

Republic of Serbia

Academy of Technical and Art Applied Studies Belgrade

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RULE BOOK ON INTERNATIONAL MOBILITY



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Pursuant to Article 4, Paragraph 1, Point 8 and Article 41 of the Law on Higher Education ("Official Gazette of the RS" no. 88/2017, 27/2018 – state law, 73/2018, 67/2019 and 6/2020 - state law, and 11/2021 - authentic interpretation) (hereinafter: the Law), Article 21, Paragraph 1, Item 8, Article 25, Paragraph 2. Item 7, Article 37, Paragraph 3, Article 87, Paragraph 1, Items 27, 30 and 33 and Article 150, Paragraph 4 of the Statute of the Academy of Technical and Art Applied Studies Belgrade (number 7-1/2019 from December 17, 2019, amendment 2/11-11 from February 27, 2020, amendment 2/17-3 from September 17, 2020, amendment 197-8/2 from April 14, 2021) (hereinafter: Statute of the Academy), the Teaching and Professional Council of the Academy of Technical and Art Applied Studies Belgrade, at the session held on June 7, 2020, issues the following:

RULE BOOK ON INTERNATIONAL MOBILITY

I GENERAL PROVISIONS

Article 1.

The Rule book on international mobility (hereinafter: Rule book) determines and regulates the basic principles, conditions and procedures for achieving and recognizing the international mobility of students, teaching and non-teaching staff of the Academy of Technical and Art Applied Studies (hereinafter: ATUSS).

Article 2.

In accordance with the principle of harmonization of the higher education system of the Republic of Serbia with the European higher education system and improvement of academic mobility of students, teaching and non-teaching staff, as defined by the Law and also pursuant to the generally accepted European standards, ATUSS will endeavor to support and promote two-way mobility of students, teaching and non-teaching staff, as an integral part of the process of internationalization in higher education; to establish a system for the recognition of the outcomes and the importance of student, teaching and non-teaching staff mobility; and, to support and promote cooperation with other higher education institutions, or similar educational institutions and organizations, at the local and international level.

Mobility of students, teaching and non-teaching staff of ATUSS as well as cooperation with other higher education or similar institutions and organizations at the international level can be achieved through:

1. international projects and programs for international student exchange, teaching and non-teaching staff (institutional exchange programs) or
2. special international agreements and international contracts.

Principles of mobility

Article 3.

Mobility at ATUSS is achieved and carried out in accordance with the following principles of mobility:

1. developing two-way mobility; full recognition of the period of mobility;
2. equal treatment of mobility participants with the prohibition of discrimination on any ground;
3. inclusion and special support for the realization of mobility for candidates with lower chances of participating in mobility (due to economic, health, social, cultural, geographical or other reasons);
4. transparent, coherent and documented procedure and process for the selection of mobility candidates;
5. the availability of free services to mobility participants;
6. creating conditions for the establishment of a system for automatic recognition of ECTS and grades obtained during mobility;
7. creating the conditions for the establishment of a system for digital management of processes and procedures pertaining to mobility;
8. investing efforts to implement the principles of environmental protection during the implementation of mobility and promoting environmental protection to mobility participants;
9. promoting civic activism and social responsibility among mobility participants;
10. other principles in accordance with the European higher education system which promotes academic mobility.

II GENERAL TERMS

Article 4.

International mobility - temporary stay at a higher education institution abroad (hereinafter referred to as: HEI), or a related educational institution or organization for the following reasons: students for learning or participating in a traineeship; teaching and non-teaching staff for holding lectures or participating in activities of professional development.

Student mobility - study visit and internship that a student realizes at other HEIs or other institutions or organizations abroad (international student mobility).

Sending/Home Institution – HEI as an institution that refers a student to mobility, or an institution at which the referred staff member is employed.

Receiving/Host Institution – higher education institution as an institution or organization where a student/staff member realizes his/her mobility.

Inter-institutional Agreement – is an agreement concluded between Sending/Home institution and Receiving/Host institution realizing mobility.

Outgoing student – Student of ATUSS who realizes his/her mobility (study visit or traineeship) at a higher education institution or another institution abroad.

Incoming student – higher education institution student or a student from an institution abroad which realizes his/her mobility (study visit or traineeship) at ATUSS.

Staff – teaching and non-teaching staff, employed at ATUSS and participating in a mobility program.

Academic ECTS coordinator – a person authorized by ATUSS to sign documentation related to mobility and academic recognition of mobility.

Student application form – a form containing necessary information about incoming students.

Acceptance letter – a document issued by ATUSS to incoming students as a confirmation of mobility acceptance.

Mobility period – time period during which a student is on his/her exchange, that is, participating in a study programme or traineeship abroad.

Study plan – a document in which a student, when applying for an exchange program, suggests the courses he/she intends to take or suggests other study activities (traineeship, research etc.) he/she plans to realize at a Receiving/Host institution. If a student is accepted for an exchange programme, a Learning agreement is drawn up based on the Study plan. Study plan shall be signed by the student and the authorized person at a Sending/Home institution.

Learning agreement/Learning agreement for studies – an agreement which determines student obligations and activities realized at Receiving/Host institution. Learning agreement is a three party agreement concluded between the Sending/Home institution, the Receiving/Host institution and the student participating in mobility.

Training agreement/Learning agreement for traineeships – an agreement contracting a traineeship for an individual student at an institution abroad.

Transcript of records (or confirmation/list of passed exams) – document issued by a HEI which shows in detail all data on student's academic achievements (grades, ECTS).

Transcript of work – a document issued by an institution which contains detailed information about the realized traineeship and the outcomes achieved by the student.

Academic recognition of mobility period – the procedure in which it is decided on the recognition of passed exams, student's ECTS and grades achieved over the course the mobility program, that is, during the period of mobility.

Equivalent grade – a grade for which, in the process of academic recognition of the mobility period, it is determined that it is equivalent to the grade received by the student at the Receiving/Host institution.

ECTS grading table – recommendations of the European commission for interpreting and understanding student's achievements over the course of the mobility program, that is, during the mobility period, and for the conversion of such grades into ECTS and the grades of the Sending/Home Institution.

ECTS grading scale - recommendations of the European commission for interpreting and understanding student's achievements over the course of the mobility program, that is,

during the mobility period, and for the conversion of such grades into ECTS and grades at the Sending/Home Institution. ECTS grading scale is a temporary solution that shall be used until the full transition to using ECTS grading table.

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

III STUDENT MOBILITY

Article 5.

In terms of this Rule book, Student mobility means a study stay (studying or mastering a part of a study programme), or a traineeship at the Receiving/Host Institution, or, a form of a blended student mobility combining short-term stay at a receiving institution and a virtual component of mobility (online learning, online team work and similar activities), over a period of time predetermined by a particular exchange program, after which the student returns to Sending/Home institution and continues his/her studies at the originally enrolled study program.

ATUSS strives towards two-way mobility of students, which comprises a studies/traineeships/blended mobility of ATUSS's students at Receiving/Host institutions abroad and also studies/traineeships/blended mobility of foreign students at ATUSS.

Student mobility means studies, traineeship, or blended mobility, at all levels of studies realized at ATUSS.

As a rule, student mobility is realized in an area corresponding to the area and level of the originally enrolled study program.

Student mobility is primarily realized within the framework of institutional exchange programs, but also on the basis of international agreements or international agreements signed between ATUSS and HEIs, or other institutions or organizations abroad.

Student can realize mobility outside of institutional mobility from the previous paragraph (*Free Mover*) on the basis of interstate agreements, available exchange programs, study opportunities at HEIs abroad pursuant to other corresponding regulations, but also on the basis of the student's personal choice.

1. STUDENT MOBILITY DOCUMENTS

Article 6.

The basic documents on which student mobility is based in ATUSS are:

1. Application form (Appendix 1);
2. Study plan (Appendix 2);
3. Learning Agreement for Studies (Appendix 3a, Appendix 3b);
4. Training Agreement (Appendix 4a, Appendix 4b);
5. Transcript of records (Appendix 5);
6. Transcript of work (Appendix 6);
7. ECTS Grading Table (Appendix 7);
8. ECTS Grading Scale (Appendix 8)
9. Decision on academic recognition of the mobility period (Appendix 9);

The documents referred to in Paragraph 1 of this Article are meant for orientation and do not exclude the possibility of the existence of other and different mobility documents in a specific exchange program or student mobility program.

Study Plan

Article 7.

Study plan is a document in which the student, when applying for mobility program, suggests the courses he/she intends to attend and take at the Receiving/Host institution during the mobility period, or a document in which the student, when applying for mobility program suggests other academic activities that he/she plans to realize during the mobility period.

Study plan is not a mandatory mobility document, but it is filled out in cases when a specific exchange program requires it.

Study plan is provisional and its purpose is to introduce the Receiving/Host institution with the planned activities of a student applying for exchange.

Student shall personally draw up a study plan. During this process, consultations with course teachers and the Coordinator for Mobility of student's Sending/Home institution are mandatory.

Study plan is made before the student submits the documentation for a specific mobility program.

If the student is accepted for an exchange program, Learning agreement shall be made based on the Study plan.

A model of Study plan is attached to this Rulebook (as Appendix 2).

Learning Agreement/Learning Agreement for Studies

Article 8.

By means of Learning Agreement/Learning Agreement for Studies contracting parties (student, Home/Sending institution and Receiving/Host institution) specify the courses the student intends to attend or other academic activities (i.e. training or research) which the student intends to perform during his/her study at the Receiving/Host Institution.

Learning agreement is a mandatory mobility document for students on all levels of studies realized at ATUSS.

Learning agreement must be in compliance with the submitted and accepted Study plan (if the Study plan was foreseen by the application documentation for the specific mobility program).

Exceptionally, with the aim of more efficient and quality engagement of the student before or during the period of mobility, with the mutual consent of the Sending/Home institution and the Receiving/Host institution, the necessary changes or amendments to the Learning agreement or deviations from the Learning Agreement or the Study Plan are permitted.

The Sending/Home institution approves the student's departure for mobility for a certain period of mobility, attendance and taking an exam on selected courses, or attending other selected academic activities by signing the Learning Agreement. The Sending/Home institution also guarantees recognition of ECTS credits and grades that a student acquires during the mobility period, in accordance with the appropriate teaching plan and the study programme of the Sending/Home institution.

By signing the Learning agreement, the receiving institution confirms that contracted academic activities are part of an existing curriculum, accepts the student for mobility for a certain period of mobility and in accordance with this, approves the student's attendance and taking of chosen courses, or the realization of other chosen academic activities.

Learning agreement is made in English and its mandatory elements are:

- data on the student who will enroll on the mobility program;
- data on the Sending/Home institution;
- data on the Receiving/Host institution;
- Course unit codes chosen by the student to attend and take at the Receiving/Host institution if there is such numbering in the program at Receiving/Host institution;
- Course unit titles, or titles of activities chosen by the student in the language and in a way the titles of these subjects are listed in the Course catalogue;
- Number of ECTS credits for each course or activity referred to in the previous paragraph at Receiving/Host institution;
- Course code which will be recognized to the student at the Sending/Home institution if such institution has a numeration of programs;
- Course titles or other activities that shall be recognized at the Sending/Home institution, written in a language or in a way the course titles are listed in the course catalog of Sending/Home institution;
- Number of ECTS credits that will be recognized to the student at the Sending/Home institution based on the recognized courses or activities referred to in the previous paragraph.

The Learning Agreement for outgoing students is signed by the (outgoing) student of ATUSS, the academic ECTS coordinator of ATUSS and the President of ATUSS or the person that the President of ATUSS authorizes to do so, or the authorized persons of the Receiving/Host institution, unless otherwise specified by the mobility programme.

The Learning Agreement for incoming students is signed by the (incoming) student, authorized person or persons of Sending/Home institution and the President of ATUSS or the person that the President of ATUSS authorizes to do so, unless otherwise specified by Learning agreement or the mobility programme.

As a rule, Learning agreement is signed by contracting parties before the student leaves for exchange, unless the Receiving/Host institution decides otherwise or a mobility programme specifies otherwise.

Learning agreement can later be amended only if all parties agree and all changes must be made in written form.

Amendments to the Learning agreement constitute an integral part of it, which is filled in and signed only in case the student subsequently suggests the amendments and all contractual parties agree to it.

Amendments to the Learning agreement are as follows:

- change of course unit code chosen by the student to attend and take at the Receiving/Host institution, if the Receiving/Host institution has such numbering in the program at Receiving/Host institution;
- course unit titles, or titles of activities chosen by the student in the language and in a way the titles of these subjects are listed in the Course catalogue;
- indicate whether the selection of courses or activities from the previous paragraph is deleted (*Deleted course unit*) or a new course or activity is added (*Added course unit*).
- number of ECTS credits that each course/activity referred to in the previous paragraph has.

A model of a Learning agreement is attached to this Rulebook (Appendix No 3a Learning agreement and Appendix No 3b Learning agreement for Erasmus + program).

Training agreement/Learning agreement for traineeships

Article 9.

Training Agreement/Learning Agreement for Traineeships contractual parties (student, Sending/Home institution and Receiving/Host institution) define and specify the scope, content and quality of student's training.

Training agreement determines:

- ☐ expected outcome of training in terms of acquired knowledge, skills and competences;
- ☐ a detailed program of training,
- ☐ student's work tasks;
- ☐ a monitoring and evaluation plan.

By signing the Training agreement, the Sending/Home institution is obliged to define training outcomes, assist the student in the selection of the Receiving/Host institution, select the students on the basis of clear and transparent criteria, perform the academic recognition of the realized mobility period and perform with each student an evaluation of personal and professional development achieved during the mobility period.

By signing the Training agreement, the Receiving/Host institution is obliged to enable the realization of the training in a manner determined by the Learning agreement, to draw up an agreement or other legal act relevant for the student's training in accordance with the applicable regulations of the Receiving/Host institution's state, appoint the mentor to a student who is in training, provide practical support to the student in terms of insurance, accommodation and adaptation into a new environment.

By signing the Training agreement, the student undertakes to conscientiously and successfully attend the training, to follow the rules of the Receiving/Host institution, communicate with the Sending/Home institution in connection with the amendments to the agreement and to submit a report on the performed training.

Models of a Training agreement are attached to this Rulebook (Appendix no. 4a Training Agreement and Appendix no. 4b Training agreement Erasmus + program).

Provisions of Article 8 of this Rulebook related to the authorization to sign the Learning agreement shall apply to the authorization to sign the Training agreement.

Transcript of records

Article 10.

Transcript of records is a certificate of passed exams, issued by a Sending/Home institution in the form of a formal document.

Transcript of records, or certificate of passed exams, in addition to data about the student, must also contain information on the courses titles from which the student passed the exams, the obtained grades and the number of ECTS credits obtained per course, the data on the duration of the study program, as well as other additional information if they are deemed relevant for mobility.

Transcript of records, or the certificate of passed exams issued for the purpose of realization of student mobility should also include an explanation on how the grading and scoring is done (national scoring system).

For the purpose of mobility programs and upon the student's written request, the Sending/Home institution is obliged to issue him/her a copy of Transcript of records.

Upon completion of the mobility period, the Receiving/Host institution is obliged to issue a Transcript of records to the student, as evidence of the realized academic activities, and if possible, in the English language.

The Model of Transcript of records for the needs of international student mobility at ATUSS is attached to this Rulebook (Appendix No. 5).

Transcript of work

Article 11.

Transcript of work is a document by which the Receiving/Host institution provides detailed information on completed training and achieved student results.

The model of Transcript of work is attached to this Rulebook (Appendix No. 6).

2. EXTERNAL MOBILITY OF STUDENTS

Concept and conditions for external mobility

Article 12.

Outgoing mobility implies that a student of ATUSS, as a Sending/Home institution, realizes a part of the study program at the Receiving/Host institution abroad, after which he

returns to the Receiving/Host institution (ATUSS) where he/she completes the enrolled study programme.

The right to participate in outgoing mobility belongs to every student of ATUSS, as a Sending/Home institution, if he/she meets the following basic requirements:

1. he/she is enrolled in basic studies and achieved at least 60 ECTS credits in these studies;
2. he/she is enrolled in specialist or master studies.

Detailed conditions for applying, i.e. applying for mobility, criteria and method of selection of students - mobility candidates, are prescribed by a project or program of mobility, or by an inter-institutional agreement, or by a call for enrollment or for the realization of mobility that ATUSS issues in accordance with the rules of the mobility project or program, or in accordance with the provisions of an inter-institutional agreement.

Designated organizational units of ATUSS, particularly the team for international cooperation in charge of all work on international cooperation, will offer their support to students who are applying or who have been selected as candidates for mobility, with the aim of preparing them for the realisation of mobility.

ATUSS will take steps to involve all students who have participated in programmes of mobility and invite them to help future mobility students prepare for mobility by sharing information about their mobility experience (mobility programme alumni).

Further instructions on the realization of the undertaken obligations in sending students and admission of foreign students in the framework of international mobility as well as the rules and conditions for selection of candidates are regulated and defined in detail by the specifically designed acts of ATUSS.

Duration of mobility period

Article 13.

Student of ATUSS may participate in mobility programs multiple times during the course of studies, with the total duration of the mobility period of one student at the same level of study cannot be shorter than three months or longer than twelve months.

Notwithstanding Paragraph 1 of this Article, if half of the total (regular) duration of the study program the student enrolled is less than 12 months, the duration of the mobility period may not exceed one half of the total (regular) duration of that study program.

The provisions of this Rule Book are primarily applied to the student mobility lasting at least one semester, or trimester, which does not preclude the application of such provisions in the event of a shorter duration of the mobility period.

Status of ATUSS student during the mobility period

Article 14.

ATUSS student on mobility, or on exchange / training at the institution - recipient, retains the status of the ATUSS student, as well as his/her rights and obligations derived from such status (student scholarship, student loan, etc.)

During the mobility period, the student does not stop studying or has a dormant status at ATUSS, since it is assumed that the student has achieved his/her academic obligations at the Receiving/Host institution.

The rules referred to in Paragraphs 1 and 2 of this Article shall also apply to students who choose for a period of mobility that is shorter than one semester, or trimester, in proportion to the time period spent on the exchange.

A student who is enrolled as a student whose education is financed from the budget of the Republic of Serbia in a given school year does not lose that status during the period of mobility.

A student who has been enrolled as a self-financing student in a given school year, during the period of mobility, has the obligation to regularly pay the determined tuition to ATUSS.

Article 15.

In order to prove the status of ATUSS student who is on mobility, upon the student's arrival on mobility, the Receiving/Host institution issues a Certificate of Stay to the student, or a Certificate on training.

The certificate referred to in Paragraph 1 of this Article shall contain the following minimum information:

- information about the student,
- data on study stay, or training,
- data on the period (duration) of mobility,
- information about the Receiving/Host institution.

The student is obliged to send to ATUSS the Certificate referred to in Paragraph 1 of this Article mandatory, as soon as possible after the issuance of this Certificate.

3. PROCEDURE FOR ACADEMIC RECOGNITION OF MOBILITY OF VISER STUDENTS

Article 16.

Academic recognition of the mobility period is a procedure by which the competent academic ECTS coordinator of ATUSS determines the results achieved by the ATUSS student through mobility or exchange, and makes a decision on how to recognize the results achieved by the ATUSS student in at Receiving/Host institution (passed exams, ECTS points and grade) which, upon completion of this procedure, is determined by the Decision on the academic recognition of the period of mobility.

Principles of academic recognition of the period of mobility

Article 17.

The point of mobility is to enable the student to pursue academic activities at the Receiving/Host institution and to calculate the period of mobility as if he/she had achieved it at the home institution.

Recognition of the results achieved by the ATUSS student in the Receiving/Host institution (passed exams, ECTS points and grade), or the results obtained during the mobility period is based on the principles of transparency, flexibility and equity.

The principle of transparency means that the rules on academic recognition of the period of mobility are publicly available (on the website of ATUSS, etc.).

The principle of flexibility means a realistic approach to the recognition of the academic results achieved on the exchange. A complete content match between the study programs of the Sending/Home institution and the Receiving/Host institution where the student was on mobility/exchange is impossible. For this reason, the basic method of academic recognition of the mobility period is focusing on similarities and learning outcomes, and not on the differences between the study programs being compared. In the process of recognizing the results achieved by the ATUSS student at the Receiving/Host institution, the emphasis is on the knowledge that the student acquires from a certain field during the exchange, which does not have to be identical, but akin to the knowledge that he/she would acquire from a certain teaching course at ATUSS.

The principle of equity implies that the competent academic ECTS coordinator at ATUSS, in the process of academic recognition of the period of mobility, is guided by the basic principles of mobility as defined by this Rulebook (Article 3) and the principle of equity, as a generally accepted legal principle.

Process of academic recognition of mobility period

Article 18.

Student of VISER, who, on the basis of the signed Learning Agreement and in accordance with the rules of the specific mobility program, realized mobility, or was in exchange, has the right, after the return from mobility, i.e. exchange, to have the results obtained at Receiving/Host institution recognized by ATUSS as the Sending/Home institution, without implementing a special recognition procedure prescribed by the Law on Higher Education on the recognition of a foreign higher education diploma in order to continue education.

The process of academic recognition of the mobility period is initiated by a student by submitting a written application for the recognition of the period of mobility. The student is obliged to timely submit to the academic ECTS coordinator at ATUSS all relevant documents related to the achieved mobility, as follows:

- a written application for recognition of the mobility period,
- a Learning Agreement/ Training agreement, and any changes to such agreements,
- Transcript of records,
- Certificate of completed training,

- Document on the assessment system in the Receiving/Host institution (if this information is not an integral part of the Transcript of records),
- other documentation relevant to the process of recognition of the mobility period, at the request of the Academic ECTS coordinator of ATUSS,
- copies of all the above mentioned documents.

If the student has provided the correct and complete documentation necessary for the implementation of the academic recognition process of the mobility period, the Academic ECTS coordinator at ATUSS is obliged, no later than seven days before the beginning of the semester, or trimester, in which the student continues the study programme at ATUSS, to adopt the Decision on academic recognition of the mobility period, and to submit this Decision to the student and to the corresponding organizational unit for teaching and students affairs at one of the Departments of ATUSS (Student Affairs Office at one of the Departments of ATUSS), in order to regulate all the necessary administrative details related to the realized mobility.

If the administrative procedure referred to in the preceding paragraph has not been completed within the aforementioned deadline, the Sending/Home institution shall be obliged to enable the student to continue the studies without registering the mentioned data, and complete the said procedure as soon as possible, and no later than 15 days from the beginning of the semester in which the student continues the study program at ATUSS.

Comparison and assessment of the similarities of study programs

Article 19.

Comparison and assessment of the similarity of the courses of ATUSS and its study programmes and the Receiving/Host institution is carried out by the Academic ECTS Coordinator of ATUSS, guided by the principle of flexibility and consulting with the course teachers, and/or a body set up at one of the Departments of ATUSS whose role is to manage issues pertaining to recognition of exams or ECTS credits.

The Academic ECTS coordinator of ATUSS is independent in its assessment of the similarity of the course proposed to be taken by the student at the Receiving/Host institution within the appropriate mobility document, but as a rule, before the student's mobility period, Academic coordinator will consult with and advise with the teachers of ATUSS in charge of a particular course and/or a body set up at one of the Departments of ATUSS whose role is to manage issues pertaining to recognition of exams of ECTS credits..

It is recommended to fully recognize the courses that the student passed at the Receiving/Host institution, if they are equivalent to the courses that a student wishes to take at ATUSS, which implies the similarity of the scientific fields and the acquired knowledge as the outcome of the learned material (outcome of the learning process).

Full recognition from the previous paragraph implies that after returning from mobility, the student has no additional academic obligations (such as writing a seminar paper, taking a colloquium, part of the exam, etc.) from a subject which is by an individual legal act (Decision on academic recognition of the period of mobility) replaced by the course he/she passed at the Receiving/Host institution.

Transferring and Recognizing ECTS Points and Grades

Article 20.

The basic criterion for transferring and recognizing ECTS points and grades gained during the mobility period is the outcome of the learning process, in accordance with the following recommendations:

1. recognition of the subject that the student has attended and passed during the mobility/exchange period in the Receiving/Host institution, and which is related, i.e. similar to some course at ATUSS, is done by interpreting that the student has passed the subject envisaged by the ATUSS study program. The title shall be recognized to the student, ECTS points and a number of lessons that the related course has at ATUSS, regardless of whether the student passed the subject on the exchange and that in the institution of the Receiving/Host institution the subject had a different title, had more or less ECTS points and had less or more number of classes.
2. ECTS points referred to in Paragraph 1, item 1 of this Article shall be treated as well as all other ECTS points and grades from the subject that the student has passed at ATUSS (ECTS points are counted as the ECTS points earned during a study program and for obtaining a diploma).
3. if the content of the subject attended and passed during the mobility/exchange period in the Receiving/Host institution in relation to the outcome of the learning process deviates substantially from the related courses at ATUSS or if the subject that the student has passed during the mobility/exchange at the Receiving/Home institution does not exist at all at ATUSS, ECTS points earned during the mobility/exchange period are not counted in the total number of ECTS points envisaged by the scope of studies, but these are specifically recorded in the Diploma supplement. The data on the passed subject and the achieved results at the Receiving/Host institution will be noted in the appropriate space in the Diploma Supplement, in the original language and in the original form, with the note: "Passed the following subjects / activities that are not envisaged in the study program for obtaining a diploma".
4. ECTS points of the subjects referred to in Paragraph 1, item 3 of this Article shall not be included in the number of ECTS points in the study program and for obtaining the diploma, but only in the total number of ECTS points obtained.
5. grades obtained at the Receiving/Host institution shall be acknowledged to the student during the mobility/exchange period. If the grading systems in the Receiving/Host institution and ATUSS are not identical - the grades are converted by the alignment process into ATUSS grades in accordance with the ECTS Grading Table (Appendix No. 7), or the ECTS Grading Scale (Attachment No. 8), in accordance with Article 21 of this Rulebook.
6. harmonized (recognized) grades from the course that the student has passed during the mobility/exchange period in the receiving institution and who are admitted as having been passed by him/her at ATUSS (the subjects referred to in Paragraph 1, Subparagraph 1 of this Article), enter into account for an average grade calculated at ATUSS.
7. grades from the course that the student has passed during the period of mobility/exchange in the Receiving/Host institution, who have not been "replaced" by related subjects at ATUSS (subjects referred to in Paragraph 1, Item 3 of this Article), are already in the original form indicated in the Diploma Supplement in accordance with Paragraph 1, Item 3 of this Article, shall not be counted in the average grade.

Interpreting and aligning the student's grades during the mobility period at the Receiving/host institution

Article 21.

If the grading systems at the Receiving/Host institution and at ATUSS are not the same, the student's grade for mobility for the course that can be replaced by another course, or recognized as a course at ATUSS, is recognized in the manner in which the student's grade from mobility/exchange shall be aligned into a grade that would match a grade at ATUSS (so-called "matched grade").

The harmonization process is realized in accordance with the ECTS User's Guide issued by the European Commission, based on the instructions of which this Rule book is also governed.

It is recommended that the matching of grades should be made in accordance with the ECTS Grading Table.

An example of the ECTS assessment table is attached as Appendix 7.

Since the ECTS assessment table is a new term in European higher education, ATUSS will strive to make models for transfer and equivalence of grades for countries with which mobility cooperation is taking place.

It is recommended that, until the implementation of the ECTS assessment table, as well as in cases for which there is no existing model for transfer and equivalence of grades, as a basis for equivalence of grade, the national scoring system and comparison based on the so-called ECTS Grading Scale shall be used.

An example of the ECTS Grading Scale can be found in Appendix no. 8.

Decision on the academic recognition of the mobility period

Article 22.

The decision on academic recognition of the mobility period is an individual legal act issued by the Academic ECTS coordinator at ATUSS and which determines the method of recognition of passed exams, i.e. ECTS points and grades achieved by the student during the mobility period.

The Decision on academic recognition of the period of mobility is made in the process of academic recognition of the period of mobility, and the adoption of this decision ends the procedure of academic recognition of the period of mobility.

The decision on the academic recognition of the period of mobility shall be made without delay after the student has returned from the mobility/exchange and after the submission of the necessary documentation in accordance with Article 18, Paragraph 2 of this Rulebook, and at the latest within the deadline provided for in Article 18, Paragraph 4 of this Rulebook.

Mandatory Elements of the Decision on academic recognition of the period of mobility

are:

- data about the student, the Receiving/Host and Sending/Home institution (ATUSS),
- the list of courses that the student has passed at the receiving institution, with the ECTS points and grades,
- courses at ATUSS that will be replaced by courses that the students has passed at the Receiving/Home institution,
- courses passed by the student on mobility/exchange, which cannot be replaced with ATUSS courses, but will be included in the Diploma Supplement as optional activities/subjects,
- the method used to align grades;
- any residual obligations that a student must fulfill in order to fulfill the obligations envisaged by the relevant semester or trimester, school year (in cases where the student has not achieved enough ECTS points during the mobility programme),
- other data that the Academic ECTS coordinator at ATUSS considers relevant in a specific case.

The Model of the Decision on academic recognition of the period of mobility is attached as Appendix no. 9.

Record and storage of student mobility data

Article 23.

The Academic ECTS coordinator at ATUSS and relevant expert services of ATUSS, that is, of an individual Department of ATUSS are obliged to collect, process and permanently store data on student mobility and transmission of ECTS points, in order to keep records and issue public documents.

Passed subjects and ECTS points referred to in Article 20, Paragraph 1, Items 1 and 2 of this Rule Book shall be entered in section 4.3 of the Diploma Supplement ("Details of the study program and the achieved grade") or other relevant section, translated into Serbian, ECTS points in the original value and grades translated into the national grading system. In section 6.1 of the Diploma Supplement ("Additional student information") or other relevant section of the Diploma Supplement, student's information on mobility/exchange is entered along with the name of the Receiving/Host institution (relevant higher education institution abroad) and the mobility/exchange period. In the Diploma Supplement (in section 6.1 Additional information about the student or the appropriate section of the Diploma Supplements), it shall be indicated that the student passed the particular subject while on the mobility / exchange at the Receiving/Host institution as well as the exact title of the subject (in the original language), the original grade, ECTS points and the system of grading of the Receiving/Host institution, exactly as these data are listed in the Transcript of records.

Passed subjects and ECTS points referred to in Article 20, Paragraph 1, Items 3 and 4 of this Rulebook shall not be counted in the total number of courses and ECTS points earned during the course of studies, which is why these subjects are entered only in section 6.1 of the Diploma Supplement ("Additional Information about the student ") or other appropriate section of the Diploma Supplements, with the obligatory indication "passed subjects that are not envisaged in the study program for obtaining a diploma", indicating the fact that these subjects were passed while on mobility/exchange at the Receiving/Host institution, the name of the Receiving/Host institution, the title of the subject in original language, the original grade and ECTS points, exactly how these data are listed in the Transcript of grades.

The Academic ECTS Coordinator and relevant expert services of ATUSS, that is, of individual Department of ATUSS, are obliged to submit an annual report on student mobility once a year and at the latest by the end of the calendar year for the previous school year, to draw up and submit to the President of ATUSS and Assistant President of ATUSS in charge of international cooperation, as well as the Teaching and Professional Council of ATUSS an annual report on student mobility, containing the following information:

- data on the manner of publishing and making relevant information related to student mobility available,
- data on exchange programs in which mobility of students was realized,
- data on the number and profile of foreign students who realized mobility at ATUSS, as well as data on the number and profile of ATUSS students who realized mobility in other Receiving/Host institutions,
- data on Sending/home institutions of foreign students who had their mobility realized at ATUSS as well as data on Receiving/Host institutions in which ATUSS students realized mobility,
- data on mobility periods,
- data on procedures carried out and adopted acts on academic recognition of the period of mobility.

Automatic Mutual Recognition of ECTS

Article 24.

ATUSS shall undertake measures to create the conditions for the establishment and activation of a system for automatic mutual recognition of ECTS among higher education institutions involved in such a form of recognition of ECTS.

4. INCOMING STUDENT MOBILITY

Article 25.

Student of a higher education institution abroad as a Sending/home institution (incoming student) can realize one part of his/her study program at ATUSS as a Receiving/host institution.

Informing the incoming students

Article 26.

In order to provide information to interested incoming students, ATUSS publishes on its website information on the possibilities of studying at ATUSS, including basic information on ATUSS as an Receiving/Host institution, types and levels of studies that are implemented at ATUSS, list and content of study programs, course catalog (subject title, description, ECTS points, level of study, semesters/trimesters, language in which teaching is carried out, learning outcomes, etc.) as well as other information of relevance for incoming students.

The information referred to in Paragraph 1 of this Article shall be published in both Serbian and English.

The information referred to in Paragraph 1 of this Article are updated at least once in an academic year.

Open Call

Article 27.

ATUSS shall announce that incoming students can submit applications for admissions for the realization of mobility at ATUSS.

The announcement referred to in Paragraph 1 of this Article shall be published no later than four months before the beginning of the semester/trimester in which the student mobility will be realized in relation to which admissions are being announced.

Decision on applications

Article 28.

A student interested to apply for mobility at ATUSS submits the Application Form (Appendix No. 1), the Transcript of records from the study program of the Sending/Home institution and the proposal of the Learning agreement, which must be certified by the signature of the authorized person of the Sending/Home institution and its stamp (if his/her Home institution uses a stamp).

The President of ATUSS, or a person authorized by the President of ATUSS, decides upon the application of the interested incoming student, based on the proposal of the Academic ECTS coordinator of ATUSS.

In case of acceptance of the application of the incoming student, the authorized persons at ATUSS as the Receiving/Host institution shall sign the Learning Agreement with the incoming student, and upon which, an Acceptance letter may also be delivered to him/her upon his/her request.

In case the application of the interested incoming student is not accepted, the student will be provided with a reason for his/her application having been rejected in written form.

The Model of Application Form is attached to this Rulebook as Appendix 1.

Status of incoming student in the period of mobility

Article 29.

The incoming student has all the rights and obligations as the student of ATUSS, while during mobility he/she shall not pay tuition fees, exam application fees or other school-related fees to ATUSS as a Receiving/Host institution.

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

ATUSS shall provide logistical assistance to incoming students for the necessary documents (visas, insurance, etc.) and accommodation. Student Parliament of ATUSS will help incoming students make contact with the students of ATUSS, that is, the students of a corresponding Department of ATUSS.

For all incoming students, ATUSS shall, as a rule, at the very beginning of the mobility period, organize a 'welcome week' during which the student will get to know all the key aspects of his/her learning at ATUSS and be informed about all relevant information regarding his/her realization of mobility.

ATUSS shall, as a rule, select a person from its teaching staff, who will serve as a mentor to the incoming student, offer all professional assistance, and provide directions for a successful realization of mobility of the incoming student at ATUSS.

IV MOBILITY OF EMPLOYEES

Realizing mobility

Article 30.

Mobility of employees is realized through visits of the Staff of ATUSS, as a Home/Sending institution, to the Receiving/Host institution abroad and their return to the Home/Sending institution after the expiration of the mobility period, and all for the purpose of:

1. teaching;
2. professional training;
3. inter-institutional cooperation and cooperation on international projects.

The right to participate in employee mobility is granted to all teaching and non-teaching staff who are employed at ATUSS on the basis of employment contract.

Selection of candidates for mobility

Article 31.

The manner of application, the conditions, the documents required for the application, the method of selecting candidates, the duration of the mobility period, the rights and obligations of employees during mobility, and other issues related to the mobility of employees are regulated by a project or program of mobility or an inter-institutional agreement.

If the conditions and method of selection of candidates are not prescribed by the project, program or agreement referred to in Paragraph 1 of this Article, the decision on the selection of employees for mobility shall be made:

- for teaching staff, by the President of ATUSS, upon the proposal of the Coordinator for Mobility at ATUSS and with the approval of the Teaching and Professional Council of the Department of ATUSS at which mobility applicant is employed,
- for non-teaching staff, by the President of ATUSS, upon the proposal of the Coordinator for Mobility.

The team for international cooperation of ATUSS and other organisational units at ATUSS provide support to all ATUSS's staff who are either applying or have already been selected as candidates for mobility, with the aim of preparing them for the realization of mobility.

ATUSS shall aim to involve all staff previously engaged in student mobility in the process of preparing new staff selected for mobility, so that they can share information about their experience and exchange impressions with the candidates.

Further instructions on the implementation of assumed obligations in sending teaching and non-teaching staff and admission of teaching and non-teaching staff within international mobility as well as the rules and conditions for the selection of candidates will be regulated by a special act.

Making a decision and concluding a contract on employee mobility

Article 31

Receiving/Host institution is the one making a final decision on accepting or rejecting a candidate for mobility and issuing an Acceptance Letter (certificate of confirmation) with the strictly specified mobility period.

Based on the Acceptance letter, the President of ATUSS makes a decision approving the mobility of staff, or with which an employee is referred to mobility.

After the decisions referred to in Paragraphs 1 and 2 of this Article have been made, the employee participating in the mobility, the President of ATUSSs, as the authorized person of the Home/Sending institution and the authorized person of the Receiving/Host institution, will sign the Staff mobility contract.

The model of Staff mobility contract for teaching and training for Erasmus + Programs is attached to this Rule Book as Appendix no. 10.

Obligations of employees participating in mobility

Article 32.

The employee participating in the mobility, upon returning to the Sending/Home institution, must submit a report on the achieved mobility, as well as other documents envisaged by the mobility project or program or by an inter-institutional agreement.

Employees participating in mobility must have travel health insurance in the period of mobility, unless the project, program or agreement referred to in Paragraph 1 of this Article states otherwise.

The financial support for the mobility of employees is regulated by the project, program or agreement referred to in Paragraph 1 of this Article.

V ACADEMIC, PROFESSIONAL AND ADMINISTRATIVE SUPPORT OF MOBILITY

Article 33.

Academic, professional and administrative support for the mobility of students and employees of ATUSS is carried out by the Academic ECTS coordinator at ATUSS and by the team for international cooperation of ATUSS.

Students of ATUSS will also be involved in the process of providing support to mobility students, especially for the purpose of better integrating incoming students in the academic community of ATUSS.

Academic ECTS coordinator

Article 34.

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

The Academic ECTS Coordinator is authorized to:

1. sign the mobility documents in accordance with this Rule Book;
2. make a list of applicants for outgoing student mobility;
3. determine the results that the outgoing student has achieved at the Receiving/Host institution and makes a decision on the recognition of mobility;
4. proposes to the President of ATUSS to decide on the application of the interested incoming student;
5. proposes to the President of ATUSS to decide on the selection of candidates for mobility of employees, if the conditions and method of selection of candidates are not prescribed by the project or program of mobility or by an inter-institutional agreement.
6. performs other tasks stipulated by this Rulebook.

International Relations Office at ATUSS

Article 35.

International Relations Office at VISER performs professional and administrative tasks related to the realization of mobility, as well as the following tasks:

1. coordinates the participation of ATUSS in international mobility programs;

2. makes announcements on admissions and provides other information to students and employees on mobility opportunities;
3. advises and provides expert assistance to outgoing and incoming students;
4. keeps a database on scholarships;
5. performs other tasks foreseen by this Rule Book.

Digital Management of Mobility

Article 35a

ATUSSs is responsible for undertaking measures to create, in the foreseeable future, the conditions for the introduction and implementation of instruments and tools for digital management of procedures and processes pertaining to mobility (European Student Card Initiative and Erasmus Without Paper).

VI TRANSITIONAL PROVISIONS

Recommendations for improving the mobility of VISER's students

Article 36.

In order to improve the process of internationalization in the area of student mobility and the creation of a uniform administrative procedure, the following measures and activities are recommended:

- make the rules on academic recognition of the mobility period available to students (on the website, bulletin board and in other appropriate ways),
- as soon as possible determine the academic ECTS coordinator for ATUSS,
- establish or improve webpages of ATUSS and its Departments in English, with the data relevant to potential incoming students (on studies, study programs, contact persons, logistic data, etc.),
- to install or update the Course Catalogue in Serbian and English on the webpage of ATUSS (code, structure, purpose, objectives and curriculum of study programs, learning outcomes, information on the competences of graduated students);
- after the implementation of the mobility program, on the webpages of ATUSS and its Departments, set up a list of courses that have been replaced in the previous cases of mobility by related courses of higher education institutions abroad and that list should be regularly updated. In this way, the work of the Academic ECTS coordinator will be facilitated, as well as students', when selecting courses for an integral element of the Learning Agreement, or other mobility documents,
- for the purpose of implementing the programmes of student mobility, to both outgoing and incoming students, the Transcript of records is issued in accordance with the table of the assessment system in the Republic of Serbia (in accordance with Appendix 5),
- make sure at least one person employed at ATUSS is in charge of international cooperation, and that, in due time, an organizational unit that will deal with international cooperation activities is formed at the level of ATUSS,
- a relevant source of information for the implementation of the European Credit Transfer System (ECTS) is the ECTS Users' Guide, which can be downloaded from the official website of the European Commission:
http://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm.

- at the end of the school year, each course teacher who actively participated in the teaching process to foreign students (regular or mentoring) should have a certificate issued as proof of engagement. This certificate is issued to other employees who actively participate in the implementation of the mobility program, as evidence of active participation in the program and improvement of the mobility system of ATUSS students.

VII FINAL PROVISIONS

Article 37.

With regard to student mobility which is realized in the form of internship, the provisions of this Rule Book which refer to mobility for studies shall apply.

Article 38.

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

Article 39.

The annexes of this Rule Book are its integral part and serve as a model of basic documents of student mobility at ATUSS.

Article 40.

This Rulebook shall enter into force on the eighth day from the date of publication on the School Website.

**PRESIDENT OF THE TEACHING AND
PROFESSIONAL COUNCIL**

Prof. dr Vera Petrovic

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