobility in case of employees of the Rectorate.

The Mobility Agreement for Teaching/Training for Outgoing and Incoming Staff at an OU shall be signed by the relevant dean/director, and for Outgoing and Incoming Staff at the Rectorate by the rector.

The contracting parties sign the Mobility Agreement for Teaching/Training before the staff begins the mobility, unless set out otherwise at the Receiving Institution.

The Mobility Agreement for Teaching/Training may be subsequently amended only with the consent of all signatories, and all changes must be made in writing.

Amendments to the Mobility Agreement for Teaching/Training are integral to the Mobility Agreement for Teaching/Training, and are made only if the staff suggests changes to the agreement after it was signed and if all contracting parties agree on the changes.

A template of the Mobility Agreement for Teaching/Training is attached to this Rulebook (Appendix No. 10.1, 10.2, 10.3 and 10.4).

## **Report on finished staff mobility**

### Article 33

The Report on finished staff mobility shall be submitted to the dean/director for Outgoing and Incoming Staff at the relevant OU, i.e. to the Rector for Outgoing and Incoming Staff at the Rectorate, no later than 10 work days after returning to the Sending Institution.

The Report on finished staff mobility is submitted to the University by both incoming and outgoing staff, in accordance with the exchange programme or the Inter-Institutional agreement.

A template of the Report on finished staff mobility is attached to this Rulebook (Appendix No. 11.1 and 11.2).

### **Status of the staff during the Exchange Period**

#### Article 34

During mobility at the Receiving Institution abroad, staff members retain their status of employees at the University.

In case the exchange period is less than 10 work days, the staff member may regulate their absence by submitting a request for a work trip abroad. This request is decided on by the head of the relevant institution.

In case the exchange period is 10 or more work days, the staff member is obliged to submit a request for paid or unpaid leave of absence.

Staff of an OU submit the request for paid or unpaid leave of absence to the dean/director. The dean/director forwards the request and their recommendation to the Rector for approval.

Staff of the Rectorate submit the request for paid or unpaid leave of absence to the Rector for approval.

The Rector decides on paid or unpaid leave of absence, in accordance with applicable regulation on the matter at the University.

Staff members of an OU who are students of the II or III cycle at the University may carry out mobility as either Outgoing Students or Outgoing Staff. If they carry out student mobility, they have the same rights and obligations as any student of the University, with an obligation to regulate their work status in the sense of paragraphs 2 and 3 of this Article, and if they carry out staff mobility, they have the same rights and obligations as any staff member of the University.

## **V – OTHER OBLIGATIONS OF STUDENTS AND STAFF OF THE UNIVERSITY**

#### Article 35

Students and staff of the University carrying out mobility are obliged to obtain and cover the costs of travel and health insurance, as well as accident insurance for the duration of the Exchange Period.

#### Article 36

Students and staff of the University carrying out mobility are obliged to obtain and cover the costs of any required visa or residence permits prior to the beginning of the mobility.

## **VI – PROCEDURE AND COMPETENCES**



#### Article 37

The selection process for Outgoing Students and Outgoing Staff is done through an open call for applications, published by the OUs or the Rectorate.

The open call for applications sets out the eligibility conditions for mobility, the application process, the mandatory content of the application form, the manner of publishing the results, as well as the appeals procedure and deadlines.

All students and staff of the University have the right to apply, provided that they meet the conditions set out by this Rulebook, without any kind of discrimination.

The organisational units/Rectorate shall further define the details of this procedure with an internal document.

#### Article 38

The academic coordinator for international student and staff mobility is appointed from the ranks of professors for a period of two years, with one possible re-appointment for two more years.

The academic coordinator's tasks include, but are not limited to: signing Learning Agreements, monitoring the results of student mobility and processing received data, participation in the Commission for the recognition of the period of exchange carried out abroad and preparation of the Mobility Agreement for Teaching/Training.

Organisational units may appoint more than one academic coordinator for international student and staff mobility.

The academic coordinator for international student and staff mobility provides support for all academic matters to outgoing and incoming students and staff.

In the absence of the academic coordinator for international student and staff mobility, the coordination duties shall be assumed by the head of the department where the Outgoing Student is enrolled, i.e. the Incoming Student is carrying out mobility.

#### Article 39

The coordinator for international cooperation is appointed from the ranks of academic and administrative staff for a period of two years, with one possible re-appointment for two more years.

The coordinator for international cooperation provides professional, administrative and technical support to outgoing and incoming students and staff.

The tasks of the coordinator for international cooperation include, but are not limited to: informing the students and staff on the available opportunities in the area of international cooperation, particularly providing information pertaining to the mobility of students and staff, and providing support for administrative matters, including help in organizing accommodations, obtaining visas, residential permits, health insurance etc.

#### Article 40

The Commission for the recognition of the period of exchange carried out abroad is appointed by the AC, and comprises the Vice-Dean for Teaching, as the chair, heads of the relevant study programmes and/or departments, and the academic coordinator(s) for international student and staff mobility at the OU.

The Commission shall meet at least twice a year, before the beginning of each semester.

The Commission is authorized to bring Decisions on the recognition of exchange periods, provide recommendations to the relevant bodies of the OU/University on improvements to the procedures and mechanisms of recognition of the exchange periods spent abroad.

If necessary, when carrying out procedures for bringing decisions on the recognition of exchange periods, the Commission may involve the professors in charge of the course units being recognized.

The Commission for the recognition of the period of exchange carried out abroad brings decisions by a majority vote of the present members. The Decision on the recognition of the exchange period is signed by the chair of the Commission.

## **VII – MOBILITY RECORDS**

### **Article 41**

Faculties/Academy of Arts collect, process and store information on student mobility and transfer and recognition of ECTS credits and grades earned at another higher education institution for the purposes of keeping records and issuing public documents.

The ECTS credits and grades recognized based on the documents from Article 8 of this Rulebook are logged into the logbook and Diploma Supplement as provided by Article 22 of this Rulebook, and into other records, as provided by the Law and regulations, and University documents.

Recognized traineeship is logged in the exact same form as stated by the employee in the Transcript of Work.

The Faculty/Academy of Arts shall keep records of the documents from Article 8 of this Rulebook for the time period set out by the legislation on keeping documents.

Foreign public documents shall have the same legal power as in the relevant foreign country, on the condition of reciprocity. Reciprocity is assumed to exist until proven otherwise.

## **VIII – TRANSITIONAL AND FINAL PROVISIONS**

### **Article 42**

Appendices to this Rulebook are its integral part and shall serve as templates for the basic models of the mobility documents which OUs may adapt to their needs.

### **Article 43**

The organisational units may further regulate the issues of mobility by defining additional rules, which must be in line with this Rulebook.

### **Article 44**

This Rulebook may be amended in the same manner and procedure as it was issued.

#### Article 45

The implementation of the procedures defined in this Rulebook is under the competence of the Secretariat of the University and the Secretaries of the Faculties/Academy of Arts.

#### Article 46

This Rulebook enters into force on the eighth day from the day it is published on the University website.

This Rulebook is applicable to all mobility to be carried out as of the summer semester of the academic year 2017/18.

ACTING RECTOR

Professor Radoslav Gajanin, PhD

No.: .....

Date: ..... 2017

Appendices that are integral to this Rulebook:

1. 1.1 Learning Agreement – Student Mobility for Research – Serbian language
1. 1.2 Learning Agreement – Student Mobility for Research – English language
2. 2.1 Learning Agreement – Student Mobility for Traineeships – Serbian language
2. 2.2 Learning Agreement – Student Mobility for Traineeships – English language
3. 3.1 Learning Agreement – Student Mobility for Research – Serbian language
3. 3.2 Learning Agreement – Student Mobility for Research – English language
4. 4.1 Report on the realization of the activities during student mobility – Serbian language
4. 4.2 Report on the realization of the activities during student mobility – English language

5. 5.1 Report on finished student mobility for Outgoing Students – Serbian language
- 5.2 Report on finished student mobility for Outgoing Students – English language
6. 6.1 Transcript of Records – Serbian language
- 6.2 Transcript of Records – English language
7. 7.1 Transcript of Work – Serbian language
- 7.2 Transcript of Work – English language
8. 8.1 Decision on the Recognition of the Exchange Period – Serbian language
- 8.2 Decision on the Recognition of the Exchange Period – English language
9. 9.1 Instructions on converting grades from the Receiving institution into grades at the University – Serbian language
- 9.2 Instructions on converting grades from the Receiving institution into grades at the University – English language
10. 10.1 Mobility Agreement for Teaching – Serbian language
- 10.2 Mobility Agreement for Teaching – English language
- 10.3 Mobility Agreement for Training – Serbian language
- 10.4 Mobility Agreement for Training – English language
11. 11.1 Report on finished student mobility for Outgoing Staff – Serbian language
- 11.2 Report on finished student mobility for Outgoing Staff – English language
12. 12.1 Instructions for applications for students and staff mobility – Serbian language
- 12.2 Instructions for applications for students and staff mobility – English language