

Pursuant to Article 4. paragraph 1. point 7. and Article 31. of the Law on Higher Education ("Official Gazette of RS" No.76/05, 100/07 – authentic interpretation, 97/08, 44/10, 93/12, 89/13, 99/14, 45/15 – authentic interpretation and 68/15) and Article 56, Paragraph 1, Item 35, of the Statute of the Union Nikola Tesla University, the Senate of the Union Nikola Tesla University, at the session held on 17 May 2019, unanimously adopts

REGULATIONS ON INTERNATIONAL MOBILITY

I BASIC PROVISIONS

Subject of the Regulations

Article 1.

Regulations on international mobility (hereinafter: Regulations) regulate basic concepts, principles, basis and forms of international student and staff mobility (hereinafter: mobility) at the Union Nikola Tesla University and the faculties it comprises (hereinafter: the faculty), mobility documents, conditions for student mobility and recognition of the period of mobility, conditions for the mobility of staff, the competence of the services of the Union Nikola Tesla university in the realization of mobility, as well as other issues of importance for the regulation of this field.

Basic terms

Article 2.

Mobility - a temporary stay at a higher education institution abroad where students learn, and teaching and non-teaching staff either teach or have advanced training.

Home institution – a higher education institution in which the student is enrolled, i.e. at which the staff is employed.

Host institution – a higher education institution at which mobility is accomplished.

Inter-institutional Agreement - the contract between the home institution and the host institution in order to accomplish mobility.

Outgoing student – a student of the Union Nikola Tesla university in the mobility programme at the host institution abroad.

Incoming student – a student in the mobility programme at the Union Nikola Tesla university as the host institution.

Staff – teaching and non-teaching staff employed at the Union Nikola Tesla university, i.e. the faculty which participate in mobility programme.

Student application form – an application document which contains necessary information about incoming students.

Acceptance Letter – a document which the Union Nikola Tesla university, i.e. the faculty, issues to the incoming student as a confirmation of admission to mobility.

Learning Agreement– an agreement by means of which obligations and academic activities are drawn up for a given student, to be accomplished during mobility.

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

Course Catalogue – review of faculty subjects (code, content, number of ECTS credits, expected learning outcome after successful completion of pre-examination and examination obligations).

Academic ECTS Coordinator – a person authorized by the Union Nikola Tesla university, i.e. the faculty, to sign mobility documents and for academic recognition of mobility period.

Period of mobility – time period the mobility student spends at the host institution. Academic recognition of mobility – procedure for recognizing passed exams, ECTS credits and grades the student obtained during the period of mobility.

Forms and basis of mobility

Article 3.

The Union Nikola Tesla university is strategically committed to developing international cooperation through mobility as an integral part of the process of internationalization of higher education, in accordance with internationally accepted documents, national documents relevant to this field and general acts of the Union Nikola Tesla university.

At the Union Nikola Tesla university, incoming and outgoing student and staff mobility is realized based on:

1. participation of the Union Nikola Tesla university in international programmes and projects;
2. bilateral or multilateral agreements concluded between the Union Nikola Tesla university, i.e. the faculty with foreign higher education institutions.

Principles of mobility

Article 4.

Achieving mobility at the Union Nikola Tesla university is carried out in accordance with the following principles of mobility:

1. developing two-way mobility;
2. recognition of the period of mobility;
3. equal treatment of mobility participants with the prohibition of discrimination on any

- grounds;
4. availability of free services to mobility participants;
 5. other principles in line with the European higher education system that promotes academic mobility.

II STUDENT MOBILITY

Article 5.

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

As a rule, mobility corresponds to the areas and level of the enrolled study program.

Outgoing mobility means that a student of the Union Nikola Tesla university as a home institution realizes a part of the study program at the host institution abroad, after which he/she returns to the home institution where he/she completes the enrolled study program.

Incoming mobility implies that a student from a foreign higher education institution as the home institution realizes a part of a study program at the Union Nikola Tesla university as the host institution, after which he returns to the home institution where he/she completes the enrolled study program.

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1. MOBILITY DOCUMENTS

Article 6.

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

1. Student Application Form
- 2.a Learning Agreement for bachelor and master students
- 2.6 Study and Research Plan for doctoral students
- 3.a Transcript of Records for outgoing students
3. 6 Transcript of Records for incoming students

Documents referred to in paragraph 1 of this Article are drawn up in English and are given on the forms No. 1-3 that are available amongst other documents on related official university's website

pages and physically in Students office of each faculty.

Learning Agreement

Article 7.

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 allows the student to participate in 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 recognition of ECTS credits and achieved grades.

Signing the Learning Agreement, the host institution confirms that the agreed academic activities are part of the existing curriculum, expresses the 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 signed by the student, academic ECTS coordinator and the Dean of the faculty in the name of the home institution, that is, when the Union Nikola Tesla university is the home institution, the academic ECTS coordinator and the Rector of the Union Nikola Tesla university .

Academic activities approved by the Learning Agreement may be amended after the start of the mobility period, with the consent of all signatories and by recording changes in Forms 2.a and 2.b.

Transcript of Records

Article 8.

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.

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

As the home institution, the Union Nikola Tesla university, i.e. the faculty is 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 programs.

As the host institution, the Union Nikola Tesla university, i.e. the faculty is obliged to issue the Transcript of Records in English to the Incoming student after the end of the mobility period, as the evidence of achieved academic activities at the Union Nikola Tesla university, i.e. the faculty.

2. OUTGOING MOBILITY

Conditions

Article 9.

Every student of the Union Nikola Tesla university, i.e. the faculty, as the home institution (hereinafter: outgoing student) has the right to participate in outgoing mobility if he/she meets the following basic requirements:

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

Application requirements, criteria and the way of selection of the mobility candidates are defined by the inter-institutional agreement and the Open Call which the Union Nikola Tesla university invites in accordance with provisions of the said agreement.

Unless the way of selecting students is not regulated otherwise in the agreement referred to in paragraph 2. of this Article Union Nikola Tesla university, i.e. the faculty makes 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 program;
3. language proficiency;
4. the number of student mobility achieved so far, with priority given to a student who has not previously participated in mobility programs.

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

Duration of mobility

Article 10.

The mobility period may be at least three and up to twelve months, with the precise length of the duration being determined by an inter-institutional agreement.

The outgoing student can participate in mobility several times, but the total period of mobility cannot be longer than twelve months.

Student status during the period of mobility

Article 11.

During the period of mobility, the status of the outgoing student at the home institution remains unchanged: it is considered that during that period his/her studies are not interrupted and rights and obligations are in effect, since it is assumed that the student realizes his/her academic obligations at the host institution.

A student financed from the budget of the Republic of Serbia retains this status, and the self-financing student retains the obligation to pay regular tuition fees to the home institution.

Principles of academic recognition of mobility

Article 12.

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

Recognition of the mobility period is realized in accordance with the principle of flexibility. The home institution evaluates results that the outgoing student has achieved during the mobility period based on the similarity in the learning outcome rather than the difference between the study programs being compared, whereby the knowledge that the outgoing student has gained from a certain field does not have to be identical, but similar i.e. related to the knowledge that he/she would acquire from a particular subject at the home institution.

Recognition of subjects, ECTS credits and grades

Article 13.

As a rule, the home institution fully acknowledges 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 the passed subject is related and has similar learning outcomes as the 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 program of the home institution, it is recognized as an elective subject with recognized learning

outcomes, obtained ECTS credits and achieved grade.

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

Article 14.

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 conformity with the ECTS Users' Guide and according to the comparative table given in the forms No. 3.a and 3.b with the Regulations (Transcript of records).

Grades from the subjects referred to in Article 13 paragraph 2 and paragraph 3 of these Regulations 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 15.

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

On the basis of the documentation referred to in paragraph 1 of this Article, the competent 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.

If the decision referred to in paragraph 2 of this Article is not made within the defined timeframe, 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 and make the decision in the shortest possible time.

Student mobility records

Article 16.

The certificate referred to in Article 15, paragraph 2 of these Regulations shall be submitted to the

student service of the faculty for the purpose of entering data in the student's register, no later than 10 days before the beginning of the semester in which the outgoing student resumes studies at the home institution, as well as for the purpose of entering the said data in the Diploma Supplement.

Passed subjects referred to in Article 13. paragraphs 2. and 3. of these Regulations shall be entered in section 4.3 of the Diploma Supplement ("Details of the study program and

achieved grades") with the name translated into Serbian, ECTS credits in the original value and grades translated into the national grading system, and in section 6.1 "Additional information about the student", information about the student's stay during exchange is entered, stating the name of the host institution and the period of stay.

Passed subjects referred to in Article 13, paragraph 4 of these Regulations shall not contribute to the total amount obtained during the course of study, which is why they are entered only in section 6.1 of the Diploma Supplement "Additional student information", indicated as "passed subjects that are not envisaged in the study program 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.

3. INCOMING STUDENT MOBILITY

Article 17.

Student of higher education institutions abroad as the home institution (hereinafter: incoming student) can realize part of his/her study program at the Union Nikola Tesla university as the host institution.

Informing students

Article 18.

For the purpose of providing information to the interested incoming students, the Union Nikola Tesla university as the host institution shall publish an information package on its website about study opportunities that contains basic information about the host institution, types and levels of studies, list and content of study programs, course catalogue (subject name, description, ECTS credits, level of studies, semester, language in which teaching is held, learning outcome etc.) as well as other information of relevance to incoming students.

Information package is published in Serbian and English.

Call for applications

Article 19.

The Union Nikola Tesla university announces application for incoming students twice during the school year:

- from 15 April to 15 May for autumn semester
- from 15 September to 15 October for spring semester.

Application decision

Article 20.

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

The application of the interested incoming student is decided by the faculty of the Union Nikola Tesla university to which the student is applying or, if it is stipulated by the inter-institutional agreement by the academic ECTS coordinator of the Union Nikola Tesla university.

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 case the application of the interested incoming student is not accepted, the student is provided with a reasoned explanation in writing.

Student status during the period of mobility

Article 21.

The incoming student has all the rights and obligations of a full-time student at the Union Nikola Tesla university, and is exempt from paying any fees at the host institution during mobility.

The incoming student is obliged to regulate temporary stay and health insurance in the Republic of Serbia with the competent authorities during mobility.

III STAFF MOBILITY

Realizing mobility

Article 22.

Staff mobility refers to the stay of staff members of the Union Nikola Tesla university as the home institution at the host institution abroad and return to work at the home institution at the end of mobility period with the following goals:

1. teaching;
2. professional training;
3. Inter-institutional cooperation and cooperation in international projects.

The teaching and non-teaching staff with an employment contract at the Union Nikola Tesla university, i.e. the faculty, is eligible for mobility.

Selection of mobility candidates

Article 23.

Manner of application, conditions, documents required for application, method of selecting candidates, the duration of the mobility period, the rights and obligations of staff in mobility and other issues are regulated by an inter-institutional agreement.

If the conditions and manner of selection of the candidates are not prescribed 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 account in particular:

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

If the agreement referred to in paragraph 1 of this Article envisages for the Union Nikola Tesla university to submit a unique ranking list of candidates, the selection shall take into account:

1. previous selection of faculties;
2. diversity of areas from which candidates come;
3. strategic goals of the Union Nikola Tesla university;
4. the total number of completed faculty mobility within the individual mobility program, with priority being given to a faculty with fewer previously achieved mobilities.

Decision making

Article 24.

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 acknowledgment of acceptance, the Rector of the Union Nikola Tesla 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 25.

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 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 specified otherwise by the agreement referred to in paragraph 1. of this Article.

Financial support to staff mobility is regulated by the agreement referred to in paragraph 1. of this Article.

IV ACADEMIC, EXPERT AND ADMINISTRATIVE SUPPORT TO MOBILITY

Article 26.

Academic, expert and administrative support to mobility of students and staff at the Union Nikola Tesla university, i.e. the faculty is carried out by academic ECTS coordinator and the International Cooperation Service of the Union Nikola Tesla university.

Academic ECTS coordinator

Article 27.

Academic ECTS coordinator at the level of the University is appointed by the Rector, whereas academic ECTS coordinator at the level of each faculty is appointed by the Dean.

Article 28.

Academic ECTS coordinator is authorized to:

1. sign mobility documents,
2. compile a ranking list of applicants for outgoing mobility of students,
3. determine the results that the outgoing student has achieved at the host institution and issue a decision on recognition of mobility,
4. decide on the applications of the interested incoming student,
5. select candidates for staff mobility, if conditions and method of selection of candidates are not stipulated by the inter-institutional agreement,
6. perform other tasks stipulated by these Regulations.

International Office

Article 29.

The International Office of the Union Nikola Tesla university performs professional - administrative tasks related to mobility:

1. coordinates the participation of the Union Nikola Tesla university in international mobility programs;
2. publishes calls for application and provides other information to students and staff on mobility opportunities;
3. advises and provides expert assistance to outgoing and incoming students;
4. keeps a database of scholarships;
5. performs other tasks provided for by these Regulations.

V TRANSITIONAL AND FINAL PROVISIONS

Article 30.

These Regulations shall enter into force on the eighth day from the date of publication on the notice board and website of the Union Nikola Tesla university.