



STATE UNIVERSITY OF NOVI PAZAR

RULE BOOK ON STUDENTS' MOBILITY

No.: 430/18-01

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Pursuant to Article 41 of the Law on High Education (Official Gazette RS, no. 88/2017), Article 75 and 150 of the Statute of the State University of Novi Pazar, the Senate of the State University of Novi Pazar, at a held session passed the following

RULE BOOK ON STUDENTS' MOBILITY

BASIC REGULATIONS

Article 1

The Rule Book on Students' Mobility (hereinafter referred to as the Rule Book) defines the basic principles and procedures related to international mobility of students realised at the State University of Novi Pazar.

The State University of Novi Pazar supports and promotes students' mobility as an integral part in the process of internationalization of higher education, in accordance with the positive regulations and generally accepted European standards.

The rules provided by this Rule Book, designed for international mobility of students, can be applied by analogy to students' mobility within the Republic of Serbia.

Basic terms

Article 2

Students' mobility - Study visit and internships which students realise at universities, i.e. institutions abroad.

Sending/Home Institution – A Higher Education Institution (university, i.e. faculty) that sends the student for the exchange. Regarding the State University of Novi Pazar, the Sending/Home institution, in terms of rights and obligations towards the outgoing students (and in terms of this Rule Book, unless otherwise stated) implies the University.

Receiving/Host Institution – A Higher Education Institution (university, i.e. faculty) or other institution where the students' mobility takes place. Regarding the State University of Novi Pazar, in terms of rights and obligations to the incoming students (and in terms of this Rule Book, unless otherwise stated) implies the University.

Outgoing student – A student of the State University of Novi Pazar who realises his/her mobility (study or internship) at a university, i.e. an institution abroad.

Incoming student – A student from a university abroad who realises his/her mobility (study or internship) at the State University of Novi Pazar.

Mobility Period –The time period during which the student is on exchange, i.e. internship abroad.

Study Plan – A document in which the student, upon the application for the exchange program, suggests the courses, i.e. other academic activities (research, etc.), he/she is planning to take in the Receiving/Host Institution. If the student is admitted to the exchange, a Study and Research Plan is written based on the Training Plan.

Learning Agreement/Learning Agreement for Studies –An agreement for the bachelor, master, and doctoral students, which determines the obligations and academic activities that are to be accomplished at the Receiving/Host Institution. The Learning Agreement has three parties and is signed by the Sending/Home institution, the Receiving/Host Institution and the student partaking in the mobility.

Study and Research Plan–An agreement for PhD students that defines the obligations and academic activities that will be accomplished at the Receiving/Host Institution. Study and Research Plan has three parties and is signed by the Sending/Home institution, the Receiving/Host Institution and the student partaking in the mobility.

Training/Research/Teaching Plan–The person who has not had PhD for more than five years (set forth below: postdoctoral) suggests academic activities planned to take place during the exchange period at the Receiving/Host Institution.

Training Agreement and Quality Commitment/Learning Agreement for Traineeships–An agreement for a single student that defines the program of internship at the institution abroad.

Transcript of Records – A document by which the Higher Education Institution gives detailed data on achieved academic results (grades, ECTS credits) by the students.

Transcript of Work –A document by which the institution provides detailed information about the internship and the results achieved by the student.

Academic ECTS coordinator –A person authorized by the University, or by an organizational unit within the University, to sign mobility documents for leading the process of the academic accreditation of the mobility period, and to issue Decisions on academic accreditation of ECST credits obtained during the mobility period.

Academic accreditation of the mobility period - A process whereby it is decided on the accreditation of passed exams, ECTS credits and grades achieved by the student during the exchange.

Adjusted grade - A grade which is determined, in the process of academic accreditation of mobility period, to be equivalent to the grade which the student achieved at the Receiving/Host Institution.

ECTS Grading Table –Recommendations from the European Commission for interpreting and understanding of the results achieved by the student during the exchange and the conversion of the aforementioned results into ECTS credits and grades in the Sending/Home institution.

ECTS Grading Scale–Recommendations from the European Commission for interpreting and understanding of the results achieved by the student during exchange and the conversion of the aforementioned results into ECTS credits and grades in the Sending/Homeinstitution. The ECTS Grading Scale is a temporary solution used until the transition to the ECTS Grading Table.

Course Catalogue– An overview of the courses offered by the study program (code / password, content, the number of ECTS credits, the expected learning outcomes after successfully mastering the pre-exam and exam obligations).

Students' mobility

Article 3

The students' mobility in terms of this Rule Book implies the studying, i.e. internship during a certain period at a Receiving/Host Institution abroad, after which the student returns to the Sending/Home institution and continues the originally enrolled study program.

Students' mobility includes the study visit, i.e. internship within the bachelor, master, doctoral and postdoctoral studies.

Students' mobility is primarily realized within the institutional exchange programs and on the basis of international agreements at the university and faculty level.

Students' mobility can be achieved outside the institutional mobility from the previous preceding paragraph (free mover, e.g. on the basis of international agreements, available exchange programs and opportunities to study at the universities abroad, as well as on the basis of personal choice).

The State University of Novi Pazar aims for a two-way students' mobility, which implies a study visit/internship of students at the Receiving/Host Institution abroad, but also the study period /internship of foreign students at the State University of Novi Pazar.

Duration of the mobility period

Article 4

The regulations of this Rulebook are primarily applied to students' mobility period lasting at least one semester, which does not exclude the appropriate application in the case of a shorter mobility period.

During their studies the students of the State University of Novi Pazar can participate in mobility programs several times, but the total duration of the mobility period at the same study level cannot be longer than half of the study program in which the student is enrolled or cannot earn more than 30 ECTS credits that make the final sum of ECTS credits needed to graduate.

Mobility documents

Article 5

Basic documents the mobility of the students of the State university of Novi Pazar is based upon are the following:

1. Study Plan
2. Learning Agreement
3. Study and Research Plan
4. Training/Research/Teaching Plan
5. Training Agreement and Quality Commitment
6. Transcript of Records
7. Transcript of Work
8. Resolution on academic recognition of the mobility period

Documents mentioned previously do not exclude possibility of other mobility documents as parts of the specific exchange program.

Study Plan

Article 6

Study Plan is a document by means of which, upon the application for the exchange program, the student proposes subjects he/she is planning to take in the Receiving/Host Institution (i. e. other academic activities he/she is planning to realize during the mobility period).

Study plan is not an obligatory mobility document, but is comprised in cases required by the specific exchange program.

Study Plan is provisional with the purpose of informing the Receiving/Host Institution about academic activities planned by the students who applied for the exchange.

Study Plan is to be signed by the students and authorized Academic ECTS coordinator from his Sending/Home Institution, the plan being comprised before the student submits application documentation for the specific mobility program.

In case the student is accepted for the exchange program, Learning Agreement is comprised on the basis of the Study Plan.

Study Plan model can be found in the Appendix to this Rule Book (Appendix no. 1).

Learning agreement

Article 7

Through Learning Agreement contracting parties (student, Sending/Home Institution and Receiving/Host Institution) clearly define courses that a student is planning to take, i.e., other academic activities (e.g. research), that a student is planning to exercise during his/her study stay at the Receiving/Host Institution.

Learning agreement represents a document of mobility for students of bachelor and master's degrees.

Learning agreement, in its essence, should be compatible with submitted Study Plan (in case the Study Plan was required by the documentation during application), although necessary modifications are permitted.

Upon signing Learning Agreement, Sending/Home Institution authorizes student's mobility and attendance of the elected academic activities, at the same time guaranteeing the accreditation of ECTS credits and grades obtained during the exchange.

Upon signing Learning Agreement, Receiving/Host Institution certifies that academic activities agreed upon are part of current curriculum, agrees on the acceptance of a student for the exchange, and authorizes attendance and realization of elected academic activities.

Learning Agreement is written in English language, with the following obligatory parts:

- Course unit code—in case there is a numerical value of study programs' contents in the Receiving/Host Institution;
- Course Unit titles, i.e., activities elected by the student;
- Number of ECTS credits of each of the subject, or activity in the Receiving/Host Institution, by obeying the rule by which total number of obtained ECTS credits can be minimum 20, excluding the students who apply for the mobility for the purpose of writing final paper, or doctoral thesis.

Learning Agreement of outgoing students is to be signed by the student, authorized person of the University (Rector or authorized Vice-rector), as well as authorized Academic ECTS coordinator. Learning Agreement of the incoming students is to be signed by the student, authorized Academic ECTS coordinator, as well as authorized person of the University (Rector or authorized Vice-rector), unless stated otherwise by the Learning Agreement.

Contracting parties, as a rule, sign the Learning Agreement before student's leave to the exchange, unless the Receiving/Host Institution decides otherwise.

Learning Agreement can be modified subsequently only if all the parties agree, and all the modifications must be submitted in writing.

Modifications of the Learning Agreement form an integral part of the Learning Agreement, which is to be filled in and signed only in case the student subsequently proposes modifications, which are agreed upon by all the contracting parties.

Modifications of the Learning Agreement are comprised of the following items:

- Course unit code - in case there is a numerical value of study programs' contents in the receiving/host institution
- Course unit titles, i.e. activities
- Deleted course unit or Added course unit
- Number of ECTS credits.

Learning Agreement model can be found in the Appendix to this Rule Book (Appendix no. 2/Appendix no. 12).

Study and Research Plan

Article 8

Through Study and Research Plan contracting parties (student, Sending/Home Institution and Receiving/Host Institution) clearly define academic obligations and activities that are to be realized by the students of doctoral studies during the exchange.

The provisions of Article 7 of this Rule Book concerning Learning Agreement shall apply by analogy to the Study and Research Plan.

Study and Research Plan model can be found in the Appendix to this Rule Book (Appendix no. 3).

Training/Research/Teaching Plan

Article 9

Training/Research/Teaching Plan is a document by means of which a postdoctoral student, being the member of this Rule Book, proposes activities he/she is planning to realize during the period of exchange in the Receiving/Host Institution.

The provisions of Articles 6, 7 and 8 of this Rule Book shall apply by analogy to this document.

Training/Research/Teaching Plan model can be found in the Appendix to this Rule Book (Appendix no. 4).

Training Agreement and Quality Commitment

Article 10

Through Training Agreement and Quality Commitment, student, Sending/Home Institution and Receiving/Host Institution clearly define content and quality of the student's professional training.

This document regulates the outcome of the professional training in terms of obtained titles, skills and competences, detailed training program, student's working tasks, and surveillance and evaluation plan.

Upon signing Training Agreement and Quality Commitment, Sending/Home Institution is obliged to define the outcome of the professional training, facilitate student's choice of Receiving/Host Institution, elect students on the basis of clear and transparent criteria, provide logistics support to students concerning travelling, accommodation, obtaining visa and insurance, execute academic recognition of the realized mobility period, as well as to perform evaluation of each student's personal and professional development attained during the mobility period.

Upon signing Training Agreement and Quality Commitment, Receiving/Host Institution is obliged to enable realization of professional training in the way stated in the Agreement, create an agreement or some other legislation relevant for the student's professional training pursuant to positively legal regulations of the country in question, assign a mentoring person to the student who is executing professional training, provide practical support to the student regarding insurance and adjusting to new environment.

Upon signing Training Agreement and Quality Commitment, the student is obliged to realize the professional training successfully, obey the rules of the Receiving/Host Institution, communicate with Sending/Home Institution regarding modifications of the Agreement, as well as to submit a report on the realized professional training.

Training Agreement and Quality Commitment model can be found in the Appendix to this Rule Book (Appendix no. 5/Appendix no. 13).

The provisions of Article 7 regarding responsibility for signing the Learning Agreement shall apply to signing of the Training Agreement and Quality Commitment.

Transcript of Records

Article 11

Transcript of Records is an academic transcript provided by the Sending/Home Institution in the form of official document.

Transcript of Records, besides data on the student, is to contain data on names of courses passed, achieved grades and number of obtained ECTS credits of each course, data on study program length, as well as other supplementary data if relevant.

Transcript of Records is to contain explanation of the evaluation and scoring system (national scoring system).

Upon the end of the mobility period, the University is obliged to provide incoming students with Transcript of Records as a proof of obtained academic activities, if possible, in English language.

For applying for mobility programs, the University is obliged to, if asked so, provide their students with Transcript of Records.

Standard Erasmus model of Transcript of Records can be found in the Appendix of this Rule Book (Appendix no.6), while model of Transcript of Records proposed as a pattern for the State university of Novi Pazar can be found in Appendix no. 7.

Transcript of Work

Article 12

Transcript of Work is a document by means of which Receiving/Host Institution provides data on realized professional training and student's achievements.

Transcript of Work model can be found in the Appendix of this Rule Book (Appendix no.8).

Resolution on academic accreditation of the mobility period

Article 13

Resolution on academic accreditation of the mobility period is a singular legislation by means of which authorized Academic ECTS coordinator regulates the way of recognition of the courses

passed, i.e. of ECTS credits obtained, as well as the grades that the student attained during mobility period.

Obligatory constituents of the Resolution from the previous mention are:

- Data on students, Receiving/Host Institution and Sending/Home Institution
- Courses that the student passed at the Receiving/Host Institution (together with ECTS credits and grades obtained)
- Courses from the Sending/Home Institution that will be replaced with the courses the student passed at the Receiving/Host Institution
- Courses that the student passed during the exchange that cannot be replaced, but integrated as elective activities/courses in the Diploma Supplement
- Way of grade equivalence
- Additional obligations that a student is to achieve in order to complete the responsibilities imposed by the term in question, i. e. by the academic year (in cases when the student did not obtain sufficient number of ECTS credits during the exchange)
- Additional data that authorized Academic ECTS coordinator considers relevant in the specific case.

Resolution on academic accreditation of the mobility period model can be found in the Appendix of this Rule Book (Appendix no. 9).

Student's status during the mobility period

Article 14

While being at the exchange/professional training in the Receiving/Host Institution, student maintains the status of being a student of the State university of Novi Pazar.

During the mobility period, student does not terminate his/her studies nor does he/she have a non-active status in the Sending/Home Institution, since it is presumed that the student realized his/her academic obligations in the Receiving/Host Institution (unless this issue is regulated otherwise by the General Legal Act of the University, which the student should be informed about beforehand).

For the students whose elected mobility period is shorter than one semester, the same principle from the previous section is adopted, according to the time spent at the exchange.

Student financed from the budget of Republic of Serbia maintains the status during the period of mobility.

Self-funded student continues with regular payment of tuition fee to his Sending/Host Institution during the mobility period.

Following student's written request, Sending/Home Institution authorizes student's non-active status, pursuant to the Law on Higher Education, as well as to the General Act of the Sending/Home Institution.

Academic accreditation of the mobility period

Article 15

A student of The State University of Novi Pazar who has signed the Learning agreement and has been on the exchange, upon his/her return is entitled to have the results he/she accomplished at a certain institution – the Host Institution, accredited by the Home Institution.

The rights from Article 1 shall be exercised pursuant to the General Act of the Home Institution.

Academic accreditation of the mobility period is a procedure for which an authorized Academic ECTS coordinator determines the results the student has achieved during the exchange and reaches a decision concerning the way passed courses shall be accredited (ECTS credits and grades) which is determined upon the terminated process by the Decision on academic accreditation of the mobility period.

A student is obliged to provide the authorized Academic ECTS coordinator with all relevant documents about the accomplished mobility determined by the General Act of the Home Institution in a timely manner (a written application, the Learning agreement/ the Learning and research agreement/ Training and Quality Agreement / Transcript of record / Transcript of work, a document on the grading system in the institution – Host Institution (in case this information is not within the Transcript), as well as copies of these documents).

The authorized Academic ECTS coordinator is obliged to make the Decision on accredited mobility period within seven days before the beginning of the semester at the Home Institution in which the student is continuing the program, and to deliver the decision to the student and the student service in order for all necessary administrative details about the accredited mobility to be regulated.

In case the administrative procedure from the previous paragraph is not finalized within the aforementioned deadline, the Home Institution is obliged to enable the student a continuation of his/her study without recording the aforementioned data, as well as to finish the aforementioned procedure as soon as possible.

Principles of academic accreditation of the mobility period

Article 16

Accreditation of results (ECTS credits and grades) acquired during the mobility period is based on principles of transparency, flexibility and fairness.

Transparency principle means that the rules on academic accreditation of the mobility period are available to the public (on the web page and the bulletin board of the University, the department, etc.)

Flexibility principle means real approach to accreditation of the achieved results during the exchange. Total content concurrence of the study program between the Home Institution and the Host Institution is impossible. Due to that the basic principle of academic accreditation of the mobility period is focusing on similarities and learning outcomes, and not on differences between the study programs which are being compared. The stress is on knowledge that the student acquires during the exchange in a certain area, and which does not have to be identical but akin to knowledge which the student would acquire in the Home Institution from a certain course.

An authorized academic ECTS coordinator is guided by the principle of fairness as the generally accepted legal principle in the procedure of academic accreditation of the mobility period.

Article 17

The essence of mobility is to enable a student to practice academic activities in the Host Institution and to count for the mobility period as if realized in the Home Institution.

A student in the Host Institution who has not passed all planned exams in the Learning agreement, i.e. has not acquired the necessary 30 ECTS credits by semester, and has attended classes, has the right to pass the exam/exams at the Home Institution from the semester during which he/she was on the exchange, if it is in accordance with the general act of the Home Institution. .

Comparison and assessment of the study programs

Article 18

Comparison and the assessment of similarities of courses between the Home Institution and the Host Institution shall be performed by an authorized Academic ECTS coordinator of the Home Institution, i.e. by his/her organizational units (departments, branches, cathedra...), guiding themselves with the flexibility principle.

The role of the Academic ECTS coordinator is performed by the head of a certain study program.

Academic ECTS coordinator has the exclusive authority to sign all mobility documents (stated in the article 5 of the Rulebook) and any modifications to the documentation.

Academic ECTS coordinator is independent in his/her judgment of the courses similarities for which the student has suggested to take at the Host Institution of the appropriate mobility documents, and if needed, the coordinator shall consult the head of department, resource Vice-rector and/or any professor in charge of a specific course before the student mobility period.

Full accreditation of courses the student passed at the Host Institution is recommended if they are equivalent to courses which the student would take at the Home Institution, and it means there is affinity of the research areas and acquired knowledge as the result of the learned subject matter (outcome of the learning process).

Full accreditation from the previous paragraph means that the student does not have any additional academic obligations upon his/her return from the mobility (such as writing a paper, taking mid-term tests, etc.) from those courses that have been replaced with the course he/she passed at the Host Institution and based on the Decision on academic accreditation of the mobility period.

Transfer and accreditation of ECTS credits and grades

Article 19

The basic criterion for transfer and accreditation of ECTS credits and grades acquired during mobility period is the outcome of the learning process, and is pursuant to the following recommendations:

1. Accreditation of a course which the student attended and passed at the Host Institution and is similar to the course at the Home Institution, shall be interpreted as if the student passed the course in question envisaged by the study program of the Home Institution. The name of the course, ECTS

credits and class load which are similar to the course of the Home Institution, shall be accredited to the student even if the course which the student passed at the exchange has more or less ECTS credits.

2. The possibility of “replacing” the course at the Home Institution refers to both compulsory and elective courses. In the Diploma Supplement in the section 6.1 (Additional information about the student) shall be indicated the fact that a certain course was passed during the exchange at the relevant university abroad and the exact name of the course should also be given (in the original language), grade, ECTS credits and the grading system of the Host Institution exactly as it was given in the Transcript of Records.

3. If the content of the attended and passed course during the exchange in terms of the learning outcome is substantially different from its akin course at the Home Institution or if the Home Institution does not contain the course which the student had passed at the exchange, information about the course he/she passed and achieved results at the Host Institution shall be written in the Diploma Supplement, in the original language and in its original form (in the section: “The following courses/activities are passed which are not planned in the study program in order to obtain a degree”). In the section 4.3 of Diploma Supplement shall be indicated the fact that the course was passed at the exchange and in the section 6.1 of Diploma Supplement (“Additional information about the students”) the name of the university should be written and the grading system exactly as it was written in the Transcript of Records.

4. Grades that the student obtained at the Host Institution shall be accredited. If the systems of grading between the Home and Host Institutions are not identical, these grades, by adjustment, shall be converted into grades of the Home Institution in accordance with the ECTS grading table of the European commission, i.e. ECTS Grading Scale, pursuant to Article 20 of this Rulebook.

5. Adjusted grades from the courses which the student had passed at the exchange and which were accredited as if passed at the Home Institution, shall be taken into account for the grade point average at the Home Institution. Grades which the student received for the courses which were not “replaced” with the akin courses of the Home institution, but were indicated in the original form pursuant to paragraph 1 Article 3 shall not be included in the average grade point.

6. ECTS credits and grades from paragraph 1 Article 1 and 2 shall be treated as any other courses that the student had passed at the Home Institution (ECTS credits shall be included in the ECTS credits acquired within the study program).

7. ECTS credits from paragraph 1 Article 3 shall not be included in the ECTS credits within the study program, but shall be included in the total number of acquired ECTS credits.

8. Instead of exchanging the courses as it was described in paragraphs 1-7 of this Article, academic accreditation of the mobility period for the students who has acquired at least 30 ECTS credits in a semester during the exchange shall be done by the method of exchange of semesters (Mobility Window). This method allows the student to have his/her ECTS credits he/she acquired during the exchange to be accredited in their (original) form and name, without replacing the course with the similar one of the Home Institution and without converting the grade in the appropriate grade of the Home Institution. ECTS credits which the student obtained during the exchange shall be included in the ECTS credits within the study program. Grades which the student obtained during the exchange shall not be taken into consideration while calculating the grade point average during the studies. Names of the courses which the student had passed during the exchange, ECTS credits and grades which the student obtained during the exchange shall be recorded in his/her student’s

book/index and the Diploma Supplement in their original form. By applying this method of exchange, an assumption is made that the student has performed all obligations planned at the Home Institution for the period he/she spent at the exchange and upon his/her return the student does not have any additional academic obligations at the Home Institution which are connected to his/her mobility period.

9. The method described in paragraph 8 can be applied in the case when the student has passed elective courses at the exchange.

Interpretation and conversion of grades student acquired during the mobility period in the Receiving/Host Institution

Article 20

The grade which a student has acquired at the exchange from the course that can be replaced with the course from the Sending/Home Institution shall be accredited in a way that, if grading systems in Receiving/Host Institution differ, the grade a student has acquired at the exchange shall be converted into the matching grade at the Sending/Home Institution (so-called „adjustedgrade“).

The process of grades' adjustment is executed pursuant to ECTS User's Guide published by European Committee, whose instructions are followed by this Rule Book.

It has been recommended that the University executes adjustment of the grades in accordance with ECTS Grading Table. An example and instruction for the adjustment can be found in the Appendix no. 10.

Considering that ECTS Grading Table is a new term to the European Higher Education, State university of Novi Pazar, during the process of adjustment and equivalence of the grades that students have acquired at the exchange abroad, shall compose models for transfer and equivalence of the grades for the countries with which there is a cooperation within the mobility program.

It has been recommended that the University, until the implementation of ECTS Grading Table starts, as well as if there is no aforementioned model for transfer and grade equivalence, use national grading system and comparison as the basis for grade equivalence regarding so-called ECTS Grading Scale. An example and instruction for the implementation of ECTS Grading Scale can be found in the Appendix no. 11.

Resolution of academic accreditation of mobility period

Article 21

After the student's return from the exchange and submitting of necessary documentation pursuant to Article 15 paragraph 3 of this Rule Book, authorized Academic ECTS coordinator without delay makes a Resolution of academic accreditation of the mobility period, at the latest in the period provided by the Article 15 paragraph 4 of this Rule Book.

Resolution of academic accreditation of the mobility period model can be found in the Appendix no. 9.

Recommendations for the mobility enhancements of the students of State university of Novi Pazar

Article 22

For the purpose of enhancement of the internalization process within the area of students' mobility and harmonization of administrative procedure, following measures and activities are recommended:

- Rules on academic accreditation of the mobility period shall be made available to the students (on the web page, university or department's bulletin board)
- Appoint the Academic ECTS coordinator at the University level, i. e. his organizational unit (department, study program...), pursuant to the Article 18 of this Rule Book
- Constructing the web page in English language as well with data relevant to the potential incoming students (on studies, study programs, contacting persons, logistics...)
- Upload the catalogue of courses in Serbian and in English language to the web page of the University/department (code, structure, purpose, aim and study programs' curriculum, learning outcomes, information on competences of graduated students)
- Upload catalogue of courses which, in previous cases, have been replaced by akin courses of Higher education institutions abroad and update the catalogue regularly. Thus not only will Academic ECTS coordinators' work be facilitated, but also the students will be helped during the election of courses for the integral element of the Learning Agreement, i. e. other documents of mobility.
- Transcript of Records shall be provided to both outgoing and incoming students together with the table scoring system in Serbia pursuant to the Appendix no. 7
- Appoint at least one person at each of the departments of university for international cooperation
- University collects, processes and permanently stores data on students' mobility and transfer of ECTS credits for the purpose of keeping a record and providing public documents
- At the beginning of each semester Departments are to inform the University, on regular basis, on number and profile of foreign students that are on the exchange, study visit/professional training or during the entire studies
- Relevant source of implementation of European system of credits (ECTS) transfer is ECTS Users' Guide which can be downloaded from the European Committee's official web page: http://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm.
- Motivation of teachers to endorse courses into the Catalogue of courses in English language and offer them to the foreign students. At the end of the semester each course professor who participated actively in foreign students' teaching (regular or mentoring) is granted a certificate as a proof of their engagement. A certificate is granted to Erasmus plus contacting persons from the each of the departments as a proof of active participation in the program and enhancement of the very program at the department.

CONCLUDING AND TRANSITIONAL PROVISIONS

Article 23

Provisions of this Rule Book concerning mobility in terms of study stay shall be applied by analogy to the students' mobility in terms of professional training.

Appendices to this Rule Book contain its integral part.

This Rule book comes into force on the 8th day of its publication.

The Rule Book shall be uploaded at the University's web page.

PRESIDENT OF THE SENATE

PhDMiladinKostić