

THE ACADEMY FOR APPLIED STUDIES BELGRADE
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No:

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), and Articles 12 and 31 of the Rulebook on International Mobility (no. _____ dated 22 May 2020) the Teaching-expert Council of The Academy for Applied Studies Belgrade at the session held on 22 May 2020 adopted:

RULES AND REGULATIONS FOR SELECTION OF STUDENTS AND EMPLOYEES FOR INTERNATIONAL MOBILITY

1. GENERAL PRINCIPLES

The conditions to sign up or apply for mobility, the criteria and method of selecting candidates for mobility are prescribed by a project or mobility program or by an inter-institutional agreement or by announcing admissions or by an call for realization of mobility, which the Academy for Applied Studies (hereinafter: AASB) announces in accordance with the rules of the project or mobility program, or in accordance with the provisions of the inter-institutional agreement.

The rules and regulations for the selection of students and staff are published in the very call for international mobility.

The general conditions that a AASB student must fulfil in order to participate in outgoing mobility are the following:

- A student is enrolled at undergraduate studies and has achieved at least 60 ECTS during these studies, or is enrolled at the specialized studies or master studies;
- At the same level of study, the total duration of the previously achieved mobility periods of the student and the duration of the mobility period for which the same student is applying must not exceed twelve months;
- A student knows the foreign language necessary for the realization of mobility, at least at B2 level.

After the expiry of the deadline for admissions, the ranking of the registered students - mobility candidates is carried out by the AASB International Cooperation Office. The selection of candidates is performed based on the ranking list.

Incomplete and untimely student applications for mobility admissions shall not be considered and these candidates have no right to appeal. After the ranking results are published, candidates can file an appeal to the President of AASB within a period of five (5) days after the publication of the admission results.

The general conditions that AASB employee must fulfil in order to participate in outgoing mobility are the following:

- The employee must be employed at AASB (based on employment contract) which lasts longer than the planned duration of the mobility period for which the employee is applying;
- The employee knows the foreign language necessary for the realization of mobility.

After the expiration of the deadline for submitting an application, the ranking of the registered employees - the candidates for mobility is performed by the International Cooperation Office of the AASB. Based on the ranking list, Vice-dean for International Cooperation at the AASB proposes to the AASB President the making of decision on the selection of employees for mobility. If one or more employees from the teaching staff are sent to mobility, before making a decision on the selection of employees, the President of AASB shall ask for the approval of the Teaching-expert Council to send this or those employees to mobility.

Incomplete and untimely applications of employees for mobility admissions shall not be considered and these candidates have no right to appeal. After the ranking results are published, candidates can file an appeal to the President of AASB on the ranking list within a period of five (5) days after the publication of the admission results.

The final decision on accepting candidates for mobility, both students and staff,, is made by the receiving/host institution.

2.DOCUMENTS FOR APPLICATION AND RANKING CRITERIA FOR STUDENTS

2.1. Documents for application

When applying for mobility, the student submits the following documents:

- Application Form;
- Curriculum Vitae;
- Certificate of passed exams;
- Certificate of the knowledge of the language of instruction;
- Certificate of the number of previously achieved mobilities;
- Motivation Letter and Letter of Recommendation.

2.2 Ranking Criteria for Students

AASB ranking criteria for the students who submitted applications for international mobility are the following:

- Student's academic achievement - average grade and duration of study (50 points);
- Knowledge of the foreign language (30 points);
- The number of realized student mobilities so far, with priority being given to a student who has not previously participated in mobility programs (10 points);
- Student motivation (20 points).

If there are cases where candidates have the same number of total points, the priority is given to the student (as follows):

- Who has not previously participated in mobility, or had a lesser number of previously realized mobilities;
- Who has a better academic achievement;
- Who scores more points based on the knowledge of the foreign language.

Student's academic achievement

Student's academic achievement carries at most 50 points. When applying for international mobility, the student shall enclose the Certificate of passed exams.

Points in this category depend on the average student's grades (40 points) and the duration of the studies (10 points).

Points for the academic achievement of the student, depending on the average grade, are determined as the average grade of a student multiplied by four. So, for example, for the lowest average score of 6.0, the number of points is 24, and for the highest average score of 10.0, the number of points is 40.

The duration of the study carries 10 points at most, which is the number of points calculated if the student regularly enrolled at each of the study years. The maximum number of 10 points is reduced by the number of years of study that are enrolled with a delay (a renewed academic year), multiplied by five. So, for example, if the students enrolled at an academic year with a delay, 5 points will be subtracted from a maximum of 10 points.

Knowledge of a foreign language

Knowledge of a foreign language shall carry a maximum of 30 points. The certificate must include the CEFR (Common European Framework of Reference for Languages) level. When applying, a wide range of certificates is accepted without additional testing: IELTS, TOEFL, Cambridge, PTE, DELF, TestDaf, DELE, and so on, with the indicated required language knowledge level. Also, the certificates of registered language schools shall be acceptable.

The assessment of a foreign language level for those students who do not enclose a previously acquired certificate from a registered language institution is not performed by that institution, but by a foreign language teacher from AASB.

If the student has previously passed the exam in a foreign language with a mark 6 to 10, they can enclose a certificate from their foreign language teacher when applying. For these students, the foreign language teacher fills in the Language Assessment Sheet (Appendix 1 of this document) with an indicated level of knowledge of a foreign language, which is equivalent to the language certificate from the registered language institution for this application.

The number of points is assigned according to the level of language, in accordance with Table 1.

Table 1. Number of points assigned for the corresponding CEFR foreign language level

Level	B2	C1	C2
Number of points	20	25	30

The number of previously realized mobility

To the total number of students' points, the number of realized mobility shall carry up to 10 points. This number of points is won by a student if they have not had any mobility realized so far. For each previously realized mobility, this number is reduced by twice the number of previously realized mobility. So, for example, if a student has had one previously realized mobility, 2 points ($2 \cdot 1$) will be subtracted from 10 points, and for a student who has had two previously realized mobilities, 4 points ($2 \cdot 2$) will be subtracted from 10 points.

Student motivation

When applying, students submit a motivation letter and a letter of recommendation from one of the teachers at AASB. The AASB Office for International Cooperation defines the number of points assigned for the motivation letter, with a maximum number of 10 points.

The letter of recommendation is an obligatory document enclosed with the application, but it does not bear any points and is not a criterion for ranking.

3. RANKING CRITERIA FOR EMPLOYEES

3.1. Documents for application

When applying for mobility, the employee submits the following documents:

- Curriculum Vitae;
- Invitation Letter from the higher education institution where the mobility is realized;
- The Activity Plan Proposal for activities that will be realized during the stay at the partner higher education institution;
- Foreign language certificate (for most cases it should be English, and / or the language of the country where the mobility is realized, in some cases);
- The certificate of the number of previously achieved mobilities.

3.2. Criteria for evaluation and ranking of teaching staff

If it is envisaged that a candidate holds a certain number of teaching hours (*staff mobility - teaching*), for each class that the candidate is scheduled to hold, he will receive 5 points.

The number of points that is obtained depending on the level of language knowledge is shown in Table 1 (for the criteria for student ranking), while the number of points that is won depending on the teacher or the associate title is given in Table 2, and the number of points obtained depending on the years of employment is given in Table 3.

Table 2. The number of points allocated for the corresponding teacher or associate title.

Teacher/ associate title	Associate in higher education	Assistant	Teacher of Skills / Language teachers	Assistant (with PhD)	Lecturer	Senior lecturer	Professor of applied studies
Number of points	20	25	30	35	40	45	50

Table 3. Number of points assigned for the years of employment

Years of employment	1-10	11-20	21-30	31-40
Number of points	10	15	20	25

In case candidates have the same number of total points, the priority is given to the candidate:

- Who has not participated in international mobility so far or has participated in fewer times;
- Who has a higher teaching title;
- Who has a greater level of knowledge of a foreign language;
- Who has more years of employment.

3.3. Criteria for evaluation and ranking of non-teaching staff

Evaluation and ranking of non-teaching staff shall be based on the level of education, level of knowledge of foreign language and years of employment.

Points earned based on the level of education are given in Table 4, while the number of points obtained depending on the knowledge level of the language is given in Table 1 (for student ranking criteria), and the number of points received depending of the years of employment is given in Table 3.

Table 4. Number of points assigned for the appropriate level of education.

Level of education	High school	Applied studies, or acquired 180 ECTS points	Faculty (8 semesters), applied specialist, or acquired 240 ECTS points	Master and title equal to master	Magister	PhD
Number of points	5	10	15	20	25	30

In case candidates have the same total number of points, the priority is given to the candidate:

- Who has not participated in international mobility so far or has participated in fewer times;
- Who has a higher level of education;
- Who has a higher level of language knowledge;
- Who has more years of employment.

PRESIDENT OF THE TEACHING-EXPERT
COUNCIL

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Prof. dr Slavoljub Vičić

APPENDIX 1. LANGUAGE ASSESSMENT FORM

LANGUAGE ASSESSMENT FORM

Foreign language assessed:						
INFORMATION ABOUT STUDENT						
Name and surname:						
Study level (fill in the circle):	<input type="radio"/> undergraduate applied studies			<input type="radio"/> master applied studies		
Department at which the student is enrolled:						
INFORMATION ABOUT THE FOREIGN LANGUAGE TEACHER						
Name and surname:						
Department:						
Email address:						
Phone number:						
LANGUAGAE ASSESSMENT ACCORDING TO <i>CEFR</i> (Common European Framework of Reference for Languages)						
Note: The assessment of the language level is not performed by a certified language institution, but by a foreign language teacher at AASB in accordance with these Rules and Regulations. This Form is used solely for the purposes of the mobility application, and cannot be used otherwise, nor does it present an official language certificate.						
ASSESSED LEVEL OF LANGUAGE COMPETENCES (to be circled)	A1	A2	B1	B2	C1	C2
ASSESSED LEVEL OF LANGUAGE COMPETENCES (to be written):						
Declaration from the foreign language teacher: By signing this document, I declare that I teach a foreign language at the Academy for Applied Studies Belgrade, and that I had an opportunity to directly assess the level of language competences of the candidate.						
Date:						
Foreign language teacher's signature:						
Stamp						