

REPUBLIC OF SERBIA

Academy of Technical and Art Applied Studies Belgrade

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Pursuant to Article 87, Paragraph 1, Items 30 and 33 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 197-82/ from April 14, 2021), the Teaching and Professional Council of the Academy of Technical and Art Applied Studies Belgrade, at a session held on June 7, 2021, issues the following:

**RULES AND CONDITIONS FOR SELECTION OF STUDENTS AND
EMPLOYEES FOR INTERNATIONAL MOBILITY**

1. GENERAL PRINCIPLES

The conditions to sign up or apply for mobility, the criteria and methods of selecting candidates for mobility are prescribed by a project or a mobility program or by an inter-institutional agreement or by calls/invitations for realization of mobility, which the Academy of Technical and Art Applied Studies Belgrade (hereinafter: ATUSS) announces in accordance with the rules of a project or a mobility program, or in accordance with the provisions of an inter-institutional agreement.

The rules and conditions for the selection of students and employees are published in the call for applications for international mobility.

The general conditions that a student of ATUSS must fulfill in order to participate in outgoing mobility are the following:

1. a student is enrolled in undergraduate studies and has achieved at least 60 ECTS on those studies;
2. a student is enrolled in specialist or master studies;
3. at the same level of study, the total duration of the previously achieved mobility periods of the student and the duration of the mobility period for which the same student is applying must not exceed twelve months;
4. if half of the full-time study program is shorter than 12 months, the total duration of the previously realized student mobility periods and the duration of the mobility period for which the student is applying must not be longer than half of the full duration of that study program;
5. a student knows the foreign language necessary for the realization of mobility.

After the expiry of the deadline for the submission of applications, the ranking of the registered students - mobility candidates is carried out by the Academic ECTS Coordinator of ATUSS. Based on the ranking list, the Academic ECTS Coordinator of ATUSS nominates and/or selects candidates.

Incomplete and untimely student applications for mobility shall not be considered and the candidates have no right to appeal. Once the ranking results are published, candidates can file a complaint about the ranking list to the President of ATUSS or the person authorized by the President of ATUSS, through the organizational unit for international cooperation of ATUSS, no longer than five (5) days from the day the ranking list was published.

The final decision on accepting a mobility candidate, both when it comes to students and staff, is brought by the host/receiving institution.

2. RANKING CRITERIA FOR STUDENTS

The ranking criteria of ATUSS for the students who have submitted applications for international mobility are as follows:

- student's academic achievement (average grade and duration of studies) (40 points);
- knowledge of a foreign language (30 points);
- the number of realized student motilities so far, with priority given to a student who has not previously participated in mobility programs (10 points);
- student motivation (20 points).

2.1. Student's academic achievement

Student's academic achievement carries at most 40 points. When applying for international mobility, the student shall enclose the Certificate of passed exams or a Transcript of records.

Points in this category depend on the average student's grades (30 points) and the duration of the studies (10 points). Points for academic achievement of the student (depending on the average grade) are determined as the average grade of a student multiplied by three. So, for example, for the lowest average score of 6.0, the number of points is 18, and for the highest average score of 10.0, the number of points is 30. The duration of the study carries 10 points at most, which is the number of points calculated if the student regularly enrolled each of the study years. The maximum number of 10 points obtained for the duration of the study is reduced by the number of years of study that are enrolled late, multiplied by six.

2.2. Knowledge of a foreign language

Knowledge of a foreign language shall carry a maximum of 20 points. When applying, a student encloses a certificate of his/her language level or a certificate from a course professor of the foreign language taught at ATUSS with the indicated level of language. The certificate must include the CEFR (Common European Framework of Reference for Languages) reference of language level.

For the submission of mobility applications, various certificates are accepted without additional testing: IELTS, TOEFL, Cambridge, PTE, with the indicated required language knowledge level. Also, the certificates issued by registered language schools shall be acceptable.

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

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

Level	A1	A2	B1	B2	C1	C2
Number of points	5	10	15	20	25	30

On evaluating student applications for mobility, ATUSS shall consider both the current level of language skills as well as the ability of a student to improve his/her language competencies.

2.3 The number of realized mobilities

In the total number of students' points, the number of realized mobilities shall carry up to 10 points. This number of points is won by a student if he/she has not had any mobility realized prior. For each previously realized mobility, this number is reduced by twice the number of previously realized mobilities.

2.4. Student motivation

When applying, students submit a motivation letter. The Organizational unit for international cooperation of ATUSS defines the number of points given for the motivation letter, with a maximum number of 20 points.

3. RANKING CRITERIA FOR EMPLOYEES

3.1. Criteria for evaluation and ranking of teaching staff

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

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

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

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

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

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

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

- who has an invitation letter from the relevant department of the receiving/host institution;
- who has not participated in international mobility so far or has participated fewer times;
- who has a higher teaching title;
- who has more years of tenure.

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

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

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

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

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

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

- who has an invitation letter from the relevant department of the receiving/host institution;
- who has not participated in international mobility so far or has participated in fewer times;
- who has a higher level of education;
- who has a higher level of language knowledge;
- who has more years of service.

PRESIDENT OF THE TEACHING AND PROFESSIONAL COUNCIL OF ATUSS

Dr Vera Petrovic, professor of applied studies