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# **RULEBOOK ON INTERNATIONAL MOBILITY**



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Based on Article 87, Paragraph 1, Items 30) and 33) of the Statute of the Academy of Technical and Art Applied Studies Belgrade (No. 603/1 dated 27.02.2023 – consolidated text - hereinafter: the Statute of the Academy), and in connection with Article 4, Paragraph 1, Item 8) and Article 41 of the Law on Higher Education (“Official Gazette of RS”, No. 88/2017, 27/2018 - other law, 73/2018, 67/2019, 6/2020 - other laws, 11/2021 – authentic interpretation, 67/2021 and 67/2021 - other law hereinafter: the Law), Article 21, Paragraph 1, Item 8), Article 25, Paragraph 2, Item 7), Article 37, Paragraph 3, and Article 150, Paragraph 4 of the Statute of the Academy of Technical and Artistic Vocational Studies Belgrade (No. 603/1 dated 27.02.2023 – consolidated text - hereinafter: the Statute of the Academy), the Teaching and Professional Council of the Academy of Technical and Artistic Vocational Studies Belgrade, at its 2nd session held on 07.09.2023, has adopted

# **RULEBOOK ON INTERNATIONAL MOBILITY**

## **I BASIC PROVISIONS**

### **Article 1.**

This Rulebook on International Mobility (hereinafter: the Rulebook) establishes and regulates the basic principles, conditions, procedures, and recognition of international mobility for students, teaching and non-teaching staff of the Academy of Technical and Art Applied Studies Belgrade (hereinafter: ATUSS).

### **Article 2.**

Following the principle of harmonizing the higher education system of the Republic of Serbia with the European higher education system and improving the academic mobility of students, teaching and non-teaching staff, as established by the Law, and under generally accepted European standards, ATUSS will strive to support and promote two-way mobility of students, teaching and non-teaching staff as part of the integral process of internationalization of higher education, to establish an adequate system for recognizing the results and importance of mobility of students, teaching and non-teaching staff, as well as to support and promote cooperation with other higher education and related institutions and other organizations at the national and international levels.

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

1. International projects and programs of international exchange of students, teaching and non-teaching staff (institutional programs of international exchange) or
2. Based on special international agreements and international contracts.

## **Principles of Mobility**

### **Article 3.**

The realization of mobility at ATUSS is conducted following the mobility principles:

1. Developing two-way mobility;

2. Full recognition of the mobility period;
3. Equal treatment of mobility participants, with the prohibition of discrimination on any grounds;
4. Inclusion and providing special support for the realization of mobility for candidates with fewer mobility opportunities (due to economic, health, social, cultural, geographical, and similar reasons);
5. Transparent, coherent, and documented procedure and process for selecting candidates for mobility;
6. Availability of free services to mobility participants;
7. Creating conditions for establishing a system for automatic recognition of ECTS credits and grades that students acquire through mobility;
8. Creating conditions for establishing a system for digital management of mobility processes and procedures;
9. Making efforts to protect the environment during the realization of mobility and promoting environmental protection to mobility participants;
10. Promoting social and civic activism of mobility participants;
11. Other principles in accordance with the European higher education system that improve academic mobility

## II MEANING OF BASIC TERMS

### Article 4.

- ❖ **International Mobility** - temporary stay of students or employees at another higher education institution (HEI) or any other organization abroad.
- ❖ **Sending/Home Institution** – the higher education institution or organization that sends the student for mobility, or with which the employee who is sent for mobility has an employment relationship.
- ❖ **Receiving/Host Institution** – the higher education institution, organization, or other entity where the student or employee realizes their mobility.
- ❖ **Mobility of Student** - study stay of students or recent graduates for learning or professional practice.
- ❖ Types of student mobility that can be realized are:
  - Mobility for studying (long-term mobility, at least 2 months),
  - Mobility for professional practice (long-term mobility, at least 2 months),
  - Combined mobility for studying and professional practice,
  - Combined intensive programs within combined short-term mobility for studying (short-term mobility, which includes a virtual component and a physical presence component lasting at least 5 working days).
- ❖ **Student Mobility for Studies** - study stay of a student at another HEI abroad for attending classes, which covers part of the study program.
- ❖ **Student Mobility for Traineeship** - study stay of a student at an organization abroad for professional practice.
- ❖ **Staff Mobility** – study stays of employees at other HEIs for teaching, training, or research. Staff mobility can be for:
  - Teaching
  - Professional development
  - Combined intensive programs within combined mobility for professional development.

- ❖ **Inter-institutional Agreement** – a contract between two or more HEIs within which mobility is realized.
- ❖ **Outgoing student** – an ATUSS student who realizes their mobility (study stay or professional practice) at a partner HEI or company abroad.
- ❖ **Incoming student** – a student from a foreign HEI or institution who realizes their mobility (study stay or professional practice) at ATUSS.
- ❖ **Outgoing Staff** – teaching and non-teaching staff who are employed at ATUSS and participate in the mobility program.
- ❖ **Incoming Staff** - teaching and non-teaching staff who are employed at a partner foreign HEI and participate in the mobility program.
- ❖ **Coordinator for International Cooperation** - a person authorized by ATUSS to announce calls, sign mobility documents, create learning agreements, and academic recognition of the mobility period.
- ❖ **Department Academic ECTS Mobility Coordinator** – a person authorized at the department level to promote mobility programs, support students and staff in applying for mobility calls, create learning agreements, and provide support related to the realization of mobility.
- ❖ **Student Application Form** – an application document containing necessary information about incoming students.
- ❖ **Learning Agreement - Student Mobility for Studies** – an agreement defining the obligations and activities of a student at the receiving institution. The Learning Agreement (LA) is a tripartite agreement concluded between the home institution, the receiving institution, and the student.
- ❖ **Learning Agreement - Student Mobility for Traineeships** - an agreement (hereinafter referred to as LA) that defines the obligations and activities for a student to be carried out at the host institution during professional practice abroad.
- ❖ **Mobility Agreement - Staff Mobility for Training** – an agreement that defines the obligations, activities, and outcomes for an employee to achieve during training at the host institution. This agreement is a tripartite contract concluded between the home institution, the host institution, and the employee participating in the mobility program.
- ❖ **Mobility Agreement - Staff Mobility for Teaching** - an agreement that defines the obligations, activities, and outcomes for an employee to achieve during teaching/training at the host institution. This agreement is a tripartite contract concluded between the home institution, the host institution, and the employee participating in the mobility program.
- ❖ **Model Agreement for the Allocation of Dedicated Funds for Erasmus+ Mobility Participants** (*Contract for the Allocation of dedicated funds for the Participant's Individual Mobility Support*) – an agreement concluded between the mobility participant and the legal representative of the home institution, defining all the obligations of both parties regarding the financial support for the mobility participant.
- ❖ **Invitation Letter - Acceptance Letter** - a document issued by the organization to the incoming student/employee as confirmation of acceptance of mobility.
- ❖ **Confirmation Letter**) – a document issued by the institution where the participant is on outgoing mobility, confirming that the student/employee was on mobility. For student mobility, two documents are required as confirmation:
  - The completed and signed third part of the LA agreement (After Mobility)
  - A confirmation issued by the company itself (in free form, on company letterhead if available)

For employees, a document issued and signed by the responsible person at the partner institution is considered valid. The confirmation must clearly state the period of mobility and the name of the person.

- ❖ **Mobility Period** – the period during which the student/employee is on a study visit or internship. The first day of mobility is the first day at the host institution, and the last day is the last day at the host institution.
- ❖ **Transcript of Grades** (i.e. certificate of passed exams, list of passed exams) - a document by which the higher education institution provides detailed information on the student's academic results (grades, ECTS credits).
- ❖ **Transcript of Work** – a document by which the institution provides detailed information on the completed professional practice and the student's achievements.
- ❖ **Academic Recognition of the Mobility Period** – the process by which decisions are made regarding the recognition of exams passed, ECTS credits, and grades that the student has achieved through the mobility program. For employees at ATUSS, the mobility period is recognized as part of their professional biography and acquired references.
- ❖ **Harmonized Assessment** – a grade that, in the process of academic recognition of the mobility period, is determined to be equivalent to the grade received by the student at the host institution.
- ❖ **ECTS Grading Table** - recommendations from the European Commission for interpreting and understanding the results achieved by the student through the mobility program and converting them into ECTS credits and grades at the home institution.
- ❖ **ECTS Grading Scale** - recommendations from the European Commission for interpreting and understanding the results achieved by the student through the mobility program and converting them into ECTS credits and grades at the home institution. The ECTS grading scale is a transitional solution used until the ECTS grading table is adopted.
- ❖ **Course Catalogue** – an overview of courses (course code, course content, number of ECTS credits, expected learning outcomes after successful completion of pre-exam and exam obligations).

### III STUDENT MOBILITY

#### Article 5.

Student mobility, as defined in this Rulebook, involves a study stay (studying or completing part of the study program) or professional practice at the host institution, or mixed student mobility, which represents a combination of short-term physical stay at the host institution and virtual mobility components (online learning, online teamwork, and similar activities), during a period predefined by a specific exchange program, after which the student returns to their home institution and continues their studies in the originally enrolled study program.

ATUSS strives for two-way student mobility, which implies a study stay/professional practice/mixed mobility of ATUSS students at the host institution abroad, as well as a study stay/professional practice/mixed mobility of foreign students at ATUSS. Student mobility is typically realized in the field that corresponds to the field and level of the originally enrolled study program.

Student mobility is primarily achieved within the framework of institutional exchange programs, but also based on international agreements or international contracts

concluded between ATUSS and higher education institutions, institutions, and other organizations abroad.

A student may achieve mobility outside of the institutional mobility described in the previous paragraph (i.e. Free Mover) based on interstate agreements, available exchange programs, opportunities for studying at higher education institutions abroad, on other grounds regulated by appropriate regulations, and also based on their own choice.

## **OUTGOING STUDENT MOBILITY**

### **Concept and Conditions for Outgoing Mobility**

#### **Article 6.**

Outgoing mobility implies that a student of ATUSS, as the home institution, completes a part of their study program at a host institution abroad, after which they return to the home institution (ATUSS) to finish the enrolled study program.

Every student of ATUSS, as the home institution, has the right to participate in outgoing mobility if they meet the following basic conditions:

1. For students enrolled in basic vocational studies: they must have active student status and have earned at least 60 ECTS in the first year of study;
2. For students enrolled in master's vocational studies: they must have active student status.

More detailed conditions for applying, criteria, and the selection process for mobility candidates are prescribed by the mobility project or program, or by the inter-institutional agreement and the call for mobility implementation, which ATUSS announces following the rules of the mobility project or program, or under the provisions of the inter-institutional agreement.

The relevant organizational units of ATUSS, especially those services responsible for international cooperation, provide support to students who apply or are selected as mobility candidates, to better prepare them for the mobility implementation.

ATUSS will strive to involve students who have previously participated in relevant mobility programs in preparing students selected as mobility candidates, to inform and share appropriate experiences with these candidates (mobility program alumni).

Detailed instructions on fulfilling the obligations when sending students and receiving foreign students within international mobility, as well as the rules and conditions for selecting candidates, are regulated more precisely by special acts.

Calls for outgoing student mobility are announced as needed, but at least twice a year, provided there are available spots.

The call is published on the ATUSS website and the websites of all ATUSS departments.

The ranking of applicants is done based on the prescribed Rules and conditions for the selection of students and staff for international mobility.

If the conditions and selection process for candidates are not prescribed by the project, program, or agreement from paragraph 3 of this article, the decision on the selection of staff for mobility is made by the President of ATUSS.

## **Duration of the Mobility Period**

### **Article 7.**

A student of ATUSS may participate in mobility programs multiple times during their studies, provided that the total duration of the mobility period at the same level of study does not exceed twelve months.

Exceptionally, from paragraph 1 of this article, if half of the total (regular) duration of the study program the student is enrolled in is less than 12 months, the duration of the mobility period cannot exceed half of the total (regular) duration of that study program.

The provisions of this Rulebook primarily apply to student mobilities that last at least one semester, or one trimester, which does not exclude their application in cases of shorter mobility periods if defined by the Call.

## **Status of ATUSS Students during the Mobility Period**

### **Article 8.**

An ATUSS student who is on mobility, i.e., participating in an exchange/professional internship at a host institution, retains the status of an ATUSS student, along with all the rights and obligations arising from that status (such as the right to a scholarship, student loan, etc.).

During the mobility period, the student does not interrupt their studies, nor does their student status at ATUSS become inactive, as it is assumed that the student fulfills their academic obligations at the host institution.

The rules from paragraphs 1 and 2 of this article also apply to students who choose a mobility period shorter than one semester or trimester, proportionate to the time spent on the exchange.

A student who is enrolled in a specific academic year with tuition funded by the budget of the Republic of Serbia does not lose that status during the mobility period.

A self-financing student enrolled in a specific academic year is obligated to regularly pay the prescribed tuition fees to ATUSS during the mobility period.

### **Article 9.**

In order to prove the status of an ATUSS student who is on mobility, upon the student's arrival at the host institution, the host institution issues a Certificate of Study Stay or a Certificate of Completed Professional Internship in two copies to the student.

The Certificate from paragraph 1 of this article contains at a minimum the following information:

- Student's details
- Details of the study stay or professional internship
- Details of the period (duration) of mobility
- Details of the host institution

The student is required to submit one copy of the Certificate from paragraph 1 of this article to the ECTS academic coordinator of their Department as soon as possible after its issuance and their return from mobility, as it is part of the documentation for the recognition of mobility.

## **PROCEDURE FOR ACADEMIC RECOGNITION OF ATUSS STUDENT MOBILITY**

### **Article 10.**

Academic recognition of the mobility period is a process by which the ATUSS International Cooperation Coordinator, based on the proposal of the ECTS academic coordinator of the Department, determines the results achieved by an ATUSS student through mobility or exchange. The Coordinator decides how to recognize the results achieved by the ATUSS student at the host institution (passed exams, ECTS credits, and grades), which is established by issuing a Decision on Academic Recognition of the Mobility Period at the end of the process.

### **Principles of Academic Recognition of the Mobility Period**

#### **Article 11.**

The essence of mobility is to enable the student to complete academic activities at the host institution, and for the mobility period to be counted as if it were completed at the home institution.

The recognition of results achieved by an ATUSS student at the host institution (exams passed, ECTS credits, and grades), i.e., the results obtained during the mobility period, is based on the principles of transparency, flexibility, and fairness.

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

**The principle of flexibility** implies a realistic approach to recognizing academic results achieved during the exchange. Complete content matching of the study programs of the home institution and the host institution where the student was on mobility/exchange is impossible. For this reason, the primary method of academic recognition of the mobility period focuses on similarities and learning outcomes rather than on differences between the study programs being compared. In the process of recognizing the results achieved by an ATUSS student at the host institution, the emphasis is on the knowledge the student acquires during the exchange in a specific field, which does not have to be identical but rather similar to the knowledge that would have been acquired in a specific subject at ATUSS.

**The principle of fairness** implies that the ATUSS International Cooperation Coordinator and the ECTS academic coordinators of each department are guided by the basic principles of mobility established by this Rulebook and the principle of fairness as a generally accepted legal principle during the process of academic recognition of the mobility period.

### **Procedure for Academic Recognition of the Mobility Period**

#### **Article 12.**

An ATUSS student who has completed mobility or participated in an exchange based on a signed Learning Agreement and following the rules of the specific mobility program has the right to have the results achieved at the host institution recognized by ATUSS as the home institution upon returning from the mobility or exchange, without the need for a special recognition procedure prescribed by the Law on the Recognition of Foreign Higher Education Qualifications to continue education.



The procedure for academic recognition of the mobility period is initiated by the student by submitting a written request for recognition of the mobility period. The student is required to timely submit all relevant documents related to the completed mobility to the ECTS Academic Coordinator of the Department, including:

- A written request for recognition of the mobility period
- Any changes to the Learning Agreement/Professional Internship Agreement that occurred during the mobility period
- The third part of the Learning Agreement (After Mobility) is signed and stamped by the host institution
- A certificate of completed professional internship or mobility for learning purposes
- A transcript of records (if the mobility was for learning purposes)
- A document explaining the grading system at the host institution (if this information is not included in the transcript of records)
- Other documentation relevant to the recognition process of the mobility period (photos, tickets, receipts, scanned passport, etc.), upon request by the ECTS Academic Coordinator of the Department or the ATUSS International Cooperation Coordinator
- Scanned versions of all the previously mentioned documents

If the student has submitted complete and proper documentation required for conducting the academic recognition procedure of the mobility period, the ECTS Academic Coordinator of the Department forwards the documentation to the ATUSS International Cooperation Coordinator, who is obligated to issue a Decision on Academic Recognition of the Mobility Period no later than seven days before the start of the semester or trimester in which the student continues their study program at ATUSS. This Decision must be provided to the student and the relevant organizational unit, specifically the student services of the respective Department within ATUSS, to ensure all necessary administrative details related to the completed mobility are handled.

If the administrative procedure from the previous paragraph is not completed within the specified timeframe, the home institution is required to allow the student to continue their studies even without the entry of the stated data and to complete the procedure as soon as possible, but no later than 15 days from the start of the semester or trimester in which the student continues their study program at ATUSS.

## **Comparison and Assessment of Study Program Similarity**

### **Article 13.**

The comparison and assessment of the similarity between the courses of ATUSS study programs and those of the host institution are carried out by the ECTS Academic Coordinator of the Department in collaboration with the relevant course instructors and/or the body or authority within the appropriate Department at ATUSS responsible for matters related to the recognition of exams and ECTS credits, guided by the principle of flexibility.

The ECTS Academic Coordinators of the Department have autonomy in their assessment of the similarity of courses proposed by the student for completion at the host institution within the corresponding mobility document. However, they typically consult and seek advice from the ATUSS instructor responsible for the specific course and/or the body or

authority within the appropriate Department at ATUSS responsible for matters related to the recognition of exams and ECTS credits before the student's mobility period.

Full recognition of courses completed by the student at the host institution is recommended if these courses are equivalent to the courses the student would have completed at ATUSS. This equivalence involves the relatedness of scientific fields and the knowledge acquired as learning outcomes.

Full recognition from the previous paragraph means that the student has no additional academic obligations (such as writing term papers, passing colloquiums, parts of exams, etc.) upon returning from mobility for the courses replaced by the corresponding courses completed at the host institution as determined by the individual legal act (Decision on Academic Recognition of the Mobility Period).

## **Transfer and Recognition of ECTS Credits and Grades**

### **Article 14.**

The primary criterion for the transfer and recognition of ECTS credits and grades acquired during the mobility period is the learning outcomes, following the following recommendations:

1. The recognition of courses that the student attended and passed during the mobility/exchange period at the host institution, which is related or similar to a course at ATUSS, is done by interpreting that the student has passed the course included in ATUSS's study program. The student is granted the name, ECTS credits, and the number of hours of the related course at ATUSS, regardless of whether the course passed at the host institution had a different name, carried more or fewer ECTS credits, and had fewer or more hours.
2. The ECTS credits from paragraph 1 point 1 of this Article are treated the same as all other ECTS credits and grades from courses the student has passed at ATUSS (ECTS credits count towards the ECTS credits acquired within the study program and for obtaining the diploma).
3. If the content of the course attended and passed during the mobility/exchange period at the host institution significantly differs in terms of learning outcomes from its related course at ATUSS, or if the course passed during the mobility/exchange period at the host institution does not exist at all at ATUSS, the ECTS credits earned during the mobility/exchange period are not counted towards the total number of ECTS credits required by the study program. Instead, these courses are separately recorded in the Diploma Supplement. Information about the passed courses and achieved results at the host institution will be entered in the appropriate place in the Diploma Supplement, in the original language and form, with the note: "Courses/activities passed that are not included in the study program for obtaining the diploma."
4. The ECTS credits of the courses from paragraph 1 point 3 of this Article are not included in the number of ECTS credits within the study program and for obtaining the diploma but only in the total number of ECTS credits earned.
5. The grades achieved during the mobility/exchange period at the host institution are recognized. If the grading systems at the host institution and ATUSS are not identical, the grades are converted to ATUSS grades through an alignment process, following the ECTS Grading Table or ECTS Grading Scale, in accordance with Article 15 of this Rulebook.
6. The aligned (recognized) grades from the courses that the student passed during the mobility/exchange period at the host institution and which are recognized as if the

student passed them at ATUSS (courses from paragraph 1 point 1 of this Article) are included in the grade point average at ATUSS.

7. The grades from the courses that the student passed during the mobility/exchange period at the host institution, which are not "replaced" by related courses at ATUSS (courses from paragraph 1 point 3 of this Article), but are indicated in their original form in the Diploma Supplement in accordance with paragraph 1 point 3 of this Article, are not counted in the grade point average.

### **Interpretation and Harmonization of Grades Received by Students during the Mobility Period at the Host Institution**

#### **Article 15.**

If the grading systems at the host institution and ATUSS are not the same, the grade that the student received during the mobility/exchange for a course that can be replaced by or recognized as a course at ATUSS is recognized by converting the grade obtained during the mobility/exchange to the corresponding grade at ATUSS (the so-called "harmonized grade").

The grade harmonization process is carried out following the ECTS User's Guide issued by the European Commission, which also guides this Rulebook.

It is recommended that grade harmonization be done according to the ECTS Grading Table.

An example of the ECTS Grading Table can be found at the following link:  
<http://atuss.edu.rs/stranica/mobilnost-dokumenta>

Since the ECTS Grading Table is a new concept in European higher education, ATUSS will strive to develop models for the transfer and equivalence of grades for countries with which there is cooperation within mobility programs.

It is recommended that, until the ECTS Grading Table is implemented, as well as in cases where the aforementioned model for the transfer and equivalence of grades does not exist, the national grading system and comparison based on the so-called ECTS Grading Scale be used as the basis for grade equivalence.

An example of the ECTS Grading Scale can be found at the following link:  
<http://atuss.edu.rs/stranica/mobilnost-dokumenta>

### **Decision on Academic Recognition of the Mobility Period**

#### **Article 16.**

The Decision on Academic Recognition of the Mobility Period is an individual legal act issued by the competent academic ECTS coordinator of ATUSS, which determines the manner of recognizing passed exams, i.e., ECTS credits and grades obtained by the student during the mobility period.

The Decision on Academic Recognition of the Mobility Period is made in the procedure of academic recognition of the mobility period, i.e., by issuing this decision, the process of academic recognition of the mobility period is concluded.

The Decision on Academic Recognition of the Mobility Period is issued without delay after the student returns from mobility/exchange and after the submission of the necessary documentation in accordance with Article 12, Paragraph 2 of this Rulebook, and no later than the deadline stipulated in Article 12, Paragraph 4 of this Rulebook.

Mandatory elements of the Decision on Academic Recognition of the Mobility Period include:

- Information about the student, the host institution, and the home institution (ATUSS).
- A list of courses passed by the student at the host institution, with the acquired ECTS credits and grades.
- Courses from ATUSS will be replaced by courses passed at the host institution.
- Courses passed during the mobility/exchange cannot be replaced by courses from ATUSS but will be entered in the Diploma Supplement as elective activities/courses.
- The method of grade equivalence.
- Any remaining obligations that the student must fulfill to meet the requirements of the relevant semester, trimester, or academic year (in cases where the student did not acquire enough ECTS credits during the exchange).
- Other information deemed relevant by the competent academic ECTS coordinator of the department in the specific case.

A model of the Decision on Academic Recognition of the Mobility Period can be found at the following link: <http://atuss.edu.rs/stranica/mobilnost-dokumenta>.

## **Record Keeping and Data Preservation on Student Mobility**

### **Article 17.**

The academic ECTS coordinators of ATUSS and the relevant professional services of ATUSS, or the corresponding Department within ATUSS, are required to collect, process, and permanently preserve data on student mobility and the transfer of ECTS credits, to maintain records and issue public documents.

Passed courses and ECTS credits from Article 14, Paragraph 1, Points 1) and 2) of this Rulebook are entered in Section 4.3 of the Diploma Supplement ("Details of the Program and the Achievements Obtained"), in the case of mobility for learning purposes, or in another appropriate section, with the title translated into Serbian, ECTS credits in their original value, and grades converted into the national grading system. In Section 6.1 of the Diploma Supplement ("Additional Information on the Student") or another appropriate section of the Diploma Supplement, information on the student's mobility/exchange period will be entered, including the name of the host institution (relevant higher education institution abroad) and the period of mobility/exchange. The Diploma Supplement (in Section 6.1 "Additional Information on the Student" or another appropriate section of the Diploma Supplement) will indicate that the student passed a certain course during mobility/exchange at the host institution, stating the exact course title (in the original language), original grade, ECTS credits, and the grading system of the host institution, exactly as these details are listed in the Transcript of Records.

Courses and ECTS credits from Article 14, Paragraph 1, Points 3) and 4) of this Rulebook are not included in the total number of courses and ECTS credits earned during the studies, which is why these courses are only recorded in Section 6.1 of the Diploma Supplement ("Additional Information on the Student") or another appropriate section of the Diploma Supplement, with the mandatory note "courses not included in the study program for obtaining the diploma," indicating that these courses were passed during mobility/exchange at the host institution, including the name of the host institution, the course title in the original language, original grade, and ECTS credits, exactly as these details are listed in the Transcript of Records.

The ATUSS Coordinator for International Cooperation, in coordination with the academic ECTS coordinators of the departments, is required to compile and submit an annual report on student mobility to the Assistant to the President of ATUSS responsible for international cooperation, the President of ATUSS, and the Teaching and Professional Council of ATUSS, no later than the end of the calendar year for the previous academic year. The annual report on student mobility should include:

- Information on how relevant information on student mobility is published and made available.
- Data on exchange programs through which student mobility 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 at other host institutions.
- Data on the home institutions of foreign students who realized mobility at ATUSS, as well as data on the host institutions where ATUSS students realized mobility.
- Data on the periods of mobility.
- Data on the procedures conducted and the acts issued on the academic recognition of the mobility period.

## **OUTGOING STUDENT MOBILITY DOCUMENTS**

### **Article 18.**

The primary documents on which the outgoing mobility of ATUSS students is based are:

1. Learning Agreement for Studies;
2. Internship Agreement;
3. Transcript of Records;
4. Internship Completion Certificate;
5. Attendance Certificate with a list of courses at the host institution;
6. ECTS Grading Table;
7. ECTS Grading Scale;
8. Decision on the Academic Recognition of the Mobility Period;

The documents listed in Paragraph 1 of this Article are indicative and do not exclude the possibility of other and different mobility documents within a specific exchange or mobility program, depending on the project under which the mobility is realized.

## **Study Plan**

### **Article 19.**

The Study Plan is a document in which the student when applying for a mobility program, proposes appropriate courses they plan to attend and pass at the host institution during the mobility period, or proposes other academic activities they plan to undertake during the mobility period.

The Study Plan is not a mandatory mobility document but is prepared when required by a specific exchange program.

The Study Plan is indicative and intended to inform the host institution of the planned academic activities of the student applying for the exchange.

The Study Plan is prepared by the student, in mandatory consultation with the relevant instructors and the Academic ECTS Coordinator of the Department.

The Study Plan is signed by the student and the Academic ECTS Coordinator of the Department.

The Study Plan is prepared before the student submits the application documentation for a specific mobility program.

If the student is accepted into the exchange program at the host institution and selected in the announced ATUSS Mobility Call, a Learning Agreement will be created based on the Study Plan.

A template for the Study Plan can be found at the following link: <http://atuss.edu.rs/stranica/mobilnost-dokumenta>

## **Learning Agreement**

### **Article 20.**

The Learning Agreement is a document where the contractual parties (student, home institution, and host institution) specify the courses the student plans to attend and pass, as well as other academic activities (e.g., internships or research) the student intends to undertake during their study stay at the host institution.

The Learning Agreement is a mandatory mobility document for students at all study levels conducted at ATUSS.

The Learning Agreement must be aligned with the submitted and accepted Study Plan (if the Study Plan was required by the application documentation of the specific mobility program).

Exceptionally, to facilitate more efficient and higher quality student engagement before or during the mobility period, with the consent of the home institution and the host institution, necessary changes or additions to the Learning Agreement are permitted, as well as deviations from the Study Plan.

By signing the Learning Agreement, the home institution approves the student's mobility for a specific period, attendance, and passing of the selected courses, or attendance of other selected academic activities, and guarantees the recognition of ECTS credits and grades earned by the student during the mobility period, following the relevant curriculum of the home institution.

By signing the Learning Agreement, the host institution confirms that the agreed academic activities are part of the existing curriculum, accepts the student for mobility for a specific period, and accordingly, approves the student's attendance and passing of the selected courses, or the implementation of other selected academic activities.

The Learning Agreement is prepared in English and must include:

- Information about the student who will participate in the mobility program,
- Information about the home institution,
- Information about the host institution,
- Course unit code for the courses the student chooses to attend and pass at the host institution, if the host institution has course content numbering,
- Titles of courses or activities the student has chosen (Course unit title), in the language or as listed in the course catalogue,
- Number of ECTS credits each course or activity carries at the host institution,
- Course unit code for the courses that will be recognized at the home institution, if the home institution has course content numbering,

- Titles of courses or activities that will be recognized at the home institution, in the language or as listed in the home institution's course catalogue,
- Number of ECTS credits that will be recognized at the home institution based on the recognized courses or activities,

The Learning Agreement for outgoing students is signed by the ATUSS student, ATUSS International Relations Coordinator, and an authorized person or persons from the host institution, unless otherwise specified by the specific mobility program.

The contractual parties, as a rule, sign the Learning Agreement before the student begins their mobility, unless the host institution decides otherwise or if the specific mobility program specifies differently.

The learning agreement can only be amended subsequently with the consent of all signatories to the agreement, and all changes must be made in writing.

Amendments to the learning agreement are an integral part of the learning agreement, which is completed and signed only in cases where the student proposes changes later and consensus is reached among all contractual parties.

Amendments to the learning agreement include the following information:

- Course unit code for which the student has opted to attend and pass at the receiving institution if there is a numbering of program contents at the receiving institution,
- Course unit titles or activities chosen by the student, in the language or as listed in the course catalogue,
- Indication whether a course unit or activity from the previous point is being deleted or a new course unit or activity is being added,
- Number of ECTS credits associated with each course unit from the previous point.

Models of learning agreements are available at the following link: <http://atuss.edu.rs/stranica/mobilnost-dokumenta>

## **Internship Agreement**

### **Article 21.**

The Internship Agreement defines and specifies the scope, content, and quality of the student's internship, involving contractual parties (the student, home institution, and receiving institution).

The following are established by the Internship Agreement:

- Expected outcomes of the internship in terms of acquired knowledge, skills, and competencies,
- Detailed internship program,
- Student's tasks,
- Supervision and evaluation plan.

By signing the Internship Agreement, the home institution commits to defining the internship outcomes, assisting the student in selecting the receiving institution, selecting students based on clear and transparent criteria, academically recognizing the completed mobility period, and conducting personal and professional development evaluations with each student at the end of the mobility period.

By signing the Internship Agreement, the receiving institution agrees to facilitate the internship as specified in the agreement, draft a contract or another legal document relevant

to the student's internship following the applicable regulations of the receiving institution's country, assign a mentor to the student during the internship, and provide practical support where possible regarding insurance, accommodation, and integration into the new environment.

By signing the Internship Agreement, the student undertakes to conscientiously and complete the internship, adhere to the rules of the receiving institution, communicate with the home institution regarding any changes to the agreement, and submit a report on the completed internship.

Models of Internship Agreements are available at the following link: <http://atuss.edu.rs/stranica/mobilnost-dokumenta>

The provisions of Article 20 of this Rulebook concerning signing authority for the Learning Agreement also apply to the signing of the Internship Agreement.

## **Transcript of Records**

### **Article 22.**

The Transcript of Records is a certification of passed exams issued by the home institution in the form of a formal document.

In addition to student-related data, the Transcript of Records must include names of the subjects in which the student has passed exams, grades obtained, number of ECTS credits earned per subject, duration of the study program, and any other relevant information deemed necessary for mobility purposes.

The Transcript of Records issued for student mobility should also explain the assessment and grading system (national grading system).

For application to mobility programs, the home institution is obligated to issue a Transcript of Records to its student upon written request.

Upon completion of the mobility period, the receiving institution must issue a Transcript of Records to the incoming student as evidence of completed academic activities, preferably in English.

A model Transcript of Records for the international mobility of ATUSS students can be found at the following link: <http://atuss.edu.rs/stranica/mobilnost-dokumenta>

## **Confirmation of Completed Professional Practice**

### **Article 23.**

The Confirmation of Completed Professional Practice (Transcript of Work) is a document provided by the receiving institution that details the completed professional practice and the student's achieved results.

A model Confirmation of Completed Professional Practice for ATUSS student mobility can be found at the following link: <http://atuss.edu.rs/stranica/mobilnost-dokumenta>.

As proof of completed professional practice, the third part of the Learning Agreement must also be submitted - Mobility of students for professional practice (English part after mobility).



## **INCOMING STUDENT MOBILITY**

### **Article 24.**

A student from a foreign higher education institution, acting as the home institution (incoming student), may undertake a part of their study program at ATUSS as the host institution.

### **Information for Incoming Students**

#### **Article 25.**

To provide information to prospective incoming students, ATUSS as the host institution publishes on its website and departmental webpages within ATUSS comprehensive details about studying opportunities at ATUSS. This includes essential information about ATUSS as the host institution, types and levels of study programs offered within ATUSS departments, a list and content of study programs, course catalogue (including course names, descriptions, ECTS credits, study level, semester or trimester, language of instruction, learning outcomes, etc.), and other relevant information for incoming students.

Information specified in paragraph 1 of this article is published in both Serbian and English. The information outlined in paragraph 1 of this article is updated at least once during the academic year.

### **Competition**

#### **Article 26.**

ATUSS announces a competition for the application of incoming students for the implementation of mobility at ATUSS.

The competition from paragraph 1 of this article shall be announced no later than four months before the start of the semester or trimester in which student mobility, for which the competition is announced, will be implemented.

## **DOCUMENTS FOR INCOMING STUDENT MOBILITY**

### **Article 27.**

The essential documents on which incoming student mobility at ATUSS is based are:

1. Application form;
2. Transcript of records from the home institution study program;
3. Study plan;
4. Learning agreement for attending classes;
5. Internship agreement;
6. ECTS grading table;
7. ECTS grading scale.

The documents listed in paragraph 1 of this article are indicative and do not exclude the possibility of other and different mobility documents within specific exchange programs or student mobility, depending on the project within which the mobility is realized.

## **Decision on Application**

### **Article 28.**

An interested incoming student submits an application for mobility at ATUSS by submitting the Application Form, Transcript of Records from the home institution study program, and a proposed Learning Agreement/Internship Agreement. These documents must be authenticated with the signature of an authorized person from the home institution and the institution's seal (if the home institution uses a seal).

The decision on the application of the interested incoming student is made by the President of ATUSS or a person authorized by the President of ATUSS, upon the proposal of the Coordinator for International Cooperation of ATUSS.

If the application of the incoming student is accepted, the Coordinator for International Cooperation of ATUSS, as the receiving institution, signs the Learning Agreement with the incoming student, and upon request, may provide them with an Invitation Letter.

If the application of the interested incoming student is not accepted, the Coordinator for International Cooperation of ATUSS provides a written explanation of the non- acceptance to the student.

The model Application Form can be found at the following link:  
<http://atuss.edu.rs/stranica/mobilnost-dokumenta>

## **Status of Incoming Student during Mobility Period**

### **Article 29.**

The incoming student has all the rights and obligations of an ATUSS student, with the exception that during the mobility period, they are exempt from paying tuition fees, exam registration fees, and other study-related costs at ATUSS as the receiving institution.

The incoming student is required to arrange temporary residence in the Republic of Serbia with the competent authorities and must have regulated health insurance during the mobility period.

ATUSS provides logistical assistance to incoming students in obtaining necessary documents (visas, insurance, etc.) and assists with accommodation. Through the Student Parliament, ATUSS endeavours to facilitate contact between incoming students and current ATUSS students or students from the corresponding department within ATUSS.

ATUSS typically organizes a welcome week for incoming students at the beginning of the mobility period, during which the incoming student is introduced to all key aspects of studying at ATUSS and other essential information regarding the implementation of mobility.

ATUSS appoints a mentor for the incoming student from the ranks of its faculty members, who provide appropriate professional support and guidance for the successful implementation of the incoming student's mobility at ATUSS.

Upon completion of the mobility period at ATUSS, all necessary documentation required by the home institution of the incoming student will be issued to them.

## **Automatic Mutual Recognition of ECTS Credits**

### **Article 30.**

ATUSS will strive to create appropriate conditions for the establishment and inclusion in the system of automatic mutual recognition of ECTS credits among higher education institutions that participate in such recognition of ECTS credits.

## **IV EMPLOYEE MOBILITY**

### **Implementation of Mobility**

#### **Article 31.**

Employee mobility is realized through the stay of employees at ATUSS as the home institution at the host institution abroad and their return to work at the home institution after the mobility period, aiming to:

1. Conduct teaching activities;
2. Professional development;
3. Inter-institutional cooperation and collaboration on international projects.

Employees eligible to participate in mobility are teaching and non-teaching staff employed at ATUSS based on an employment contract.

### **Selection of Candidates for Mobility**

#### **Article 32.**

The method of application, conditions, documents required for application, the selection process for candidates, duration of the mobility period, rights and obligations of employees during mobility, and other issues related to employee mobility are defined by a competition aligned with the project/program of mobility/inter-institutional agreement.

The ranking of applicants is based on prescribed rules and conditions for the selection of students and employees for international mobility.

If the conditions and selection method are not specified by the project, program, or agreement in paragraph 1 of this article, the decision on selecting employees for mobility is made by the President of ATUSS.

ATUSS's International Cooperation Office and other relevant organizational units within ATUSS provide support to employees applying for or selected as candidates for mobility, to better prepare them for the implementation of mobility.

ATUSS will strive to involve employees who have previously participated in relevant mobility programs in preparing selected candidates for mobility, to inform and share relevant experiences with those candidates.

Detailed instructions on fulfilling obligations when sending and receiving teaching and non-teaching staff within international mobility, as well as rules and conditions for candidate selection, will be regulated by a specific act.

## **Obligations of Employees Participating in Mobility**

### **Article 33.**

Employees participating in mobility must, upon return to the home institution, submit a report on the completed mobility and other documents required by the project, program of mobility, or inter-institutional agreement.

Employees participating in mobility must have travel health insurance during the mobility period unless otherwise specified by the project, program, or agreement in paragraph 1 of this article.

Financial support for employee mobility is regulated by the project, program, or agreement in paragraph 1 of this article.

## **V DECISION-MAKING AND CONCLUSION OF MOBILITY CONTRACTS**

### **Article 34.**

A candidate for international mobility applies by applying to a competition.

Based on received applications, the Committee for Document Reception and Ranking of Candidates for International Mobility (hereinafter: the Committee), appointed by the President of the ATUSS Academy, compiles a ranking list.

The Committee typically consists of:

1. Assistant to the President of the ATUSS Academy for Cooperation with Industry and International Cooperation,
2. Coordinator for International Cooperation of ATUSS,
3. Assistant to the President of the ATUSS Academy for Teaching.

In case any of the appointed members of the Committee are unable to participate, the President of the ATUSS Academy may appoint a new member to the Committee.

Based on the completed ranking of applicants, the Committee makes a Decision, which is published on the ATUSS website and the websites of all departments within seven days from the conclusion of the Competition.

A candidate dissatisfied with the Decision of the Committee may appeal to the President of the ATUSS Academy within two days from the date of the Decision's publication.

The President of the ATUSS Academy or a designated person, through the ATUSS office responsible for international cooperation, decides on the candidate's appeal within 24 hours of the submission of the appeal, notifying the Committee members and the candidate.

After concluding procedures regarding any appeals from candidates, the final ranking list with the definitive order of candidates is published, which becomes the final ranking list.

Selected candidates are required to contact the Coordinator for International Cooperation within three days from the publication of the final ranking list to arrange the creation of the Model Contract for the allocation of non-refundable earmarked funds.

The Model Contract depends on the type of project under which the mobility is implemented. The candidate must obtain all other necessary documentation for the creation of the Model Contract.

An example of the Model Contract can be found at the following link:  
<http://atuss.edu.rs/stranica/mobilnost-dokumenta>

## **VI ACADEMIC, PROFESSIONAL, AND ADMINISTRATIVE SUPPORT FOR MOBILITY**

### **Article 35.**

The academic, professional, and administrative support for the mobility of students and employees of ATUSS is provided by the Coordinator for International Cooperation of ATUSS, academic ECTS coordinators of departments, and the International Cooperation Office of ATUSS.

In providing appropriate forms of support for student mobility, ATUSS students are also involved, particularly in enhancing the integration of incoming students into the academic community of ATUSS.

### **Coordinator for International Cooperation of ATUSS and Academic ECTS Coordinator of the Department**

### **Article 36.**

The Coordinator for International Cooperation of ATUSS is appointed by the Academic Council of ATUSS upon the proposal of the President of ATUSS. The Coordinator for International Cooperation of ATUSS is appointed for 3 (three) years.

The Coordinator for International Cooperation of ATUSS is authorized to:

1. Sign mobility documents in accordance with this Rulebook;
2. Sign inter-institutional cooperation agreements via the Erasmus+ platform without paper;
3. Perform other tasks via the Erasmus+ platform as it develops;
4. Manage user spaces for all received Erasmus+ mobility projects, respecting all contractual obligations on behalf of ATUSS;
5. Process incoming documentation for announced competitions, compile a proposal ranking list of applicants for outgoing mobility of students and staff, and submit it to the Ranking Commission;
6. After forming the final ranking list, draft a Decision on approved mobilities, and after its signing by the Ranking Commission, forward the decision with the ranking list for publication on the ATUSS website and all Department websites, and inform ECTS coordinators of the Departments within ATUSS and candidates about the results;
7. Based on the proposal of ECTS coordinators of the Departments, issue Decisions on the recognition of mobility;
8. Propose to the President of ATUSS the decision on the application of the interested incoming student;
9. Propose to the President of ATUSS the decision on the selection of candidates for staff mobility, if the conditions and methods of selecting candidates are not specified by the mobility project or program or inter-institutional agreement;
10. Perform other tasks prescribed by this Rulebook.

The Academic ECTS Coordinator of the Department is appointed by the Academic Council of ATUSS upon the proposal of the Head of the Department, for 3 (three) years. The Academic ECTS Coordinator of the Department is authorized to:

1. Together with the student, draft Contracts for student internships;
2. Determine the results achieved by the outgoing student at the receiving institution and propose the adoption of Decisions on the recognition of mobility;
3. Perform other tasks prescribed by this Rulebook.

### **Article 37.**

The mandate of the appointed Coordinator for International Cooperation of ATUSS and the Academic ECTS Coordinator of the Department may cease:

1. Upon the expiration of the 3 (three) year period for which they were appointed;
2. Before the expiration of the appointed period, in the following cases:
  - Upon personal request,
  - Upon meeting the conditions for termination of employment;
  - By dismissal by the President of ATUSS, or the Academic Council of ATUSS;
  - In the event of death.

## **International Cooperation Office of ATUSS**

### **Article 38.**

The International Cooperation Office of ATUSS performs professional-administrative tasks related to the realization of mobility, specifically the following tasks:

1. Coordinates ATUSS's participation in international mobility programs;
2. Announces competitions and provides other information to students and staff about mobility opportunities;
3. Advises and provides professional assistance to outgoing and incoming students;
4. Maintains a database of mobility participants, both outgoing and incoming;
5. Performs other tasks prescribed by this Rulebook.

The International Cooperation Office of ATUSS consists of:

1. The Coordinator for International Cooperation of ATUSS;
2. Academic ECTS Coordinators of the Departments within ATUSS;
3. One administrative member – the Business Secretary of the Academy;
4. One member for financial matters of international cooperation – the Head of Accounting and Financial Affairs of the Academy;
5. One member for legal matters of international cooperation – the Secretary of the Academy;
6. One member for IT support.

## **Digital Management of Mobility**

### **Article 39.**

ATUSS is obligated to undertake appropriate activities and measures to follow the initiatives recommended and introduced by the European Commission related to the application of digital management tools for procedures and processes concerning mobility.

## **VI TRANSITIONAL PROVISIONS**

### **Recommendations for Improving Student Mobility at ATUSS**

#### **Article 40.**

To enhance the process of internationalization in student mobility and to create a uniform administrative procedure, the following measures and activities are recommended: Make the rules on academic recognition of the mobility period available to students (via websites, notice boards, and other appropriate means).

- ❖ Appoint an International Cooperation Coordinator and Academic ECTS Coordinators for each department within ATUSS as soon as possible.
- ❖ Establish or improve web pages on the ATUSS website and the websites of its departments in English, providing information relevant to potential incoming students (about studies, study programs, contact persons, logistical information, etc.).
- ❖ Publish or update the course catalogue in Serbian and English on the ATUSS website (including codes, structure, purposes, objectives, and curricula of study programs, learning outcomes, and information about the competencies of graduates).
- ❖ After the implementation of mobility programs, publish the list of courses that have been replaced by similar courses from foreign higher education institutions on the ATUSS website and the websites of its departments, and regularly update this list. This will facilitate the work of the ATUSS Academic ECTS Coordinator and help students when choosing courses for the Learning Agreement and other mobility documents.
- ❖ For student mobility programs, issue a Transcript of Records following the grading scale system of the Republic of Serbia to both outgoing and incoming students.
- ❖ Ensure that at least one person employed at ATUSS is responsible for international cooperation and that, in the foreseeable future, an organizational unit dedicated to international cooperation at the ATUSS level is established or improved.
- ❖ A relevant source of information for the implementation of the European Credit Transfer and Accumulation System (ECTS) is the ECTS Users' Guide, which can be downloaded from the official website of the European Commission: ECTS Users' Guide.
- ❖ At the end of the academic year, issue a certificate to each lecturer who has actively participated in teaching foreign students (regular or mentoring) as proof of engagement. This certificate should also be issued to other staff members who actively participate in the implementation of mobility programs as proof of active involvement in the program and improvement of the student mobility system at ATUSS.

## VII FINAL PROVISIONS

### Article 41.

For student mobility realized in the form of internships, the provisions of this Rulebook that apply to mobility in the form of study stays shall be applied accordingly.

### Article 42.

This Rulebook comes into effect on the eighth day after its publication on the bulletin board and the website of the Academy of Technical and Art Applied Studies Belgrade.

PRESIDENT  
OF THE TEACHING-PROFESSIONAL  
COUNCIL OF ATUSS



Prof. Ana Savić, PhD

### Certificate of Publication

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Ana Savić