

Pursuant to Article 65, Paragraph 1, Point 22 of the Statute of Union University in Belgrade (hereinafter referred to as “University”), the University Senate, on its session held on 20th of March 2019, adopted the following

RULEBOOK ON INTERNATIONAL MOBILITY

I. GENERAL PROVISIONS

Subject of the Rulebook

Article 1

This Rulebook regulates the procedure for achieving international student and staff mobility at the University and the faculties it comprises (hereinafter: faculties), conditions for achieving this mobility, the competence of the University services pertaining to the realization of mobility, recognition of the period of mobility, the subjects, ECTS credits, grades and other issues of importance for the regulation of international mobility at the University and its faculties.

Basic Terms

Article 2

Terms used in this Rulebook shall have the following meanings:

- 1) **Mobility** – a temporary stay at a higher education institution abroad where students learn, and teaching and non-teaching staff either teach or pursue advanced training;
- 2) **Home Institution** – the higher education institution at which the student is enrolled, or at which a staff member is employed;
- 3) **Host Institution** – a higher education institution at which mobility is accomplished;
- 4) **Inter-institutional Agreement** – a contract between a home institution and a host institution in order to accomplish mobility;
- 5) **Outgoing Student** – a student of the University or one of its faculties participating in a mobility programme at a host institution abroad;
- 6) **Incoming Student** – a student of a higher education institution abroad, participating in the mobility programme at the University or one of its faculties as a host institution.

- 7) **Staff** – individuals employed at the University or one of its faculties, in a teaching or non-teaching capacity;
- 8) **Course Catalogue** – review of faculty subjects (code, subject name, content, number of ECTS credits, level of studies, semester, expected learning outcome after successful completion of pre-examination and examination obligations, study language, etc.);
- 9) **Academic ECTS Coordinator** – a person authorized by the University or one of its faculties to sign mobility documents and manage the academic recognition of a mobility period;
- 10) **Period of mobility** – time period a student or employee participating in the mobility programme spends at the host institution.

All terms contained in this Rulebook have gender equality regardless of whether they are used in the masculine or feminine gender and are as such equal in regard to both genders.

Forms and Basis of Mobility

Article 3

At the University and its faculties, incoming and outgoing student and staff mobility is realized based on:

1. participation of the University in international programmes and projects;
2. bilateral or multilateral agreements concluded between the University or faculties and foreign higher education institutions.

II. STUDENT MOBILITY

Student Mobility and Types Thereof

Article 4

Mobility may be carried out at all levels of studies (bachelor, master and doctoral) at the University and its faculties in order to enable a student to accomplish part of the study programme at a higher education institution abroad and to be recognized as if it had been accomplished at the home institution.

Generally, the mobility corresponds to the area and level of the enrolled study programme.

Outgoing mobility means that a student enrolled at the University or its faculties as a home institution realizes a part of the study programme at the host institution abroad, after which he/she returns to the home institution where he/she completes the study programme for which he/she is enrolled.

Incoming mobility implies that a student enrolled at a foreign higher education institution as the home institution realizes a part of the study programme at the University or its faculties as the host institution, after which he/she returns to the home institution where he/she completes the study programme for which he/she is enrolled.

Mobility Documentation

Article 5

Documents that enable the implementation of mobility, and the transfer and recognition of ECTS credits are:

1. The Student Application Form
2. The Learning Agreement for bachelor and master students
3. The Study and Research Plan for students of doctoral studies
4. A Transcript of Records for outgoing students
5. A Transcript of Records for incoming students
6. The Guidelines for Academic Recognition of Mobility

Documents referred to in Paragraph 1 of this Article are drawn up in English and are included within the Forms 1-6 printed with the Rulebook and comprise an integral part thereof.

Learning Agreement

Article 6

The Learning Agreement is concluded between the student selected to participate in mobility, the home institution and the host institution prior to the commencement of the mobility period, unless the host institution decides otherwise.

By signing the Learning Agreement, the Home Institution gives the student permission to carry out the mobility, to attend academic activities during the period of mobility (a list of courses for students of bachelor and master studies, or a research plan for students of doctoral studies) and guarantees the recognition of ECTS credits and achieved grades.

By signing the Learning Agreement, the host institution confirms that the agreed upon academic activities are part of the existing curriculum, expresses consent to accept the student in mobility and approves the attendance and realization of selected academic activities.

The Learning Agreement is drawn up in English and is signed by the Student, the Academic ECTS Coordinator and the Dean of the faculty in the name of the home institution; when the University itself, the Academic ECTS Coordinator and the Rector of the University are deemed as the appropriate representatives of the Home Institution.

Students of doctoral studies also sign the Learning Agreement and Research Plan, to which the provisions within Items 1-5 of this Article apply respectively.

Academic activities set by the Learning Agreement and Research Plan may be amended after the start of the mobility period, with the consent of all signatories and by recording those changes in Forms 2 and 3.

Transcript of Records

Article 7

A Transcript of Records is a document that contains the list of passed exams issued by the home institution to outgoing students, and by the host institution to incoming students.

A Transcript of Records contains: student details, the list of passed exams, grades obtained, ECTS credits achieved per subject, duration of the study programme and other relevant information, and an explanation on the method of assessment and scoring (national grading system).

As the home institution, the University and its faculties are obliged to issue the Transcript of Records in Serbian and English upon the personal request of the outgoing student, for the purpose of applying for international mobility programmes.

As the host institution, the University and its faculties are obliged to issue the Transcript of Records in English to the incoming student after the end of the mobility period, as evidence of achieved academic activities at the University or associated faculty.

Requirements for Student Mobility

Article 8

Every student of the University or its associated faculties as the home institution (hereinafter: outgoing student) has the right to participate in outgoing mobility if he/she meets the following basic requirements:

1. the student is enrolled in at least the second year of bachelor studies (with a minimum of 60 ECTS credits achieved);
2. the student is enrolled at master, specialist or doctoral studies;

The application requirements, criteria and the manner of the selection of the mobility candidates are defined by the Inter-institutional Agreement and the evaluation which the University or associated faculty opens in accordance with provisions of the said agreement.

Unless the manner of selecting students is not regulated otherwise in the agreement referred to in Paragraph 2 of this Article, the University or faculty is to establish the list of registered candidates according to the following criteria:

1. academic achievement of the student (average grade);
2. the significance of the proposed mobility for the overall learning outcome of the enrolled study programme;
3. language proficiency;
4. the number of mobility programmes achieved by the student so far, whereby priority is given to students who have not previously participated in any mobility programme.

The final choice and the decision to accept a student will be made by the host institution.

Duration of Mobility

Article 9

The mobility period may last from a minimum of three and to a maximum of twelve months, whereby the precise length of the duration shall be determined by an Inter-institutional Agreement.

The outgoing student can participate in mobility several times, but the total period of mobility must not exceed twelve months.

Student Status during the Period of Mobility

Article 10

During the period of mobility, the status of the outgoing student at the home institution remains unchanged: it is considered that during the mobility period his/her studies are not

interrupted and the rights and obligations thereof are still in effect, since it is assumed that the student realizes his/her academic obligations at the host institution.

The student retains the obligation to pay regular tuition fees to the home institution.

Principles of Academic Recognition of Mobility

Article 11

The outgoing student is entitled to receive recognition of the mobility period from the home institution.

The home institution evaluates the results which the outgoing student has achieved during the mobility period based on the similarity in the learning outcome rather than the difference between the study programmes being compared, whereby the knowledge that the outgoing student has gained from a certain field does not have to be identical, but rather similar, i.e., corresponding to the knowledge that he/she would have acquired from a particular subject at the home institution.

Recognition of Subjects, ECTS Credits and Grades

Article 12

As a rule, the home institution is to fully acknowledge the subjects that an outgoing student has passed at the host institution based on the Learning Agreement and the Transcript of Records, without implementing a special recognition procedure prescribed by the Law on Higher Education on the recognition of a foreign higher education diploma for the purpose of continuing education.

If a passed subject corresponds to, and has similar learning outcomes as, a subject of the home institution, learning outcomes, obtained ECTS credits and achieved grades are recognized.

If the passed subject in terms of learning outcomes partly overlaps with the content of the study programme of the home institution, it is to be recognized as an elective subject with recognized learning outcomes, obtained ECTS credits and an achieved grade.

If the contents of the subject matter deviate significantly from the learning outcome of the study programme of the home institution, the achieved ECTS credits are not counted in the total number of ECTS credits envisaged by the scope of studies, and the subject in question is specifically recorded in the diploma supplement.

Recognition of Grades

Article 13

Grades which the student obtained during mobility shall be recognized.

If the grading system at the home institution and the host institution are not identical, the grades shall be converted into the grades of the home institution in accordance with the ECTS Users' Guide, according to the comparative table contained in Forms 4 and 5 and the Guidelines for Academic Recognition of Mobility contained in Form 6.

Grades from the subjects referred to in Article 12, Paragraph 2 and Paragraph 3 of this Rulebook contribute to the grade average, and the grades from the subjects referred to in Paragraph 4 of the same Article shall not contribute to the grade average.

Recognition of Mobility

Article 14

Upon return to the home institution, the outgoing student is obliged to submit in due time the Learning Agreement, the Transcript of Records and the Evaluation System document at the host institution to the competent Academic ECTS Coordinator for the purpose of recognizing the mobility.

On the basis of the documentation referred to in Paragraph 1 of this Article, the Academic ECTS Coordinator determines the results that the outgoing student has achieved at the host institution and issues a mobility recognition decision that contains data on recognized subjects, ECTS credits and grades.

The decision shall be made within 30 days and not later than 10 days before the beginning of the semester in which the outgoing student shall continue studies at the home institution.

If the decision referred to in Paragraph 2 of this Article is not made within the defined time frame, the home institution shall be obliged to allow the student to continue his/her studies without registering the said data, as well as to complete the procedure of making the decision in the shortest possible time.

Student Mobility Records

Article 15

The certificate referred to in Article 14, Paragraph 2 of this Rulebook shall be submitted to the Registrar's Office of the respective faculty for the purpose of inputting the data into the Student's Register and into the Diploma Supplement.

Passed subjects referred to in Article 13, Paragraphs 2 and 3 of this Rulebook shall be entered in section 4.3 of the Diploma Supplement ("Information on the Contents and Results Achieved") with the subject name translated into Serbian, ECTS credits in the original value and grades translated into the national grading system. The information about the student's stay during exchange is entered in section 6.1 ("Additional Information on the Student"), stating the name of the host institution and the period of stay.

Passed subjects referred to in Article 12, Paragraph 4 of this Rulebook are entered in section 6.1 ("Additional Information on the Student") of the Diploma Supplement, indicated as "passed subjects that are not envisaged by the study programme for acquiring a diploma", with reference to the name of the host institution, the name of the subject in the original language, the original grades and ECTS credits.

Incoming Student Mobility

Article 16

An incoming student can realize part of his/her study programme at the University as the host institution.

The Informing of Incoming Students

Article 17

The University and its faculties as host institutions announce information regarding studying opportunities on their web page, i.e., the basic information on the institution as the host, types and levels of studies, list and content of study programmes, course catalogue, as well as other information of relevance to incoming students.

The information package is published in Serbian and English.

Calls for Applications

Article 18

The University announces a call for application for incoming students twice per school year:

- from 15 April to 15 May for the fall semester;
- from 15 September to 15 October for the spring semester.

Application Decision

Article 19

Interested incoming students apply by submitting the Application Form, the Transcript of Records from the study programme of the home institution and the proposal of the Learning Agreement, which must be certified by the signature of the authorized person and the stamp of the home institution.

The application of the interested incoming student is decided on by the faculty at which the student is applying or, if stipulated by the Inter-institutional Agreement, by the Academic ECTS Coordinator of the University.

Decisions on applications of the interested incoming students are made in accordance with the provisions of Article 8, Paragraph 2 of this Rulebook.

In case of acceptance of the application of the incoming student, the host institution signs the Learning Agreement with the incoming student; at the student's request, a Letter of Acceptance shall be issued.

In the case of a rejection of the application of the interested incoming student, the student is provided with a reasoned explanation in writing.

Incoming Student Status during the Period of Mobility

Article 20

The incoming student has all the rights and obligations of a full-time student at the University/Faculty, and is exempted from paying any fees at the host institution during mobility.

The incoming student is obliged to report his/her temporary stay and arrange health insurance with the Public Institutions in the Republic of Serbia.

The University/Faculty shall offer assistance to an incoming student in obtaining the necessary documents (visa, insurance, etc.) and accommodation.

III. STAFF MOBILITY

Realizing Staff Mobility

Article 21

Staff mobility refers to the stay of staff members of the University or associated faculty as the home institution at the host institution abroad and their return to work at the home institution at the end of the mobility period, and comprises the following goals:

1. Teaching;

2. Professional training
3. Inter-institutional and international project cooperation

Any teaching and non-teaching staff with an employment contract at the University or its faculties shall be eligible for mobility.

Selection of Mobility Candidates

Article 22

The manner of application, the conditions, and the documents required for the application, the method of candidate selection, the mobility period length, the rights and obligations of mobility staff and other issues are regulated by an inter-institutional agreement.

If the conditions and manner of selection of the candidates are not regulated by the Agreement referred to in Paragraph 1 of this Article, the selection is carried out by the Academic ECTS Coordinator of the faculty, taking into particular account the following:

1. the quality of the proposed work plan;
2. the significance of the proposed mobility for the professional development of candidates;
3. the strategic interests of the faculty;
4. the number of mobilities completed so far, with advantage given to candidates with a smaller number of previously completed mobilities.

If the agreement referred to in Paragraph 1 of this Article envisages that the University submits a unique ranking list of candidates, the following will be taken into account in the process of selection:

1. previous faculty selection;
2. the diversity of the candidates' fields of expertise;
3. the strategic goals of the University;
4. the total number of completed faculty mobilities within the individual mobility programme, with priority given to a faculty with fewer previously realised mobilities.

The host institution decides on the acceptance of the candidate, issuing a certificate of acceptance with a precisely determined period of mobility.

Based on the acknowledgement of acceptance, the Rector of the University, or the Dean of the faculty, makes a decision to approve the staff member's mobility.

Obligations of the Staff Involved in Mobility

Article 23

Upon return to the home institution, staff members who participate in mobility are obliged to submit a report on completed mobility, as well as other documents in accordance with the requirements of the Inter-institutional Agreement.

Staff members who participate in the mobility programme are obliged to have a travel health insurance policy during the period of mobility, unless otherwise specified by the Agreement referred to in Paragraph 1 of this Article.

Financial support for staff mobility is regulated by the Agreement referred to in Paragraph 1 of this Article.

IV. ACADEMIC, EXPERT AND ADMINISTRATIVE SUPPORT FOR MOBILITY

Mobility Support Services

Article 24

Academic, expert and administrative support for the mobility of students and staff at the University and its faculty is carried out by the Academic ECTS Coordinator and the International Relations Office of the University.

Academic ECTS Coordinator

Article 25

The Academic ECTS Coordinator at the level of the University is appointed by the Rector, whereas the Academic ECTS Coordinator of the faculty is appointed by the Dean of each respective faculty.

The Academic ECTS Coordinator is authorized to:

1. sign mobility documents;
2. compile a ranking list of applicants for the mobility of outgoing students;
3. determine the results that an outgoing student has achieved at the host institution and issue a decision on the recognition of mobility;

4. evaluate the applications of interested incoming students;
5. select candidates for staff mobility, if conditions and method of candidates selection are not stipulated by the Inter-institutional Agreement;
6. perform other tasks stipulated by this Rulebook.

International Relations Office

Article 26

The International Relations Office of the University performs professional administrative tasks related to mobility. It, therefore:

1. coordinates the participation of the University in international mobility programmes;
2. publishes calls for applications and provides other information on mobility opportunities to students and staff;
3. advises and provides expert assistance to outgoing and incoming students;
4. keeps a database of scholarships;
5. performs other tasks envisaged by this Rulebook.

V. TRANSITIONAL AND FINAL PROVISIONS

Article 27

This Rulebook shall enter into force on the eighth day from the date of publication on the University's notice board and website.

Union University Senate President

Professor Gordana Vukelić, Rector

