

On the basis of Article 41 of Law on higher education ("Sl.glasnik RS" No. 88/2017, 27/2018 and 73/2018), article 40 of Statute, Council of College of Fine and Applied Arts Vocational Studies at the meeting 1/6 on 13 June 2019. approved the following:

RULEBOOK ON INTERNATIONAL MOBILITY

I Basic regulations

The subject of rulebook

Article 1

Rulebook on international mobility (hereafter: rulebook) regulates the basic procedures connected to realization of international mobility of students and employees (hereafter: mobility) at College of Fine and Applied Arts Vocational Studies (hereafter: the College).

College of Fine and Applied Arts Vocational Studies supports and promotes the mobility of students and employees as an integral part of the process of internationalization of higher education, in accordance with positive legal rules and the accepted European standards.

Types and basis for realization of mobility

Article 2

At the College incoming and outgoing mobility of students and employees is realized on the basis of:

1. Participation of the College in international programmes and projects;
2. Bilateral or multilateral agreements signed between the College and foreign higher education institutions.

The principles of mobility

Article 3

Realization of mobility at the College is carried out in accordance with the following principles of mobility:

1. Developing of two way mobility;
2. Recognition of mobility period;

3. Equal treatment of mobility participants and prohibition of any kind of discrimination;
4. Availability of free services to mobility participants;
5. Other principles in accordance with European system of higher education that improve academic mobility.

Basic notions

Article 4

Mobility - Temporary stay of students and employees at higher education institution; students for studying and teaching and non-teaching staff for giving lessons i.e. professional development.

Home Institution (Sending Institution) - Higher education institution where the student is enrolled on, i.e. the employee is employed at.

Host Institution (Receiving Institution) - Higher education institution where mobility is realized.

Outgoing student - Student of the College in mobility programme at Host Institution abroad.

Incoming student – Student in mobility programme at the College as Host Institution.

Staff - teaching and non-teaching staff employed at the College participating in mobility programme.

Inter-Institutional Agreement - Contract between Home Institution and Host Institution for the realization of mobility.

Study Plan - Document which is used by a student when applying for exchange programme to propose subjects he/she is planning to take at receiving institution. If the student is accepted for exchange, Learning Agreement is signed on the basis of Study Plan. It is obligatory that Study plan is signed by the student and authorized person of Home Institution.

Learning Agreement - Contract that defines duties and academic activities for individual student that he/she will realize during mobility.

Student Application Form – Application document that comprises necessary information about incoming students.

Acceptance Letter – Document that is issued by the College to incoming student as the confirmation of accepting mobility.

Transcript of Records – Document in which the College gives detailed information about student’s results (marks, ECTS points).

Course Catalogue – The list of college subjects (code, content, number of ECTS credits, expected learning outcomes after successful completion of pre exam and examination duties).

ECTS Coordinator – Person who is authorized by the College for signing mobility documents and academic recognition of mobility period.

Mobility period - Period of time that a student spends at Host Institution.

Academic recognition of mobility - Acknowledgement procedure of passed exams, ECTS credits and marks that student realized in mobility period.

II MOBILITY OF STUDENTS

Article 5

Mobility of students implies studying during a particular period at Host Institution abroad enabling a student to realize a part of study programme at higher education institution abroad and that period to be acknowledged as if it was realized at Home Institution. As a rule mobility suits the field and level of the enrolled study programme. After mobility period has been completed a student returns to Home Institution and continues the enrolled study programme.

Mobility of students includes study stay within basic and master vocational studies. Mobility is predominately realized within institutional exchange programmes and on the basis of international agreements on the level of higher education institution.

Mobility is based on two way mobility which implies study stay of the College students at Host Institution abroad and at the same time study stay of foreign students at the College.

Outgoing mobility implies that a student of the College as Home Institution realizes a part of study programme at Host Institution abroad.

Incoming mobility implies that student of higher education institution abroad as Home Institution realizes a part of study programme at the College as Host Institution and returns after that to Home Institution to finish the enrolled study programme.

1. MOBILITY DOCUMENTS

Article 6

The following documents enable mobility, transferring and recognition of ECTS credits:

1. Study plan
2. Interinstitutional agreement
3. Learning agreement for students of basic and master studies
4. a Transcript of Records for outgoing students
b Transcript of Records for incoming students
5. a Mobility agreement – teaching
b Mobility agreement – training
6. Student Application Form

Documents from line 1 of this article are written in English and given on Forms No. 1-4 that are printed with this rulebook and are its integral part.

Documents stated in the previous line do not exclude the possibility of existence of different mobility documents within concrete exchange programme.

Study Plan

Article 7

Study Plan is a document which is used by a student when applying for exchange programme to propose subjects he/she is planning to take at receiving institution. Study Plan is not an obligatory document of mobility, but it is drawn up when it is required by a particular exchange programme. Study plan is orientational in character and serves to acquaint Host Institution about the planned activities of the student who is applying for exchange. Study plan is signed by the student and ECTS coordinator of his Home institution and it is drawn up before student delivers application documentation for a particular mobility programme. If the student is accepted for exchange programme, Learning Agreement is signed on the basis of Study Plan. Model of Study Plan is in attachment of this Rulebook (Appendix No. 1)

Learning Agreement

Article 8

In Learning Agreement contract parties (student, Home Institution and Host Institution) define subjects that student plans to take i.e. other activities that student plans to realize during his stay at Host Institution. Learning Agreement represents document of mobility for students of basic and master studies. Learning Agreement should be basically in compliance with delivered Study Plan (if Study Plan was foreseen by application documentation), but necessary changes are allowed. Home Institution gives permission to student to go on mobility and selected activities and guarantees recognition of ECTS points and marks

acquired on exchange by signing Learning Agreement. Host Institution also confirms by signing Learning Agreement that the agreed activities are part of a curriculum, expresses consent to accept student for exchange and approves attendance and realization of selected activities accordingly.

Learning Agreement is drawn up in English and it must state:

- Course unit code – if Host Institution has numeration of study programmes
- Title of subjects i.e. activities that student chose (Course unit title)
- Number of ECTS credits that each subject, i.e. activity carries in Host Institution, respecting the rule that total number of ECTS credits for one semester should be at least 20.

Learning Agreement for outgoing student is signed by student, authorised person of the College and ECTS coordinator.

As a rule contract parties sign Learning agreement before student goes on exchange, unless Host Institution decides otherwise. Learning agreement can be modified later only if agreed by all signers and all modifications must be in writing. Modifications of Learning Agreement are integral part of Learning Agreement that is written and signed only in case student proposes changes later and if all contract parties agree about them.

Model of Learning Agreement is in attachment of this Rulebook (Appendix No. 3).

Transcript of Records

Article 9

Transcript of Records is certificate about passed exams that is issued for outgoing students by Home Institution and for incoming students by Host Institution.

Transcript of Records contains: data about student, titles of passed exams, marks, number of ECTS credits for subjects, data about duration of study programme and other relevant information and especially explanation about mode of assessment (national system of assessment).

The College as Home Institution is obliged to issue to outgoing student, upon his request, Transcript of Records in Serbian and English, for application on programmes of international mobility.

The College as Host Institution is obliged to issue to incoming student, after mobility period, Transcript of Records in English as the proof of realized activities at the College.

Model of Transcript of Records is in attachment of this Rulebook (Appendix No. 4a).

1. OUTGOING MOBILITY

Conditions

Article 10

Every student of the College as Home Institution has the right to participate in outgoing mobility (hereafter: outgoing student) if he/she fulfills the following basic conditions:

1. Student is enrolled at least on the second year of basic studies (accomplished minimum 60 ECTS credits);
2. Student is enrolled on master studies;

More detailed conditions for application, criteria and selection method of candidates for mobility are specified by Interinstitutional agreement and competition that the College announces in accordance with terms of this agreement. Model of Interinstitutional agreement is in attachment of this Rulebook (Appendix No.2).

If the agreement from paragraph 2 of this article does not especially regulate the method of student selection, the College draws up rank order of applied candidates according to the following criteria:

1. The success of students (average of marks);
2. The importance of proposed mobility for total learning outcome of enrolled study programme;
3. Knowledge of foreign language;
4. The number of student's mobility up to now while priority is given to student who has not participated in mobility programmes yet;
5. In case all students fulfil conditions stated from 1 to 4 advantage is given to disabled student or student with poorer property status.

The final selection and decision about accepting student is made by Host Institution.

Duration of mobility period

Article 11

Mobility period can last from minimum three to maximum twelve months and the precise length of stay is determined by interinstitutional agreement.

Outgoing student can participate many times in mobility but the total mobility period cannot be longer than twelve months.

Student's status in mobility period

Article 12

Status of outgoing student at Home Institution remains unchanged in mobility period. During mobility period student does not interrupt the studies nor does his/her status become inactive at Home Institution as the student is expected to have realized his duties at Host Institution. Student who is financed from the Republic of Serbia budget does not lose his/her status during mobility period. Student who is in fee paying category, continues to regularly pay determined fee to his/her Home Institution.

Principles of academic mobility recognition

Article 13

Outgoing student has the right for his/her mobility period to be recognized by Home Institution. Recognition of mobility period is carried out in accordance with flexibility principle.

Outgoing student's accomplished results in mobility period are valued by Home Institution taking into consideration similarities in learning outcome rather than differences between the compared study programmes. Outgoing student's knowledge that is valued from a particular field does not have to be identical but similar to knowledge he/she would gain in a particular subject at Home Institution.

Recognition of subjects, ECTS credits and marks

Article 14

Home Institution, as a rule, fully recognizes subjects that outgoing students passed at Host Institution on the basis of Learning Agreement and Transcript of Records. If the passed subject is similar and has similar learning outcomes as subject at Home Institution student gets recognition of learning outcomes, acquired ECTS credits and accomplished mark.

If the passed subject partially overlaps with study programme of Home Institution in terms of learning outcomes, the subject is recognized as elective with recognized learning outcomes, acquired ECTS credits and accomplished mark.

If the content of passed subject is substantially different from learning outcomes of study programme of Home Institution, acquired ECTS credits are not counted into total number of ECTS credits foreseen by the scope of studies, but the subject is especially recorded in diploma supplement.

Article 15

Marks accomplished during mobility are recognized to student.

When assessment systems at Home Institution and Host Institution are different, their coordination is carried out, i.e. transferring them in marks of Home Institution according to

ECTS Users' Guide and according to comparative table given in model no. 4a and 4b of Rulebook (Transcript of Records).

Marks from subjects in Article 14 paragraph 2 and paragraph 3 of this Rulebook are included in average mark of student, and marks from subjects in paragraph 4 of the same Article are not counted in average mark.

Certificate on mobility recognition

Article 16

Upon return to Home Institution outgoing student is obliged to promptly deliver to ECTS coordinator: Learning agreement, Transcript of Records and documents about assessment system at Host Institution, for mobility recognition.

ECTS coordinator establishes the results that outgoing student achieved at Host Institution on the basis of documentation in paragraph 1 and issues certificate on mobility recognition that comprises data on recognized subjects, ECTS credits and marks.

Certificate on mobility period recognition is a separate legal document by which ECTS coordinator establishes the method of passed exams recognition, i.e. ECTS credits and marks that student accomplished during mobility period. The obligatory elements of Certificate from previous paragraph are:

- Data about student, Host Institution and Home Institution.
- Subjects that student passed at Host Institution (with acquired ECTS credits and accomplished marks)
- Subjects from Home Institution to be replaced by subjects that student passed at Host Institution
- Subjects that student passed on exchange that cannot be replaced but will be recorded as elective activities/subjects in Diploma supplement
- Method of mark equivalence
- The remaining duties that student must carry out so that he/she can fulfil duties foreseen by relevant semester, i.e. school year (in cases when student did not gain sufficient number of ECTS credits on exchange)
- Other data that ECTS coordinator considers important in the concrete case.

Certificate is issued no later than 10 days before the beginning of semester in which outgoing student continues his studies at Home Institution.

In case the certificate from previous paragraph is not issued in foreseen term, Home Institution is obliged to enable the student to continue his/her studies without record of these data and also to finish the procedure and issue certificate in the shortest possible time.

Record on student mobility

Article 17

Certificate from Article 16 paragraph 2 of this Rulebook is delivered to Student Service of the College so that data can be recorded in Registry of students and Diploma supplement.

Passed subjects from Article 14 paragraph 1 and 2 of this rulebook are registered in column 4.3 of Diploma Supplement (“Details of study programme and accomplished marks”) with title translated into Serbian, ECTS credits at original value and marks transferred into national system of assessment, and information about student’s stay on exchange stating name of Host Institution and period of stay is written in column 6.1. “Additional information on student” .

Passed subjects from Article 14 paragraph 3 of this rulebook are not counted into total sum accomplished during studies and therefore it is written only in column 6.1 of Diploma supplement “Additional information on student”, with note “passed subjects that are not foreseen by study programme for acquiring diploma” stating the name of Host Institution, subject name in original language, original marks and ECTS credits.

3.INCOMING STUDENT MOBILITY

Article 18

Student of higher education institution abroad as Home Institution (hereafter: incoming student) can realize a part of his/her study programme at the College as Host Institution.

Informing students

Article 19

For the purpose of providing information for interested incoming students the College as Host Institution announces on its web page information package about possibilities of studying that contains all basic information about Host Institution, types and levels of studies, list and content of study programmes, Course catalog (name of subjects, description, ECTS credits, level of studies, semester, language of instruction, learning outcome etc.) as well as other relevant information for incoming students.

Information package is announced in Serbian and English.

Competition

Article 20

The College announces competition for application of incoming students once a year during school year.

Decision about application

Article 21

Interested incoming student applies by delivering Application Form, Transcript of Records from study programme of Home Institution and proposition of Learning Agreement that must be verified by signature of authorized person of Home Institution and seal of Home Institution.

The application of incoming student is consired by office for international cooperation of the College. In case the application of ingoing student is accepted, Host Institution signs Learning Agreement with the incoming student, and also delivers Letter of Invitation upon his/her request.

In case the application of interested incoming student is not accepted, student is delivered a written explanation.

Student status during mobility

Article 22

Incoming student has all the rights and duties as regular student of the College and during mobility the student does not have to pay fee at Home Institution.

Incoming student is obliged to regulate his/her temporary stay in the Republic of Serbia with the authorities and to have health insurance during mobility.

The College assissts incoming student with providing necessary documents (visa, insurance etc.) and with accommodation.

III MOBILITY OF EMPLOYEES

Realization of mobility

Article 23

Mobility of employees is realized through stay of employees of the College as Home Institution at Host Institution abroad and return to work at Home Institution after expiration of mobility period with the following goals:

1. Giving instruction/teaching
2. Professional development
3. Interinstitutional cooperation and cooperation on international projects.

Teaching and non teaching staff employed at the College on the basis of Work Contract has the right to participate in mobility has.

Selection of mobility candidates

Article 24

The method of application, conditions, documents necessary for application, method of candidate selection, duration of mobility period, rights and duties of employees in mobility and other issues are regulated by Interinstitutional Agreement (Appendix No.2).

In case conditions and method of candidate selection are not regulated by Agreement from paragraph 1 of this Article, the selection is made by ECTS coordinator of the College, especially taking into consideration:

1. Quality of proposed work plan
2. Importance of proposed mobility for professional development of candidate
3. Strategic interest of the College
4. The number of realized mobilities of candidate up to now, and candidate with lesser number of realized mobilities will have priority.

Decision making

Article 25

Host Institution makes decision about accepting the candidate and issues certificate of acceptance with precise mobility period.

On the basis of certificate of acceptance, ECTS coordinator makes decision that approves mobility of employee.

Depending on the type of mobility, Mobility agreement is signed for giving instruction/teaching or Mobility agreement for training.

Models of Agreements for teaching and training are in attachment of this Rulebook (Appendix No. 5a and Appendix 5.b).

Duties of employees participating in mobility

Article 26

Employee participating in mobility after returning to Home Institution must deliver the report on realized mobility, as well as other documents foreseen by interinstitutional agreement.

Employees participating in mobility must have travel health insurance in period of mobility, unless Agreement from paragraph 1 of this Article states otherwise.

Financial support to mobility of employees is regulated by agreement from paragraph 1 of this Article.

IV ACADEMIC, PROFESSIONAL AND ADMINISTRATIVE SUPPORT TO MOBILITY

Article 27

Professional and administrative support to mobility of students and employees is carried out by Office for international cooperation of the College.

ECTS coordinator

Article 28

ECTS coordinator of the College is proposed by Teaching Board, and appointed by Principal's certificate.

Article 29

ECTS coordinator is authorized to:

1. Sign mobility documents,
2. Draw up rank order of applied candidates for outgoing mobility of students,
3. Establish results that outgoing student accomplished at Host Institution and issues certificate on recognition of mobility,
4. Decides about application of incoming student,
5. Makes selection of candidates for mobility of employees, if conditions and method of selection of candidates were not regulated by interinstitutional agreement.
6. Do other business activities foreseen by this rulebook.

Office for international cooperation

Article 30

Office for international cooperation of the College conducts the following administrative and professional business activities related to realization of mobility:

1. Coordinates participation of the College in international mobility programmes;
2. Announces competitions and provides other information to students and employees about possibilities for mobility;
3. Gives advice and provides professional assistance to outgoing and incoming students;
4. Keeps data base about scholarships;
5. Does other business activities foreseen by this rulebook.

V TRANSITIONAL AND FINAL PROVISIONS

Article 31

Appendices 1 – 5 are integral parts of this rulebook and they represent models of basic mobility documents.

Article 32

All words in this rulebook have the same gender meaning, whether or not they are used in masculine or feminine gender and refer equally to masculine and feminine gender.

Article 33

This rulebook comes into force on the eighth day after the day of announcement on notice board of the College. Appendices of this Rulebook are its integral part (from 1 to 6).

PRESIDENT OF THE COLLEGE COUNCIL

Prof.dr. Miodrag Krkobabic

Professor in art field

NOTICE ON COMING INTO LEGAL FORCE

Rulebook on students' mobility accepted on Council meeting 1/6 on 13 June 2019 and comes into force on 22 June 2019.

Acting Principal

Dragan Boskovic, MA, professor in art field