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# **RULEBOOK ON INTERNATIONAL MOBILITY**

May 2020

According to Articles 22, 23 and 66 of the Statute of The Academy for Applied Studies Belgrade and Article 4, Paragraph 1, Items 8. and 41 of the Law on Higher Education ("Official Gazette RS" No. 88/2017, 73/2018, 27/2018 – state law and 67/2019, hereinafter: the Law), the Teaching - Expert Council of The Academy for Applied Studies Belgrade, at the session held on May 22<sup>nd</sup> 2020. adopted

## **RULEBOOK ON INTERNATIONAL MOBILITY**

### **I GENERAL PROVISIONS**

#### **Article 1**

Rulebook on International student mobility, academic recognition of mobility periods using ECTS system and international mobility of teaching and non-teaching staff (hereinafter: Rulebook) determine and regulate basic principles, conditions, rules and procedures in regards to accomplishing and recognizing international student mobility, as well as teaching and non-teaching staff mobility at The College of Hotel Management in Belgrade (hereinafter: AASB).

#### **Article 2**

In accordance with the conformance principle of the higher education system in the Republic of Serbia to the European higher education system and improvement of the academic mobility of students, teaching and non-teaching staff, stipulated by the Law, as well as in accordance with the generally accepted European standards, AASB shall aspire to support and promote the two-way mobility of students, teaching and non-teaching staff as an integral part of the higher education internationalization both nationally and internationally.

Mobility of students, teaching and non-teaching staff, as well as the cooperation with other higher-education and otherwise related institutions at the international level can be performed via:

1. International projects and programs of students, teaching and non-teaching staff exchange (institutional programs of international exchange) or
2. Separate international memorandums and contracts.

### **Mobility principles**

#### **Article 3**

Establishing mobility at AASB shall be performed in accordance to the following mobility principles:

1. Developing two-way mobility;
2. Academic recognition of mobility periods,
3. Equal treatment of all the participants in the mobility with the ban on any kind of discrimination,
4. Availability of free-of-charge services to the mobility participants,
5. Other principles for upgrading academic mobility in accordance with the European higher-education system.

## II BASIC CONCEPTS

### Article 4

**International Mobility** - temporary stay at a higher-education institution abroad for educational purposes for a student, teaching and mastery purposes for teaching and non-teaching staff.

**Student Mobility** - educational stay and professional practice that students perform at other higher education institutions abroad (International Student Mobility).

**Sending/Home Institution** – a higher education institution sending the student on exchange, and where the teaching and non-teaching staff is employed

**Receiving/Host Institution** – a higher education institution or another institution where the students or the teaching and non-teaching staff realize mobility

**Inter-institutional Agreement** - is an agreement concluded between or carried out by the Sending/Home Institution and Receiving/Host Institution within which mobility is realized

**Outgoing student** - student of the AASB who realizes their mobility (studies or training) at a higher education institution or other related institution abroad

**Incoming student** – student at a higher education institution from abroad who realizes their mobility (studies or training) at the AASB

**Staff** - teaching and non-teaching staff employed at AASB, and participating in the mobility program

**Academic ECTS Coordinator** - person authorized by the AASB to sign documents on mobility and the academic recognition of the period of mobility

**Student Application Form** - application form that contains the necessary data about incoming students

**Acceptance Letter** - document issued by AASB to an incoming student as a certificate of the recognition of mobility

**Mobility period** – period of time during which the student is on exchange that is studying or performing professional practice abroad

**Study Plan** – document with which the student, while applying for an exchange program, suggests courses they plan to take, i.e. suggests other study activities (professional practice, research, etc.) they plan to realize at the receiving / host institution. If the student is accepted on exchange, a Learning Agreement is concluded based on the Study Plan. Study Plan ought to be signed by the student and the authorized person at their sending / home institution

**Learning Agreement/Learning Agreement for Studies** - a contract which proposes obligations and activities which a student will realize at the receiving / host institution. The learning Agreement is trilateral, and is concluded between the sending / home institution, the receiving / host institution, and the student participating in mobility

**Training Agreement/Learning Agreement for Traineeships** - a contract arranging the training program, i.e. professional practice for an individual student at an institution abroad

**Transcript of Records** (a list of passed exams) - document through which a higher education institution gives detailed data regarding the achieved academic results (grades, ECTS credits) of a student during the mobility

**Transcript of Work** – a document with which an institution gives detailed data about the realized training / professional and achieved results of a student during the mobility.

**Recognition of the Mobility Period** – procedure with which a decision is made with

regards to the recognition of passed exams, ECTS credits and grades the student had acquired during the mobility program.

**Equivalent Grade** – a grade which is, in the process of recognition of the mobility period, determined to be the equivalent to the grade the student received at the receiving / host institution.

**ECTS Grading Table** - recommendation of the European Commission for the interpretation and understanding of the results the student achieved during the mobility program and their conversion into the equivalent ECTS credits and grades at the sending / home institution.

**ECTS Grading Scale** - recommendation of the European Commission for the interpretation and understanding of the results the student achieved during the mobility program and their conversion to ECTS credits and grades at the sending / home institution. ECTS Grading Scale is a transitional solution which shall be used until the transition to the use of the ECTS Grading Table.

**Course Catalogue** – an overview of courses (course code, course content, the number of ECTS credits, expected learning outcome following the successful mastering of pre-exam and exam obligations).

### III STUDENT MOBILITY

#### Article 5

Student mobility in terms of this Rulebook refers to studying (studying or mastering a part of a study program), or the realization of training / performing professional practice at the receiving / host institution abroad, during the time period previously determined by the exchange program, after which the student returns to their sending / home institution and continues the study program originally enrolled.

AASB aims towards the two-way student mobility, which implies studying / performing training or professional practice of the AASB students in the receiving / host institution abroad, as well as studying / performing training or professional practice of foreign students at the AASB.

Student mobility includes the study period, i.e. training / professional practice, within all levels of study realized at the AASB.

Student mobility is generally realized within the area and level equivalent to the originally enrolled study program.

Student mobility is primarily realized within the institutional exchange programs, as well as on the basis of international memorandums and agreements concluded between AASB and other higher education institutions abroad.

A student can realize mobility outside of institutional mobility from the previous paragraph (Free Mover) based on interstate agreements, available exchange programs, study possibilities at higher education institutions abroad, on other basis in accordance with the related regulations, as well as on the basis of student's personal choice.

## **1. STUDENT MOBILITY DOCUMENTS**

### **Article 6**

Key documents on which AASB student mobility is based are:

1. Application form (Appendix 1),
2. Study plan (Appendix 2),
3. Learning agreement (Appendix 3a, Appendix 3b),
4. Training / Practice Agreement (Appendix 4a, Appendix 4b),
5. Transcript of records (Appendix 5),
6. Transcript of work (Appendix 6),
7. ECTS grading table (Appendix 7),
8. ECTS grading scale (Appendix 8),
9. Decree on recognition of the mobility period (Appendix 9).

The documents listed in Paragraph 1 of this Article do not exclude the possibility of other and different mobility documents within a specific exchange program, i.e. student mobility.

### **Study Plan**

#### **Article 7**

The Study Plan is a document in which the student, while applying for a mobility program, suggests the adequate courses they plan to take and pass at the receiving / host institution during the mobility period, that is a document in which the student, while applying for a mobility program, suggests other academic activities that they plan to realize during the mobility period.

The Study Plan is not an obligatory mobility document, but rather composed in cases when required by a particular exchange program.

The Study Plan has an orientational character and its purpose is to introduce the receiving / host institution with the planned academic activities of the student applying for exchange.

The Study Plan is composed by the students, with obligatory consults from the teachers and Academic ECTS Coordinator at the sending / home institution.

The Study Plan is signed by the student and the authorized Academic ECTS Coordinator at their sending / home institution.

The Study Plan is composed prior to the student submitting their application documentation for a particular mobility program.

If the student is accepted on an exchange program, the Learning Agreement will be composed on the basis of the Study Plan.

The Study Plan Model can be found at the Appendix of this Rulebook (Appendix 2)

### **Learning Agreement/ Learning Agreement for studies**

#### **Article 8**

With the Learning Agreement / Learning Agreement for Studies the contracting parties (the student, the sending / home institution, and the receiving / host institution) specify the courses the student intends to take and pass, i.e. other academic activities (e.g. professional

practice or research), which the student plans to realize during their study period at the receiving / host institution.

The Learning Agreement is an obligatory mobility document for students of all levels of study realized at the AASB.

The Learning Agreement has to be in accordance with the submitted and accepted Study Plan (provided that the Study Plan was required by the application documentation).

Exceptionally, with the aim of a more efficient and better engagement of a student prior to or during the mobility period, and with the approval of both, sending / home and receiving / host institutions, necessary changes and amendments to the Learning Agreement in comparison to the Study Plan are permitted.

By signing the Learning Agreement, the sending / home institution allows the student their departure on mobility for a determined mobility period, and their attending and passing of chosen courses or other activities, as well as guarantees the recognition of ECTS credits the student gains during the mobility period, in accordance with the adequate curriculum and program of the sending / home institution.

By signing the Learning Agreement, the receiving / host institution confirms that the agreed academic activities are part of the existing curriculum, expresses consent in accepting the student on mobility period and, accordingly, approves attendance and realization of chosen courses and academic activities.

The Learning Agreement is composed in English and it is obligatory to state the following:

- Data about the student who will realize the mobility program,
- Data about the sending / home institution,
- Data about the receiving / host institution,
- Course Unit Code- for courses that the student chose to attend and pass in the receiving / host institution, if the receiving / host institution numerates its program content,
- Course Unit Title, i.e. the activities the student has chosen, listed in the language and the same way they are listed in the course catalogue,
- Number of ECTS credits each course, i.e. activity, from the previous point, carries at the receiving / host institution,
- Course Unit Code which will be recognized at the sending / home institution, if the sending / home institution numerates its program content,
- Course Unit Title, i.e. the activities which will be recognized at the sending / home institution, listed in the language and the same way they are listed in the course catalogue,
- Number of ECTS credits for each course, i.e. activity, from the previous point, that will be recognized at the sending / home institution.

The Learning Agreement of outgoing students is signed by the (outgoing) student from AASB, the AASB President or other person at the AASB authorized by the AASB President, and the authorized person at the receiving / host institution unless it is prescribed differently by the mobility program.

The Learning Agreement of incoming students is signed by the (incoming) student, the authorized person at the sending / home institution and the AASB President or the person authorized by the AASB President, unless it is prescribed differently by the very Learning Agreement or the mobility program.

The contracting parties, as a rule, sign the Learning Agreement prior to the student leaving on exchange, unless the receiving / host institution decides otherwise or it is prescribed differently by the specific mobility program.

The Learning Agreement can be subsequently amended only with the consent of all the signatories of the Agreement, and all changes must be submitted in written form.

The changes to the Agreement are an integral part of the Learning Agreement, completed and signed only in situations where the student subsequently suggests changes and if an agreement is reached regarding the aforementioned by all the contracting parties.

The changes to the Learning Agreement consist of the following data:

- Course unit code for those courses the student chose to attend and pass at the receiving / host institution, if the receiving / host institution numerates its program content,
- Course unit title, i.e. activities title which the students opted for, listed in the language and the same way they are listed in the course catalogue,
- Deleted course unit or an Added Course Unit,
- Number of ECTS Credits for every course from the previous point, i.e. for every activity from the previous point.

Learning Agreement Model can be found in the Appendix of this Rulebook (Appendix 3a Learning Agreement and Appendix 3b Learning Agreement for Erasmus+ Programs).

## **Training Agreement/Learning Agreement for Traineeships**

### **Article 9**

With Training Agreement/Learning Agreement for Traineeships the signatories (the student, the sending / home institution, and the receiving / host institution) specify the scope, content and the quality of student training.

This document determines the following aspects:

- The outcome of training regarding acquired knowledge, skills, and competencies,
- A detailed program of training,
- Trainee tasks,
- The monitoring and evaluation plan.

By signing the Training Agreement/Learning Agreement for Traineeships, the sending / home institution is obligated to define outcomes of training / professional practice, to assist the student in the choice of receiving / host institution, to select students on the basis of clearly defined and transparent criteria, to give academic recognition of the realized mobility period and to evaluate with each student the achieved personal and professional development during their mobility period.

By signing the Training Agreement/Learning Agreement for Traineeships, the receiving / host institution is obligated to enable the realization of training / professional practice in a manner stipulated by the Agreement, to draw a contract or another legal document relevant for student training / professional practice in accordance with the requirements of the national legislation of the receiving / host institution, to appoint a mentor to the student on training / professional practice, provide practical support to the student regarding insurance cover, accommodation and facilitate adaptation to the new environment.

By signing the Training Agreement/Learning Agreement for Traineeships, the student

is obligated to successfully realize training / professional practice, abide by the rules of the receiving / host institution, communicate with the sending / home institution regarding changes to the Training Agreement and submit a report on the achieved training.

The Training Agreement/Learning Agreement for Traineeships Model can be found in Appendix of this Rulebook (Appendix 4a Training Agreement/Learning Agreement and Appendix Training Agreement/Learning Agreement for Erasmus + Programs).

Legal provisions of the Article 8 of this Rulebook, which refer to the authority for signing the Learning Agreement, are applied to signing the Training Agreement/Learning Agreement for Traineeships as well.

## **Transcript of Records**

### **Article 10**

Transcript of Records is a certificate on passed exams issued by the sending / home institution in the shape of a formal document.

Transcript of Records, that is, the certificate on passed exams, other than the data regarding the student, must contain data on the titles of the courses in which the student took exams, received grades, and the number of ECTS credits achieved per course, data on the duration of the study program, as well as other additional information if considered relevant to mobility.

The Transcript of Records should also include an explanation of the manner of grading and allocating credits (National Grading System).

In order to apply for mobility programs, the sending / home institution is obliged to issue the Transcript of Records to a student in a written form.

When the mobility period is finalized, the receiving / host institution is obliged to send the Transcript of Records for incoming student to the sending / home institution as a proof of realized academic activities, in two copies, in English, if possible.

The Transcript of Records Model for the AASB student international mobility can be found in the Appendix of this Rulebook (Appendix 5).

## **Transcript of Work**

### **Article 11**

Transcript of Work is a document with which the receiving / host institution provides detailed data on the realised training / professional practice and achieved results of the incoming student. The receiving / host institution is obliged to send the Transcript of Work to the sending / home institution in two copies, in English, if possible.

The Transcript of Work Model can be found in the Appendix of this Rulebook (Appendix 6).

### **3. OUTGOING MOBILITY**

#### **Concept and conditions for the outgoing mobility**

##### **Article 12**

Outgoing mobility entails that the AASB student performs a part of their study program at a receiving / host institution abroad, after which they return to their sending / home institution where they complete the original study program.

The right to participate in the outgoing mobility has any student of the AASB, as their sending / home institution, if they meet following conditions:

1. Is enrolled at the first-level studies and has already accomplished at least 60 ECTS,
2. Is enrolled at the specialist or master studies.

Further conditions for applying for mobility program, criteria and ways of choosing the students for the mobility program, are regulated by a project or mobility program, or by an inter-institutional agreement and advertisement or call for mobility realization at the AASB, which is conducted in accordance with the provisions of the an inter-institutional agreement.

Further instructions on realization of the acquired obligations due to sending a student or accepting a foreign student within the international mobility, as well as the rules and regulations for selecting the candidates, shall be regulated by a separate document.

#### **Duration of Mobility Period**

##### **Article 13**

The AASB student can participate multiple times in the mobility programs during their studies, while the total period of mobility can last for minimum 3 months and for a maximum of 12 months at each level of studies.

The exception to the Paragraph 1 of this Article is when a half of the total period of study program the student is enrolled at lasts less than 12 months, the mobility period cannot last longer than a half of the total period of that study program.

The provisions of this Rulebook can be applied to the mobility of the students whose studies last at least one semester, which does not exclude the adequate application of it in case of shorter mobility period.

#### **Student Status during the Mobility Period**

##### **Article 14**

While on the mobility or exchange / professional practice at the receiving / host institution, the student of the AASB retains the status of a student of the AASB.

During the mobility period the student does not interrupt their studies, nor their status inactive at the AASB, as it is implied that the student realized their obligations at the receiving / host institution.

The AASB student on mobility, has the right, upon his return from the mobility period, to fulfil all the pre-exam obligations of the courses defined by the study program the student enrolled at, and for which the lectures were held during the semester in which the student was on the mobility, but where not encompassed by the Learning Agreement or the Training Agreement. AASB is obliged to ensure the pre-exam obligations for the student subsequently, at the shortest possible notice, but no later than four months upon the mobility

period, as well as to ensure the term for taking the exam in those courses within the current academic year.

For the students who decide on a mobility period that is shorter than one semester, the paragraphs 1 and 2 from this Article are applied, in proportion to the time period spent on exchange.

A student that is financed from the budget of the Republic of Serbia does not lose this status during the mobility period.

A student that belongs to the category of self-financing students continues to regularly pay in the established tuition fees to their sending / home institution during the mobility period.

#### **Article 15**

With the aim of proving the status of the AASB student which is on a mobility program, the receiving / host institution is obliged to issue a Certificate on Study Plan, that is, the Certificate on Training / Traineeships.

The Certificate from Paragraph 1 of this Article contains the following data:

- Data on the student,
- Data on the study plan, i.e. training / traineeship,
- Data on the mobility period,
- Data on the receiving / host institution.

The student is under the obligation to deliver the Certificate from Paragraph 1 of this Article to the AASB as soon as possible upon its issuing.

### **4. ACADEMIC MOBILITY RECOGNITION PROCEDURE**

#### **Article 16**

Academic recognition of the mobility is a procedure by which the authorized Academic ECTS coordinator at the AASB establishes the results the student of the AASB acquired during the mobility period, i.e. exchange, and makes a decision on a way the results the students made at the receiving / host institution (exams, ECTS and marks) are recognized, which is afterwards established by the Decree on Recognition of the Mobility Period.

#### **The principles of academic recognition of the period of mobility**

#### **Article 17**

The essence of mobility is to enable the student to realize study activities at the receiving / host institution and for their mobility period to be calculated as if it had been realized at the sending / home institution.

Recognition of results (exams, ECTS credits and grades) the AASB student acquired at the receiving / host institution, that is, during the mobility period is based on the principles of transparency, flexibility, and fairness.

The principle of transparency implies that the Regulations on Recognition of the Mobility Period are publicly accessible (on the web page and the bulletin board of the AASB and similar).

The principle of flexibility implies a realistic approach to the recognition of the academic results achieved on exchange. A complete congruence in content of study programs at the sending / home institution and at the receiving / host institution is not possible. For that

reason the primary manner of recognition of the mobility period is focusing on the similarities and the learning outcomes, and not on the differences between study programs that are being compared. In the recognition process of the results the AASB student achieved at the receiving / host institution, the emphasis is on knowledge in a particular field the student acquires on exchange that does not need to be identical, but rather, akin to the knowledge they would acquire on a particular course at the AASB.

The principle of fairness implies that the authorized ECTS Coordinator at the AASB, during the Recognition of the Academic Mobility Period is guided by the basic principles of mobilities stipulated by this Rulebook (Article 3), as well as by the principle of fairness, as a generally accepted legal principle.

### **Process of academic recognition of mobility period**

#### **Article 18**

AASB student who was on a mobility period, i.e. exchange on the basis of the signed Learning Agreement and in accordance with the specific mobility program, reserves the right for their achieved results at the receiving / host institution to be recognized by AASB as their sending / home institution following their return from exchange, without conducting a special procedure of recognition prescribed by the Law on Higher education about recognizing a document from a foreign higher education institution for the purpose of continuing education.

The procedure of the Recognition of the Academic Mobility Period is initiated by the student, by filing a written request for recognition of the mobility period. The student is under obligation to submit to the authorized ECTS Coordinator at the AASB all relevant documents in connection with the realized mobility in a timely manner, as follows:

- Written application for recognition of the mobility period,
- Learning Agreement/ Training Agreement and possible addendums to those agreements,
- Transcript of Records,
- Transcript of Work,
- Document on the system of grading at the receiving / host institution (unless this data is not an integral part of the Transcript of Records),
- Other documents relevant to the procedure of recognition of the mobility period, upon request of the authorized Academic ECTS Coordinator at the AASB,
- Copies of the aforementioned documents.

Provided that the student submitted the complete documents necessary for conducting the procedure of Recognition of the Academic Mobility Period, the authorized ECTS Coordinator is obligated to issue a Decree on Recognition of the Mobility Period typically in a time period of 7 days prior to the start of the semester in which the student continues the program at the AASB, as well as to send the aforementioned Decree to the student and the Student Services so all the necessary administrative details in regards to the realized mobility can be regulated.

If the administrative procedure from the previous paragraph is not finalized within the time period stated above, the sending / home institution is obligated to facilitate the continuation of the student's studies even without registering the listed data, as well as to finalize the said procedure in the shortest possible time, but not longer than 15 days from the beginning of a semester in which the student continues their studies at the AASB.

## **Comparison and Assessment of Study Program Similarity**

### **Article 19**

Comparison and assessment of similarities of courses at the AASB and at the receiving / host institution is done by the authorized ECTS Coordinator at the AASB and is guided by the principle of flexibility and should consult the relevant teachers and the Committee for student and teaching issues.

The ECTS Coordinator at the AASB is independent in assessing the similarity of courses the student had proposed to pass at the receiving / host institution within the appropriate mobility document, and, generally he/she consults with the professor in charge of a particular course and the Committee for student and teaching issues, prior to the mobility period of the Student.

A full recognition of courses the student passed at the receiving / host institution is recommended, if they are equivalent to the courses the student would have taken at the AASB, which implies a relatedness of scientific fields and acquired knowledge as the outcome of mastered course material (learning outcome).

Full recognition from the previous paragraph implies that the student, following their return from mobility, does not have additional obligations (as are, for example, writing a term paper, passing of tests/ parts of exams, etc.) in a course that has been replaced, on the basis of the Decree on Recognition of the Mobility Period, with the course the student had passed at the receiving / host institution.

## **Transfer and Recognition of Acquired ECTS Credits and Grades**

### **Article 20**

The main criterion for transfer and recognition of ECTS credits and grades acquired during the mobility period is the learning outcome, and in accordance to the following recommendations:

1. Recognition of the course the student attended and passed at the receiving / host institution during the mobility period / exchange, which is related i.e. similar to a course at the AASB is made in such a way that it will be interpreted as if the student passed the exam that is required by the study program of the AASB. The student will be awarded recognition of the title, ECTS credits, and the number of classes that the related course has at the AASB, regardless of whether the course that the student passed on exchange, i.e. receiving / host-institution, carried a higher or lower number of ECTS credits or had a higher or lower number of classes.
2. ECTS credits and grades from Paragraph 1, Item 1 of this Article are to be treated as any other ECTS and marks of the courses the student passed at the AASB (ECTS credits are counted as ECTS credits acquired within the study program and for obtaining the diploma).
3. If the content of the attended and passed course on mobility period / exchange at the receiving / host institution, in regards to the learning outcome, differs significantly from its relevant course at the AASB, or if the course the student passed on mobility period / exchange does not exist at all at the AASB, then the ECTS achieved during the mobility program / exchange at the receiving / host institution do not count as a part of the total number of ECTS scheduled by the study program, but will be registered in the Diploma Supplement, in the original language and in original form,

- with the remark: "The following passed exams/activities that are not scheduled by the study program for obtaining the diploma".
4. ECTS credits from courses in Paragraph 1, Item 3 of this Article do not take part in the number of ECTS credits within the study program and for obtaining the diploma, but rather in the total number of the accumulated ECTS credits.
  5. The student's grades achieved during the mobility period / exchange at the receiving / host institution will be recognized. If the grading systems at the receiving / host institution and the AASB are not identical, the grades are, through the process of harmonization, converted into the grades of the AASB, in accordance with the ECTS Grading Table (Appendix 7), i.e. the ECTS Grading Scale (Appendix), according to Article 21 of this Rulebook.
  6. Equivalent (recognized) grades from courses the student passed on mobility period / exchange at the receiving / host institution, and that are recognized as if the student passed them at the AASB (courses from Paragraph 1, Item 1 of this Article), become a part of the grade point average at the AASB. Grades that the student received for courses that were not "replaced" with relevant courses at the sending / home institution, rather were noted in original form in accordance to Paragraph 1, Item 3, of this Article, are not calculated in the grade point average.
  7. Grades that the student received on mobility period / exchange at the receiving / host institution for courses that were not "replaced" with relevant courses at the AASB (courses from Paragraph 1, Item 3 of this Article), but rather were noted in original form in the Diploma supplement in accordance to Paragraph 1, Item 3, of this Article, are not calculated in the grade point average.

### **Interpretation and Conversion of Grades the Student received during the Mobility Period at the Receiving / host Institution**

#### **Article 21**

If the grading systems at the receiving / host institution and the AASB are not identical, the student's grade achieved on mobility period / exchange in a course that can be replaced with a course at the AASB will be recognized in such a way that the grade the student received on mobility period / exchange will be converted into a grade that would be an equivalent to it at the AASB (the so-called "equivalent grade").

The process of grade harmonization is performed in accordance with the ECTS User's Guide published by the European Commission, and this Rulebook is in accordance to its instructions.

It is recommended that the harmonization of grades is performed in accordance with the ECTS Grading Table

The example of the ECTS Grading Table can be found in the Appendix 7.

Considering that the ECTS Grading Table is a new term in European higher education, the AASB will aim to create models for the transfer and equivalence of grades for countries with which there is cooperation within mobility programs.

It is recommended that, until the commence the use of the ECTS Grade Table, as well as in cases for which the aforementioned model for transfer and equivalence of grades does not exist, the National Grading System, and comparison on the basis the so-called ECTS Grading Scale be used as grounds for grade equivalence.

The example of the ECTS Grading Scale can be found in the Appendix 8.

## **Decree on Academic Recognition of the Mobility Period**

### **Article 22**

Decree on Academic Recognition of the Mobility Period is a single legal act adopted by the authorized ECTS Coordinator at the AASB, and with which he / she determines the manner of recognition of passed exams, i.e. ECTS credits and grades the student earned during the mobility period.

Decree on Academic Recognition of the Mobility Period is adopted during the procedure of Recognition of Academic Mobility Period, that is, by adopting this Decree the procedure of recognition of academic mobility period is concluded.

Decree on Academic Period of Mobility Period is adopted without further ado, upon student's return from the mobility period/exchange and upon filing the necessary documentation in accordance to the Article 18, Paragraph 2 of this Rulebook, but not later than the deadline proposed in the Article 18, Paragraph 4 of this Rulebook.

Obligatory elements of the Decree on Academic Period of Mobility are:

- Data on the student, the receiving / host institution, and the sending / home institution (AASB),
- List of courses the student passed at the receiving / host institution, with acquired ECTS credits and received grades,
- Courses at the AASB which will be replaced with the courses that the student passed at the receiving / host institution,
- Courses the student passed on mobility period / exchange, and that cannot be replaced with the courses at the AASB, but would rather be entered in the Diploma Supplement as elective activities/courses,
- The manner of grade equivalence,
- Possible remaining obligations the student must realize in order to fulfil scheduled obligations for the relevant semester, i.e. school year (in cases when the student did not acquire a sufficient number of ECTS credits on exchange),
- Remaining data which the authorized ECTS Coordinator at the AASB considers important in a specific case.

The model of the Decree on Academic Period of Mobility can be found in the Appendix 9.

## **Records and keeping of the student mobility data**

### **Article 23**

The Academic ECTS Coordinator at the AASB and related services at the AASB are obliged to collect process and permanently keep the data on student mobility and ECTS transfer, in order to keep the records and issue public documents.

The passed courses and ECTS points from the Article 20, Paragraph 1, Items 1 and 2 of this Rulebook are entered into the column 4.3 of the Diploma supplement ("The specifics of the study program and achieved marks") or any other applicable column, with the title translated into Serbian, ECTS points in their original value and marks transferred to the National Grading System.

Information about student mobility / exchange is entered into the column 6.1 of the Diploma Supplement ("Additional data on the student") or any other applicable column,

together with the name of the receiving / host institution (relevant higher education institution abroad) and the mobility period / exchange. The fact that the student passed a specific course on mobility period / exchange at the receiving / host institution will be pointed out in the Diploma Supplement (column 6.1 Additional data on the student or any other applicable column), together with the exact title of the course (in the original language), original mark, ECTS points and grading system of the receiving / host institution, in the exact way this data is entered in the Transcript of Records.

The passed courses and ECTS points from the Article 20, Paragraph 1, Items 3 and 4 of this Rulebook do not count as a total number of ECTS points and courses scheduled by the study program, which is why they are solely entered into column 6.1 of the Diploma Supplement (“Additional data on the student”) or any other applicable column, with the obligatory remark “courses passed, but not scheduled by the study program for obtaining the diploma”, and specifying that those courses were passed during the mobility period / exchange at the receiving / host institution, together with the name of the receiving / host institution, title of the course in the original language, original mark and ECTS points, in the exact way this data is entered in the Transcript of Records.

The Academic ECTS Coordinator at the AASB and the related services at the AASB are obliged to compile and submit an annual report on student mobility to the President and Teaching-Expert Council once a year, not later than the end of a calendar year for a previous academic year, containing the following data:

- Data on the way of publishing and the availability of the information related to the student mobility,
- Data on the exchange programs within which the student mobility has been realized,
- Data on the number and profile of the foreign students who have realized mobility at the AASB, as well as the data on the number and profile of the AASB students who have realized mobility at other receiving / host institutions,
- Data on sending / home institutions of the foreign students who have realized mobility at the AASB, as well as the data on the receiving / host institutions where the AASB students have realized mobility,
- Data on mobility periods,
- Data on conducted procedures and adopted acts on Recognition of the Academic Mobility Period.

## **5. INCOMING MOBILITY**

### **6.**

#### **Article 24**

A student from a higher education institution as their sending / home institution can realize a part of their study program at the AASB as a receiving / host institution.

#### **Informing incoming students**

#### **Article 25**

In order to provide information to the potential incoming students, the AASB, as a receiving / host institution, posts on its web page information about the possibilities of studying at the AASB, and especially the information about the AASB as a receiving / host institution, types and levels of studies realized at the AASB, list and content of study programs, course

catalogue (course title, description, ECTS, study level, semester, language in which the lectures are conducted, learning outcome, etc.), as well as all the other information relevant to the incoming students.

Information from Paragraph 1 of this Article shall be published in Serbian and English.

## **Call**

### **Article 26**

AASB publishes the call for application of the incoming students for realization of their mobility at the AASB.

The call from Paragraph 1 of this Article is published not later than four months prior to the beginning of a semester in which the student mobility in terms of the published call shall be realized.

## **Decision on the application**

### **Article 27**

Interested incoming student applies for the mobility at the AASB by submitting Application form (Appendix 1), Transcript of Records from their sending / home institution and the suggested Learning Agreement signed by the authorized person and stamped by the sending / home institution.

The decision on the application of the interested incoming student is made by the President of the AASB based on the recommendation of the Vice-president for International Cooperation at the AASB and the Academic ECTS Coordinator at the AASB.

In case the application of the incoming student is accepted, the authorized persons from the AASB as a receiving/host institution sign the Learning Agreement with the incoming student, with which they can issue an Invitation Letter, upon student's request.

In case the application of the incoming student is declined, the student shall receive a written statement of declining their application.

The Model for Application Form can be found in the Appendix 1.

## **Status of the incoming student in the mobility period**

### **Article 28**

The incoming student has all the rights and obligations as a AASB student, with the exception that the incoming student is exempted from paying tuition fees during their mobility period at the AASB as a receiving / host institution.

The incoming student is obliged to make all arrangements with the official institutions regarding their temporary stay in the Republic of Serbia and to provide health insurance for the mobility period.

The AASB shall provide the logistic support to the incoming students regarding the necessary documents (visas, insurance, etc.) and accommodation.

The AASB will send the Transcript of Records to the home / sending institution within five weeks upon the end of the mobility period.

## **IV STAFF MOBILITY**

### **Realizing mobility**

#### **Article 29**

Staff mobility is realized via the stay of staff employed at the AASB as the sending / home institution at the receiving / host institution abroad, and their return to the sending / home institution when the mobility period expires, with the aim of:

1. Giving lectures,
2. Professional training,
3. Inter-institutional cooperation and cooperation on international projects.

All the teaching and non-teaching staff employed under a contract at the AASB can participate in staff mobility.

Incoming staff will receive a signed and stamped confirmation letter of exchange for their mobility period at the AASB.

### **Selection of mobility candidates**

#### **Article 30**

The means of application, necessary application documents, the way of selecting the mobility candidates, rights and obligations of the staff in mobility and other issues related to the staff mobility are regulated by a project or program of mobility or by an inter-institutional agreement.

If the conditions and the way of selecting candidates are not regulated by a project, program or agreement from Paragraph 1 of this Article, the decision on selecting the staff for mobility is made as follows:

- For teaching staff, the decision is made by the President of the AASB, based on the recommendation of the Vice-dean for International Cooperation at the AASB, in accordance with the Mobility Plan for Teaching Staff, which is adopted yearly by the Teaching-Expert Council of the AASB, as well as in accordance with the Rules and Regulations for the Selection of Candidates for Mobility at the AASB.
- For non-teaching staff, the decision is made by the President of the AASB, based on the recommendation of the Vice-dean for International Cooperation at the AASB, in accordance with the Rules and Regulations for the Selection of Candidates for Mobility at the AASB.

Further instructions on realizations of the obligations assumed by sending teaching and non-teaching staff and accepting teaching and non-teaching staff within international mobility, as well as the rules and conditions for selection of candidates shall be regulated by a separate act.

### **Making decision and concluding agreement on staff mobility**

#### **Article 31**

The decision on accepting the candidate for staff mobility is made by the receiving / host institution, which issues a certificate of acceptance with a specifically determined mobility period.

Based on the certificate of acceptance, the President of the AASB makes a decision by which the mobility of a staff member is approved, i.e. by which a staff member is being sent to mobility.

Upon making decisions from Paragraphs 1 and 2 of this Article, a staff member, the AASB President, as well as the authorized persons from both sending / home institution and receiving / host institution sign the Staff Mobility for Teaching / Staff Mobility for Training Agreement.

The model of Staff Mobility for Teaching Agreement for Erasmus + programs can be found in Appendix.

The model of Staff Mobility for Training Agreement for Erasmus + programs can be found in Appendix.

### **Obligations of the staff participating in mobility**

#### **Article 32**

Upon returning to their sending / home institution, a staff member participating in mobility has to submit a report on realized mobility, as well as all the other documents stipulated by the mobility project or program, or inter-institutional agreement.

Staff participating in mobility is obliged to possess travel / health insurance during the mobility period, unless it is regulated differently by the project, program or agreement from Paragraph 1 of this Article.

Financial support for the staff mobility is regulated by the project, program or agreement from Paragraph 1 of this Article.

## **V ACADEMIC, PROFESSIONAL AND ADMINISTRATIVE SUPPORT FOR MOBILITY**

#### **Article 33**

Academic, expert and administrative support for the AASB student and staff mobility is provided by the Vice-dean for International Cooperation at the AASB, the Academic ECTS Coordinator at the AASB and International Cooperation Office at the AASB.

Inter-institutional agreements for study and teaching mobility are approved by the President of the AASB on the recommendation of the International Cooperation Office of the AASB. The implementation of the inter-institutional agreements for study and teaching mobility is monitored by the International Cooperation Office of the AASB.

### **Academic ECTS Coordinator**

#### **Article 34**

Academic ECTS Coordinator at the AASB is appointed by the President of the AASB.

Academic ECTS Coordinator has the right to:

1. Sign the mobility documents, in accordance with this Rulebook,
2. Create the ranking list of the candidates for the outgoing student mobility, together with other members of the International Cooperation Office at the AASB,

3. Confirm the results the student accomplished at the receiving / host institution and files a Decree on Academic Recognition of the Mobility Period,
4. Suggests to the President of the AASB the decisions about the application of perspective incoming student,
5. Carries out other duties stipulated by this Rulebook.

### **The International Cooperation Office of the AASB**

#### **Article 35**

The chair of the International Cooperation Office at the AASB is the Vice-president for the International Cooperation at the AASB. A member of the International Cooperation Office at the AASB is Academic ECTS Coordinator at the AASB. Other members of the International Cooperation Office at the AASB are appointed by the Teaching-Expert Council of the AASB, based on the recommendation from the President of the AASB.

The International Cooperation Office of the AASB performs the following professional and administrative tasks related to realizing mobility:

1. Coordinates the participation of the AASB in the international mobility programs,
2. Publishes calls and provides other information to the students and the staff about mobility possibilities,
3. Gives advice and professional help to the outgoing and incoming students,
4. Creates database about stipends,
5. Carries out other duties stipulated by this Rulebook.

## **VI TRANSITIONAL PROVISIONS**

### **Recommendations for improving AASB student mobility**

#### **Article 36**

With the aim of improving the process of internationalization in the field of student mobility and creating a unified administrative procedure, the following measures and activities are recommended:

- Make Academic Recognition of mobility periods available to the students (using web page, bulletin board and other appropriate means ),
- Establish or upgrade the AASB web page with the data relevant to the potential incoming students in the English language (data on studies, study programs, contacts, logistics etc.),
- Establish or update course catalogue in Serbian and English on the AASB web page (code, structure, goals and curricula of the study programs, learning outcomes, information about the graduates' competences),
- Upon realization of the mobility program, post to the AASB web page a list of courses that have been replaced in the previous cases of mobility with the similar courses at the higher education institutions abroad, and regularly update that list. This would facilitate the work of the Academic ECTS Coordinator as well as the students' choice of courses as an integral part of Learning Agreement, i.e. other documents for mobility,

- For purposes of the realization of student mobility program, both incoming and outgoing, the Transcript of Records should be issued in accordance to the table of the grading system in the Republic of Serbia (in accordance to the Appendix 5),
- The relevant source of information for implementing ECTS shall be ECTS Users Guide, which can be downloaded from the official European Commission web page: [http://ec.europa.eu/education/lifelong-learning-policy/doc48\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm)
- At the end of an academic year each teacher who has actively participated in giving lectures to foreign students (regular or mentoring) will be given a certificate as a proof of engagement. This certificate will be given to all the other staff members who actively participate in the realization of the mobility program, as a proof of active participation in program and improvement of the AASB student mobility system,
- In due time, a separate organizational unit should be formed, which will deal with international cooperation affairs.

## **VII FINAL PROVISIONS**

### **Article 37**

The provisions of this Rulebook that refer to mobility in the form of study stay shall be analogously applied to the student mobility in the form of training / professional practice.

The annexes of this Rulebook are its integral part and serve as a model of basic documents of student mobility of AASB.

### **Article 38**

The rules provided in this Rulebook on international student mobility shall also be analogously applied to the mobility of AASB students within the Republic of Serbia, under the conditions prescribed by the Law.

### **Article 39**

This Rulebook shall enter into force on the day of its posting on the AASB's web site.

## **THE PRESIDENT OF THE TEACHING – EXPERT COUNCIL**

Prof. Slavoljub Vicic, PhD

Rulebook published on the AASB web page on May 22<sup>nd</sup> 2020.

## ***APPENDIX 1***

# **INTERNATIONAL MOBILITY STUDENT APPLICATION FORM**

### **STUDENT**

|                         |  |
|-------------------------|--|
| Last/family name        |  |
| First name              |  |
| Gender                  |  |
| Date and place of birth |  |
| Nationality             |  |
| Address                 |  |

### **SENDING INSTITUTION**

|                |  |
|----------------|--|
| Institution    |  |
| Department     |  |
| Address        |  |
| Contact person |  |
| Phone          |  |
| E-Mail         |  |

### **RECEIVING INSTITUTION**

|                |  |
|----------------|--|
| Institution    |  |
| Department     |  |
| Address        |  |
| Contact person |  |
| Phone          |  |
| E-Mail         |  |

### **CURRENT STUDIES (AT SENDING INSTITUTION)**

|   |  |
|---|--|
| Department                                  |  |
| Study cycle                                 |  |
| Study year                                  |  |
| Duration of the<br>Study Programme          |  |
| ECTS obtained at the<br>time of application |  |

**DESIRED COURSES AT RECEIVING INSTITUTION**

| Course component code (if any) | Course component title (as indicated in the course catalogue) at Receiving Institution | Semester (autumn / spring or term) | Number of ECTS credits to be awarded by Receiving Institution upon successful completion |
|--------------------------------|--|------------------------------------|--|
|                                |  |                                    |  |
|                                |  |                                    |  |
|                                |  |                                    |  |
|                                |  |                                    |  |
|                                |  |                                    |  |
|                                |  |                                    |  |
|                                |  |                                    |  |
| Total number of ECTS           |  |                                    |  |

**Application Package:****1. Motivation**

Please attach your motivation letter

**2. Transcript of Records**

Please attach your Transcript of Records

**3. Curriculum Vitae**

Please attach your CV

**STUDENT'S LANGUAGE SKILLS**

| Language | Skills                               |  |
|----------|--------------------------------------|--|
|          | Moderate B2 <input type="checkbox"/> | Fluent C1 <input type="checkbox"/> C2 <input type="checkbox"/> |
|          | Moderate B2 <input type="checkbox"/> | Fluent C1 <input type="checkbox"/> C2 <input type="checkbox"/> |
|          | Moderate B2 <input type="checkbox"/> | Fluent C1 <input type="checkbox"/> C2 <input type="checkbox"/> |

Please attach the certificate.

Student's signature:

Place and date:

.....

.....

## APPENDIX 2

# INTERNATIONAL MOBILITY STUDY PLAN

### INFORMATION

Make sure you choose courses of relevance to your study programme at your home institution so that the courses completed during your mobility will be recognized as counting towards your degree! Please note that you choose courses which are offered at the host institution of your choice. Before uploading your scanned study plan(s), you and the supervising academic staff member at the home institution need to sign this document.

|                       |  |
|-----------------------|--|
| Name of the student   |  |
| Sending institution   |  |
| Address               |  |
| Receiving institution |  |
| Address               |  |
| Field of study        |  |
| Mobility period       |  |

| Course code          | Course title | Semester | Number of ECTS credits |
|----------------------|--------------|----------|------------------------|
|                      |              |          |                        |
|                      |              |          |                        |
|                      |              |          |                        |
|                      |              |          |                        |
|                      |              |          |                        |
|                      |              |          |                        |
|                      |              |          |                        |
|                      |              |          |                        |
| Total number of ECTS |              |          |                        |

|                      |                 |
|----------------------|-----------------|
| Student's signature: | Place and date: |
| .....                | .....           |

## SENDING INSTITUTION

We confirm that the proposed programme of study plan is approved. In case of selection of the candidate, the learning agreement, drawn up on the basis of this study plan, will be recognized at our institution once the student returns from his/her mobility.

|                      |  |                          |
|----------------------|--|--------------------------|
| Academic Coordinator |  | Stamp of the institution |
| Signature            |  |                          |
| Place                |  |                          |
| Date                 |  |                          |

## **APPENDIX 3**

# **INTERNATIONAL MOBILITY LEARNING AGREEMENT**

### **STUDENT**

|                         |  |
|-------------------------|--|
| Last/family name        |  |
| First name              |  |
| Gender                  |  |
| Date and place of birth |  |
| Nationality             |  |
| Address                 |  |

### **SENDING INSTITUTION**

|                |  |
|----------------|--|
| Institution    |  |
| Department     |  |
| Address        |  |
| Contact person |  |
| Phone          |  |
| E-Mail         |  |

### **RECEIVING INSTITUTION**

|                |  |
|----------------|--|
| Institution    |  |
| Department     |  |
| Address        |  |
| Contact person |  |
| Phone          |  |
| E-Mail         |  |

### **CURRENT STUDIES (AT SENDING INSTITUTION)**

|  |  |
|--|--|
| Department                               |  |
| Study cycle                              |  |
| Study year                               |  |
| Duration of the Study Programme          |  |
| ECTS obtained at the time of application |  |

## STUDY PROGRAMME AT THE RECEIVING INSTITUTION

Planned period of the mobility: from [month/year] ..... to [month/year] .....

| Course code          | Course title | Semester | Number of ECTS credits |
|----------------------|--------------|----------|------------------------|
|                      |              |          |                        |
|                      |              |          |                        |
|                      |              |          |                        |
|                      |              |          |                        |
|                      |              |          |                        |
|                      |              |          |                        |
| Total number of ECTS |              |          |                        |

## RECOGNITION AT THE SENDING INSTITUTION

| Course code          | Course title | Semester | Number of ECTS credits |
|----------------------|--------------|----------|------------------------|
|                      |              |          |                        |
|                      |              |          |                        |
|                      |              |          |                        |
|                      |              |          |                        |
|                      |              |          |                        |
|                      |              |          |                        |
| Total number of ECTS |              |          |                        |

Student's signature:

.....

Place and date:

.....

## SENDING INSTITUTION

We confirm that the proposed programme of learning agreement is approved and will be recognized at our university once the student returns from his/her mobility.

Academic Coordinator:

.....

Date:

.....

Director of the Institution:

.....

Date:

.....

**RECEIVING INSTITUTION** (signatures to be obtained after the beginning of mobility)

We confirm that the proposed programme of learning agreement is part of the curriculum at our university and these courses/modules can be offered to the student.

|                       |                 |
|-----------------------|-----------------|
| Academic Coordinator: | Contact person: |
| .....                 | .....           |
| Date:                 | Date:           |
| .....                 | .....           |

|                              |                     |                            |  |                                |                  |  |   |
|------------------------------|---------------------|----------------------------|--|--------------------------------|------------------|--|---|
| <b>Student</b>               | <b>Last name(s)</b> | <b>First name(s)</b>       | <b>Date of birth</b>                                 | <b>Nationality<sup>i</sup></b> | <b>Sex [M/F]</b> | <b>Study cycle<sup>ii</sup></b>                      | <b>Field of education<sup>iii</sup></b> |
|                              | <br>                | <br>                       | <br>   | <br>                           | <br>             | <br>   | <br>                                    |
| <b>Sending Institution</b>   | <b>Name</b>         | <b>Faculty/Department</b>  | <b>Erasmus code<sup>iv</sup><br/>(if applicable)</b> | <b>Address</b>                 | <b>Country</b>   | <b>Contact person name<sup>v</sup>; email; phone</b> |   |
|                              | <br>                | <br>                       | <br>   | <br>                           | <br>             | <br>   |   |
| <b>Receiving Institution</b> | <b>Name</b>         | <b>Faculty/ Department</b> | <b>Erasmus code<br/>(if applicable)</b>              | <b>Address</b>                 | <b>Country</b>   | <b>Contact person name; email; phone</b>             |   |
|                              | <br>                | <br>                       | <br>   | <br>                           | <br>             | <br>   |   |

### Before the mobility

|  |   |  |  |  |
|--|---|--|--|--|
| <b>Study Programme at the Receiving Institution</b>  |   |  |  |  |
| Planned period of the mobility: from [month/year] ..... to [month/year] .....  |   |  |  |  |
| <b>Table A<br/>Before the mobility</b>   | <b>Component<sup>vi</sup><br/>code<br/>(if any)</b> | <b>Component title at the Receiving Institution<br/>(as indicated in the course catalogue<sup>vii</sup>)</b> | <b>Semester<br/>[e.g. autumn/spring;<br/>term]</b> | <b>Number of ECTS credits (or<br/>equivalent)<sup>viii</sup> to be awarded by the<br/>Receiving Institution upon successful<br/>completion</b> |
|  | <br>  | <br>   | <br>   | <br>   |
|  | <br>  | <br>   | <br>   | <br>   |
|  | <br>  | <br>   | <br>   | <br>   |
|  | <br>  | <br>   | <br>   | <br>   |
|  | <br>  | <br>   | <br>   | <br>   |
|  | <br>  | <br>   | <br>   | <br>   |
|  | <br>  | <br>   | <br>   | <br>   |
|  | <br>  | <br>   | <br>   | <b>Total: ...</b>  |
| Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information] |   |  |  |  |

|   |
|---|
| The level of language competence <sup>ix</sup> in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/> |
|---|

|   |  |  |  |   |
|---|--|--|--|---|
| <b>Recognition at the Sending Institution</b>   |  |  |  |   |
| <b>Table B<br/>Before the mobility</b>  | <b>Component<br/>code<br/>(if any)</b> | <b>Component title at the Sending Institution<br/>(as indicated in the course catalogue)</b> | <b>Semester<br/>[e.g. autumn/spring;<br/>term]</b> | <b>Number of ECTS credits (or<br/>equivalent) to be recognised by the<br/>Sending Institution</b> |
|   | <br>                                   | <br>   | <br>   | <br>  |
|   | <br>                                   | <br>   | <br>   | <br>  |
|   | <br>                                   | <br>   | <br>   | <br>  |
|   | <br>                                   | <br>   | <br>   | <br>  |
|   | <br>                                   | <br>   | <br>   | <br>  |
|   | <br>                                   | <br>   | <br>   | <br>  |
|   | <br>                                   | <br>   | <br>   | <br>  |
|   | <br>                                   | <br>   | <br>   | <b>Total: ...</b>   |
| Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information] |  |  |  |   |

|   |             |              |                 |             |                  |
|---|-------------|--------------|-----------------|-------------|------------------|
| <b>Commitment</b>   |             |              |                 |             |                  |
| By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period. |             |              |                 |             |                  |
| <b>Commitment</b>   | <b>Name</b> | <b>Email</b> | <b>Position</b> | <b>Date</b> | <b>Signature</b> |
| Student   | <br>        | <br>         | Student         | <br>        | <br>             |
| Responsible person <sup>x</sup> at the Sending Institution  | <br>        | <br>         | <br>            | <br>        | <br>             |
| Responsible person at the Receiving Institution <sup>xi</sup>   | <br>        | <br>         | <br>            | <br>        | <br>             |

### During the Mobility

| Exceptional changes to Table A  |                               |   |  |  |                                  |  |
|---|-------------------------------|---|--|--|----------------------------------|--|
| (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution) |                               |   |  |  |                                  |  |
| Table A2<br>During the<br>mobility  | Component<br>code<br>(if any) | Component title at the Receiving<br>Institution<br>(as indicated in the course catalogue) | Deleted<br>component<br>[tick if applicable] | Added<br>component<br>[tick if applicable] | Reason for change <sup>xii</sup> | Number of<br>ECTS credits<br>(or equivalent) |
|   |                               |   | <input checked="" type="checkbox"/>          | <input type="checkbox"/>                   | Choose an item.                  |  |
|   |                               |   | <input type="checkbox"/>                     | <input checked="" type="checkbox"/>        | Choose an item.                  |  |

|   |   |   |  |  |   |
|---|---|---|--|--|---|
| <b>Table B2<br/>During the<br/>mobility</b> | <b>Exceptional changes to Table B (if applicable)</b><br>(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution) |   |  |  |   |
|   | <b>Component<br/>code</b><br>(if any)   | <b>Component title at the Sending Institution</b><br>(as indicated in the course catalogue) | <b>Deleted<br/>component</b><br>[tick if applicable] | <b>Added<br/>component</b><br>[tick if applicable] | <b>Number of ECTS credits (or<br/>equivalent)</b> |
|   |   |   | <input type="checkbox"/>                             | <input type="checkbox"/>                           |   |
|   |   |   | <input type="checkbox"/>                             | <input type="checkbox"/>                           |   |

## After the Mobility

| <i>Transcript of Records at the Receiving Institution</i>                                      |                                    |  |  |   |   |
|--|------------------------------------|--|--|---|---|
| Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] ..... |                                    |  |  |   |   |
| Table C<br>After the mobility  | <b>Component code<br/>(if any)</b> | <b>Component title at the Receiving Institution<br/>(as indicated in the course catalogue)</b> | <b>Was the component successfully completed by the student? [Yes/No]</b> | <b>Number of ECTS credits<br/>(or equivalent)</b> | <b>Grades received at the Receiving Institution</b> |
|  |                                    |  |  |   |   |
|  |                                    |  |  |   |   |
|  |                                    |  |  |   |   |
|  |                                    |  |  |   |   |
|  |                                    |  |  |   |   |
|  |                                    |  |  | <b>Total: ...</b>                                 |   |

|  |                               |  |   |  |
|--|-------------------------------|--|---|--|
| <i>Transcript of Records and Recognition at the Sending Institution</i>                        |                               |  |   |  |
| Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] ..... |                               |  |   |  |
| Table D<br>After the<br>mobility   | Component<br>code<br>(if any) | Title of recognised component at the Sending Institution<br>(as indicated in the course catalogue) | Number of ECTS credits<br>(or equivalent)<br>recognised | Grades registered at the<br>Sending Institution<br>(if applicable) |
|  |                               |  |   |  |
|  |                               |  |   |  |
|  |                               |  |   |  |
|  |                               |  |   |  |
|  |                               |  |   |  |
|  |                               |  | Total: ...  |  |

<sup>i</sup> **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>ii</sup> **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

<sup>iii</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-isc-ed_en) available at [http://ec.europa.eu/education/international-standard-classification-of-education-isc-ed\\_en](http://ec.europa.eu/education/international-standard-classification-of-education-isc-ed_en) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

<sup>iv</sup> **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

<sup>v</sup> **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

<sup>vi</sup> An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

<sup>vii</sup> **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

<sup>viii</sup> **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

<sup>ix</sup> **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>x</sup> **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

<sup>xi</sup> **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

<sup>xii</sup> **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

| <i>Reasons for deleting a component</i>  | <i>Reason for adding a component</i> |
|--|--------------------------------------|
| 1. Previously selected educational component is not available at the Receiving Institution | 5. Substituting a deleted component  |
| 2. Component is in a different language than previously specified in the course catalogue  | 6. Extending the mobility period     |
| 3. Timetable conflict  | 7. Other (please specify)            |
| 4. Other (please specify)  |                                      |

---

## **APPENDIX 4**

# **INTERNATIONAL MOBILITY LEARNING AGREEMENT FOR TRAINEESHIPS**

### **STUDENT**

|                         |  |
|-------------------------|--|
| Last/family name        |  |
| First name              |  |
| Gender                  |  |
| Date and place of birth |  |
| Nationality             |  |
| Address                 |  |

### **SENDING INSTITUTION**

|                |  |
|----------------|--|
| Institution    |  |
| Department     |  |
| Address        |  |
| Contact person |  |
| Phone          |  |
| E-Mail         |  |

### **RECEIVING ORGANISATION**

|                |  |
|----------------|--|
| Institution    |  |
| Department     |  |
| Address        |  |
| Contact person |  |
| Phone          |  |
| E-Mail         |  |

### **CURRENT STUDIES (AT SENDING INSTITUTION)**

|  |  |
|--|--|
| Department                               |  |
| Study cycle                              |  |
| Study year                               |  |
| Duration of the Study Programme          |  |
| ECTS obtained at the time of application |  |

## TRAINEESHIPS AT THE RECEIVING ORGANISATION

Planned period of the mobility: from [month/year] ..... to [month/year] .....

|  |
|--|
| Knowledge, skills and competence to be acquired: |
|  |
| Detailed programme of the training period:       |
|  |
| Tasks of the trainee:                            |
|  |
| Monitoring and evaluation plan:                  |
|  |

Student's signature: \_\_\_\_\_ Place and date: \_\_\_\_\_

---

## SENDING INSTITUTION

We confirm that this proposed training programme agreement is approved. The placement is part of the curricula Yes / No (\*)

On satisfactory completion of the training programme the institution will

- award ECTS credits: **Yes / No** (\*) If Yes, please indicate number of ECTS credits: .....
- record the training period in the student's Transcript of Records: **Yes / No** (\*)
- In addition , the mobility period will be documented in the Europass Mobility Document: **Yes /No** (\*)

(\*): Please indicate appropriate answer

|                       |                              |
|-----------------------|------------------------------|
| Academic Coordinator: | Director of the Institution: |
| .....                 | .....                        |
| Date:                 | Date:                        |
| .....                 | .....                        |

## RECEIVING ORGANISATION (signatures to be obtained after the beginning of mobility)

We confirm that the proposed programme of learning agreement is part of the curriculum at our university and these courses/modules can be offered to the student.

|              |                 |
|--------------|-----------------|
| Coordinator: | Contact person: |
| .....        | .....           |
| Date:        | Date:           |
| .....        | .....           |

---

## QUALITY COMMITMENT

### For student placements

This Quality Commitment replicates the principles of the European Quality Charter for Mobility

#### THE SENDING HIGHER EDUCATION INSTITUTION\* UNDERTAKES TO:

- Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired;
- Assist the student in **choosing** the appropriate host organisation, project duration and placement content to achieve these learning outcomes;
- **Select** students on the basis of clearly defined and transparent criteria and procedures and sign a **placement contract** with the selected students;
- **Prepare** students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs;
- Provide **logistical support** to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance;
- Give **full recognition** to the student for satisfactory completed activities specified in the Training Agreement;
- **Evaluate** with each student the personal and professional development achieved through participation in the Erasmus programme.

#### THE SENDING INSTITUTION\* AND HOST ORGANISATION JOINTLY UNDERTAKE TO:

- Negotiate and agree a tailor-made **Training Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements;
- **Monitor** the progress of the placement and take appropriate action if required.

#### THE HOST ORGANISATION UNDERTAKES TO:

- Assign to students **tasks and responsibilities** (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available;
- Draw a **contract or equivalent document** for the placement in accordance with the requirements of the national legislation;
- **Appoint a mentor** to advise students, help them with their integration in the host environment and monitor their training progress;
- Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country.

#### THE STUDENT UNDERTAKES TO:

- Comply with all **arrangements** negotiated for his/her placement and to do his/her best to make the placement a success;
- Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality;
- **Communicate** with the sending institution about any problem or changes regarding the placement;
- **Submit a report** in the specified format and any required supporting documents at the end of the placement.

\* In the event that the higher education institution is integrated in a consortium, its commitments may be shared with the co-ordinating organisation of the consortium.

## Learning Agreement

### Student Mobility for Traineeships

| Trainee | Last name(s) | First name(s) | Date of birth | Nationality <sup>xii</sup> | Sex [M/F] | Study cycle <sup>xii</sup> | Field of education <sup>xii</sup> |
|---------|--------------|---------------|---------------|----------------------------|-----------|----------------------------|-----------------------------------|
|         |              |               |               |                            |           |                            |                                   |

| Sending Institution | Name | Faculty/Department | Erasmus code <sup>xii</sup> (if applicable) | Address | Country | Contact person name <sup>xii</sup> ; email; phone |
|---------------------|------|--------------------|---|---------|---------|---|
|                     |      |                    |   |         |         |   |

| Receiving Organisation/Enterprise | Name | Department | Address; website | Country | Size   | Contact person <sup>xii</sup> name; position; e-mail; phone | Mentor <sup>xii</sup> name; position; e-mail; phone |
|-----------------------------------|------|------------|------------------|---------|--|---|---|
|                                   |      |            |                  |         | <input type="checkbox"/> < 250 employees<br><input type="checkbox"/> > 250 employees |   |   |

#### Before the mobility

*Table A - Traineeship Programme at the Receiving Organisation/Enterprise*

Planned period of the mobility: from [month/year] ..... to [month/year] .....

|  |                                       |
|--|---------------------------------------|
| Traineeship title: ...   | Number of working hours per week: ... |
| Detailed programme of the traineeship:   |                                       |
| Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): |                                       |
| Monitoring plan:   |                                       |
| Evaluation plan:   |                                       |

The level of **language competence<sup>xii</sup>** in \_\_\_\_\_ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐

*Table B - Sending Institution*

Please use only one of the following three boxes: <sup>xii</sup>

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
|--|--|
| Award ..... ECTS credits (or equivalent) <sup>xii</sup>  | Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/> |
| Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).                        |  |
| Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/> |  |

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

|  |   |
|--|---|
| Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>                                 | If yes, please indicate the number of credits: ....   |
| Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>   | If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/> |
| Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>      |   |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent).  |   |
| Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/> |   |

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

|  |   |
|--|---|
| Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>   | If yes, please indicate the number of credits: .... |
| Record the traineeship in the trainee's Europass Mobility Document ( <i>highly recommended</i> ): Yes <input type="checkbox"/> No <input type="checkbox"/> |   |

#### Accident insurance for the trainee

|   |  |
|---|--|
| The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise):<br>Yes <input type="checkbox"/> No <input type="checkbox"/> | The accident insurance covers:<br>- accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/><br>- accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>    |  |

**Table C - Receiving Organisation/Enterprise**

|  |  |
|--|--|
| The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>                                      | If yes, amount (EUR/month): .....  |
| The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/><br>If yes, please specify: .... |  |
| The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>         | The accident insurance covers:<br>- accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/><br>- accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution):<br>Yes <input type="checkbox"/> No <input type="checkbox"/>      |  |
| The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.   |  |
| Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.   |  |

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

| Commitment  | Name | Email | Position       | Date | Signature |
|---|------|-------|----------------|------|-----------|
| Trainee   |      |       | <i>Trainee</i> |      |           |
| Responsible person <sup>xiii</sup> at the Sending Institution |      |       |                |      |           |
| Supervisor <sup>xiii</sup> at the Receiving Organisation      |      |       |                |      |           |

## During the Mobility

**Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise**

(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)

**Planned period of the mobility: from [month/year] ..... till [month/year] .....**

|  |                                       |
|--|---------------------------------------|
| Traineeship title: ...   | Number of working hours per week: ... |
| Detailed programme of the traineeship period:  |                                       |
| Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): |                                       |
| Monitoring plan:   |                                       |
| Evaluation plan:   |                                       |

---

## After the Mobility

*Table D - Traineeship Certificate by the Receiving Organisation/Enterprise*

**Name of the trainee:**

**Name of the Receiving Organisation/Enterprise:**

**Sector of the Receiving Organisation/Enterprise:**

**Address of the Receiving Organisation/Enterprise** [street, city, country, phone, e-mail address], **website:**

**Start date and end date of traineeship:** from [day/month/year] ..... to [day/month/year] .....

**Traineeship title:**

**Detailed programme of the traineeship period including tasks carried out by the trainee:**

**Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):**

**Evaluation of the trainee:**

**Date:**

**Name and signature of the Supervisor at the Receiving Organisation/Enterprise:**

---

**Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>xii</sup> **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

<sup>xii</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) available at [http://ec.europa.eu/education/international-standard-classification-of-education-isced\\_en](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

<sup>xii</sup> **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

<sup>xii</sup> **Contact person at the sending institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

<sup>xii</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

<sup>xii</sup> **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

<sup>xii</sup> **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>xii</sup> **There are three different provisions for traineeships:**

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

<sup>xii</sup> **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

<sup>xii</sup> **Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

<sup>xii</sup> **Supervisor at the Receiving Organisation:** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

---

## **APPENDIX 5**

### **INTERNATIONAL MOBILITY TRANSCRIPT OF RECORDS**

#### **STUDENT**

|                         |  |
|-------------------------|--|
| Last/family name        |  |
| First name              |  |
| Gender                  |  |
| Date and place of birth |  |
| Nationality             |  |
| Address                 |  |

#### **SENDING INSTITUTION**

|                |  |
|----------------|--|
| Institution    |  |
| Department     |  |
| Address        |  |
| Contact person |  |
| Phone          |  |
| E-Mail         |  |

#### **RECEIVING INSTITUTION**

|                |  |
|----------------|--|
| Institution    |  |
| Department     |  |
| Address        |  |
| Contact person |  |
| Phone          |  |
| E-Mail         |  |

---

## ACADEMIC RECORD

| Course code | Course title | Semester | Number of ECTS credits (1) | Grade (2) |
|-------------|--------------|----------|----------------------------|-----------|
|             |              |          |                            |           |
|             |              |          |                            |           |
|             |              |          |                            |           |
|             |              |          |                            |           |
|             |              |          |                            |           |

\* If necessary, continue this list or delete extra rows.

### (1) ECTS credits:

1 academic year = 60 credits, 1 semester = 30 credits

### (2) Grading system:

The Law on Higher Education in the Republic of Serbia introduced ECTS as the mandatory credit system to be used by all higher education institutions in all degree programs, for both credit transfer and accumulation. Every study program includes precise description of the courses and the number of ECTS that are based on the workload students need in order to achieve expected learning outcomes.

Performance of students is monitored continuously during classes and is expressed in points - for fulfillment of exam prerequisites and passing the exam a student can earn a maximum of 100 points (pre-exam obligations participate with a minimum of 30 and a maximum of 70 points). Details on pre-exam obligations, final exam and the exact number of allocated points can be found in study courses syllabi.

| Local grade | Description                | Points       | ECTS grade | Percentage |
|-------------|----------------------------|--------------|------------|------------|
| 10          | Excellent with distinction | 91-100       | A          | 10%        |
| 9           | Excellent                  | 81-90        | B          | 25%        |
| 8           | Very Good                  | 71-80        | C          | 30%        |
| 7           | Good                       | 61-70        | D          | 25%        |
| 6           | Sufficient                 | 51-60        | E          | 10%        |
| 5           | Insufficient               | less than 51 | F          |            |

Office for student affairs:

(Stamp of institution and signature)

Date:

.....

.....

---

## APPENDIX 6

### INTERNATIONAL MOBILITY TRANSCRIPT OF WORK

*(to be completed by the receiving institution)*

**We herewith confirm that student**

Students name: .....

Address: .....

**Has carried out placement at our organization**

Name of company: .....

Type .....

Address: .....

Country: .....

The placement took place from ..... till .....

**His/her tasks were:** .....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Acquired competences and skills:** .....

.....  
.....  
.....  
.....  
.....  
.....  
.....

Total working time: ..... hours/day; ..... days a week; ..... hours in total.

Name and function of the internship provider: .....

Signature: .....

Date and Place .....

---

## APPENDIX 7

### ECTS GRADING TABLE

ECTS Grading Table for the requirements of harmonisation of the grade the student received on exchange with the grade that would be an equivalent at the home institution, requires the home institution to keep statistics on students' success rate (on course or department level).

The aforementioned statistics serve in the decision process regarding the "equivalent grade", i.e. the grade that is an equivalent at the home institution to the grade the student received on a particular course while on exchange.

The equivalent grade is reached through comparing statistics on the success rate of students at the home institution with the success rate of students at the host institution where the student was on exchange.

The main criterion for grade equivalence is the ratio of grades in the grading scales at both institutions.

An example of harmonisation of grades received on exchange with the grade that is its equivalent at the home institution:

| GRADES AT INSTITUTION A | STATISTICS ON THE SUCCESS RATE OF STUDENTS AT INSTITUTION A<br>(the percentage of students receiving this grade) | GRADES AT INSTITUTION B | STATISTICS ON THE SUCCESS RATE OF STUDENTS AT INSTITUTION B<br>(the percentage of students receiving this grade) |
|-------------------------|--|-------------------------|--|
| 30 lode                 | 5.6%   | 1                       | 20%  |
| 30                      | 15.7%  | 2                       | 35%  |
| 29                      | 0.5%   | 3                       | 25%  |
| 28                      | 12.3%  | 4                       | 20%  |
| 27                      | 11.8%  |                         |  |
| 26                      | 9.0%   |                         |  |
| 25                      | 8.2%   |                         |  |
| 24                      | 11.3%  |                         |  |
| 23                      | 2.7%   |                         |  |
| 22                      | 6.0%   |                         |  |
| 21                      | 2.3%   |                         |  |
| 20                      | 5.7%   |                         |  |
| 19                      | 1.9%   |                         |  |
| 18                      | 6.9%   |                         |  |
| TOTAL                   |  |                         |  |

The stated example illustrates statistics on the success rate of students at two higher education institutions on a particular study programme in the last two years.

Comparing the percentages of awarded grades, for the student that received a 30 lode or 30 grades at institution A, the equivalent grade in institution B will be 1, since the ratio of grade 1 at institution B is 20%, which corresponds to the sum ratio of grades 30 lode and 30 (5.6% + 15.7%) i.e. approximately 20%.

Grade 2 (35% of students) at institution B, will be equivalent to grades 26 to 29 (9% + 11.8% + 12.3% + 0.5%) at institution A.

---

## ***APPENDIX 8***

### **ECTS GRADING SCALE**

| Local grade | Description                | Points       | ECTS grade | Percentage |
|-------------|----------------------------|--------------|------------|------------|
| 10          | Excellent with distinction | 91-100       | A          | 10%        |
| 9           | Excellent                  | 81-90        | B          | 25%        |
| 8           | Very Good                  | 71-80        | C          | 30%        |
| 7           | Good                       | 61-70        | D          | 25%        |
| 6           | Sufficient                 | 51-60        | E          | 10%        |
| 5           | Insufficient               | less than 51 | F          |            |

This is one more model that should facilitate the harmonisation of grades between institutions with different grading systems. With the assumption of the distribution of grades given in percentages, 10% of the most outstanding students receive an ECTS grade A which is an equivalent of grade 10 at the School. The equivalence of the rest of the grades is executed according to the same principle.

---

## APPENDIX 9

Date: .....

Number: .....

Student: ..... (Student Card No. ....)

Department/Study Programme: .....

Academic Year the Student was on Exchange/Training: .....

Semester/Semesters the Student spent on Exchange/Training: Winter/Summer Semester  
of the Academic Year ..... / .....

Mobility Period (for mobility less than one semester): from ..... to .....

Receiving/Host Institution: .....

Basis of Exchange/Training: .....

In accordance with the Regulations on International Mobility (adopted by ..... on the  
.....), the School issues the following

### INTERNATIONAL MOBILITY DECREE ON ACADEMIC RECOGNITION OF THE MOBILITY PERIOD

Establishing the following:

Courses the student passed at the host institution that fulfil conditions to be recognised in full and replaced with relevant courses at the home institution

| Course passed at the host institution | Number of ECTS credits the student acquired at the host institution | Number of classes at the host institution | Grade received at the host institution | Course at the home institution replacing the exam passed on exchange | Number of ECTS credits recognised | Number of classes recognised | Equivalent Grade |
|---------------------------------------|---|---|--|--|-----------------------------------|------------------------------|------------------|
|                                       |   |   |  |  |                                   |                              |                  |
|                                       |   |   |  |  |                                   |                              |                  |
|                                       |   |   |  |  |                                   |                              |                  |

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## EXPLANATION

Student ..... (name and surname) had upon finalisation of the mobility period submitted to the authorised Academic ECTS Coordinator the necessary documentation for recognition of courses passed at the host institution during the mobility period. The authorised Academic ECTS Coordinator has, in accordance with the Regulations on Student Mobility and Academic Recognition of Mobility Periods Abroad (adopted by ..... on the ..... ), and based on the submitted documentation, reached a decision as in the disposition of this Decree.

### Instructions on Legal Remedy:

The above named can submit a written complaint to the authorised Academic ECTS Coordinator against this Decree within 7 working days upon receipt of this Decree.

The Academic ECTS Coordinator will decide on the written complaint within 10 working days and there is no possibility for appeal against his decision upon complaint.

Academic ECTS Coordinator:

.....

(Name and Surname)

Appendixes:

1. Document 1
2. Document 2
3. Document 3 ...

Deliver to:

1. Student
2. Student Services
3. Archive

*NB: In the case of academic recognition of the mobility period on the principle of exchanging semester for semester, as well as in the case of the process of academic recognition of the student's training results, the home institution adapts this model of the Decree to the requirements of the given situation.*