

Pursuant to Article 41 of the Law on Higher Education (Official Gazette of the Republic of Serbia 88/2017) and Articles 98 and 148 of the Statute of the College of Professional Studies for Pre-school Teachers in Pirot, N° 64-3/2018 adopted on February 26th, 2018, at the session held on March 19, 2018 the Teaching Council adopted the following

RULEBOOK ON PROCEDURES FOR REALISING STUDENT/STAFF MOBILITY

Article 1

Mobility is realised within the framework of the existing mobility programmes: ERASMUS+, ERASMUS MUNDUS, as well as within bilateral projects and agreements at the College level, defined by the Rulebook on Mobility and Recognition of Mobility Period, adopted on March 19, 2018.

Article 2

The procedure is conducted by authorised persons at the College (director, ECTS co-ordinator, international relations officer, etc), professional services (International Relations Office,), Commission for ECTS recognition, authorised persons at the Student Administration Office, students, mobility participants and various networks for mobility support.

INCOMING STUDENT/STAFF

Article 3

Prior to arrival

1. Home institution selects candidates whom they send to mobility and submits documentation in accordance with the exchange application for which the student/staff was registered at the receiving institution – the College.
2. Technical inspection of the sent documentation is performed by the College International Relations Office
3. The College services in charge of mobility conduct the procedure of issuing approval for the mobility of the incoming student/staff and deliver it to the College International Relations Office
4. The College International Relations Office notifies the home institution and the candidate that his/her application has been accepted. Consequently, the final versions of documents necessary for mobility are to be drafted and sent to the student/staff of the home institution.
5. Incoming student/staff is obliged to accept the grant for mobility in five days.

THE ARRIVAL

6. The College services in charge of mobility register student/staff arrival.

STUDENT/STAFF VISIT

7. The College International Relations Office communicates with the student/staff on every issue concerning his/her stay within the current mobility.
8. Student/staff is obliged to submit reports periodically regarding the activities in accordance with the mobility programme.
9. If student mobility period is to last longer than 2 months the incoming student is obliged to attend Serbian language lessons which shall be organised in the host/receiving institution. The cost of those lessons are regulated by the College general act, i.e. College price list.
10. The College shall enable mobility students/staff to attend Serbian language classes/linguistic support the duration of which is 80 hours on average. The cost of the course is 0.50 euro cent per hour which covers the costs of the teaching material. The aforementioned number of hours is the envisaged minimum for visiting staff/students whose mobility is to last longer than 2 months. Should the visiting staff/student attend at least 80% of the total number of envisaged hours the College is obliged to issue a certificate (Serbian language – level 1). One is not awarded ECTS credit points for this course.

STUDENT/STAFF DEPARTURE

11. The College International Relations Office (hereinafter: the Office) at least 15 days prior to the end of the mobility notifies the student about the documentation necessary to finalise the mobility.
12. The College International Relations Office sends the complete documentation on mobility to the home institution, and the necessary originals are given to the student/staff.
13. In case that the certificate on passed exams has not been issued to the student at the moment of departure, the Office shall issue this document later and send it to the student.
14. Original documents relating to mobility of the incoming student/staff are kept in the archive of the College.

OUTGOING STUDENT

Article 4

Application

1. Student/staff applies for the mobility contest published by the College and secures the necessary documentation according to the mobility conditions, delivers it to the International Relation Office which inspects it and performs technical evaluation.
2. The Office ranks and nominates candidates according to the contest criteria. The ECTS co-ordinator delivers the list of nominated candidates to the receiving institution.

Preparation of documents

3. Student/staff notifies the Office and relevant service that his/her mobility grant has been approved by the receiving institution and signs the declaration of accepting the grant and delivers it to the Office and the receiving institution.
4. The proposal of the Learning/Mobility Agreement, approved by the relevant College services and bodies, the Office sends to the receiving institution for approval.
5. The approved version of the Learning/Mobility Agreement the receiving institution delivers to the Office and the student/staff.
6. If the student upon arrival to the receiving institution establishes that some of the courses which are stated in the Learning Agreement is not available for some reason, he/she initiates the drafting and signing of a new Learning Agreement with the service of the College. Drafting of a new contract is performed according to the procedure described in items 4 and 5.
7. Within preparatory activities for the mobility period a student is entitled to attend language lessons (English and/or language in which the teaching process at the receiving institution is implemented). The details of such preparatory activities are to be regulated through the Learning Agreement.

Return to the home institution

7. Upon returning from the mobility the student/staff submits the documents on finalised mobility to the College Student Administration Service which delivers it to the Office which secures the Decision on the recognition of the mobility period. The signed decision on recognition is delivered to the Student Service and the student.

Article 5.

This Rulebook is effective immediately and it is to be published on the College bulletin Board and website.

Director

Dr Emilija Popović

GUIDELINES FOR APPLYING THE RULEBOOK ON PROCEDURES FOR REALISING STUDENT MOBILITY

LIST OF ABBREVIATIONS

ECTSC – the College mobility co-ordinator

IRO – the College International Relations Office

LA – Learning Agreement

ToR – Transcript of Records

IS – information system

ESN - Erasmus Student Network

Procedure for the incoming students

Prior to arrival

- 1.** A student applies for the mobility at the home institution which, according to the conditions of the mobility contest, obtains necessary documents from the student (confirmation of his/her nomination by the home institution, CV, language skills certificate, motivation letter, ToR, scanned copy of the passport, proposal of the LA). The IRO and ECTSC inspect the regularity of the sent documents. If they should find that the documentation is not complete or regular, it is returned to the home institution to be amended. Complete documentation is scanned and entered into IS.
- 2.** ECTSC or IRO, on the basis of the LA proposal, ascertains that the forthcoming mobility is to take place at the College, notifies the College director and seeks approval. The approval is signed by the legal representative (the director) of the College and sends it back to ECTSC and IRO.
- 3.** Preliminary LA – every professor confirms with his/her signature that the student in question, should he/she pass respective exams at the receiving institution, will have the exams recognised with the grade received at the receiving institution and the number of ECTS credit points which that particular exam carries at the home institution (study programmes). Likewise, the student should be introduced to the Article 19 of the Rulebook on Mobility and Mobility Recognition.
- 4.** The College IRO notifies by e-mail the home institution and the candidate that the application has been accepted. The candidate is obliged to send an e-mail to the IRO within 5 days and notify them about the acceptance of the mobility grant. The candidate who accepts the mobility grant is directed by the IRO to ECTSC to finalise the LA. The ECTSC provides the candidate with the information necessary for preparing the final LA. All information that the ECTSC sends to the candidate is also sent to the official mail of the IRO.
- 5.** The scanned version of the final LA, signed by the candidate and legal representatives of the home institution, as well as the scanned copy of the travel insurance policy for the entire period of mobility, the candidate sends to the ECTSC who uploads it to the IS visible by the entire IRO. The final version of the LA, as well as the Acceptance letter are sent to the home institution and the candidate and they are uploaded to the IS (student's e-file).

- 6.** The College ECTSC prepares information which could be of practical use to the student and takes charge of a direct communication with the student
- 7.** The ECTSC notifies the local network of student volunteers of the forthcoming mobility. The network of student volunteers in co-ordination with the ECTSC continues to communicate with the mobility student. The information regarding the responsibility for the incoming student the ECTSC forwards to the IRO (uploads to the IS visible to IRO).
- 8.** Prior to arrival, the incoming student is obliged to notify the ECTSC of the precise date and hour of his/her arrival and which type of accommodation has been booked.

The Arrival

- 9.** The student notifies the IRO of his/her arrival on the first working day upon the arrival, between 8 am and 15 pm.
- 10.** The IRO makes a record of his/her arrival by filling in a certificate of arrival and notifies the home institution (sends an e-mail). The aforementioned certificate of arrival is scanned and uploaded to the IS.
- 11.** The ECTSC introduces the student to the College at which he/she shall spend his/her mobility period.

Mobility period (study visit)

- 12.** The ECTSC helps the student make contacts with professors/assistants implementing the respective courses stated in the LA. He makes sure that possible changes to the LA student introduces in agreement with the home institution, i.e. to deliver new, modified LA.
- 13.** The ECTSC co-operates with the Student Administration Service and helps student in the process of enrolment for a particular study programme in accordance with the College regulations on mobility, informs the student on administration procedures (how to apply for exams, application deadlines, exam periods, etc).
- 14.** The student is obliged to submit periodic reports on activities, in accordance with the LA. The ECTSC keeps record of the student's study visit. The student, mobility participant, shares equal rights and responsibilities with other College students. It is recommended to open a registry book for mobility students which is to be kept at the Student Administration Service and monitored by the ECTSC, as well as that the student is issued a student transcript booklet and that all procedures are respected, as in the case of other College students (the possibility of issuing a confirmation of a budgeted status for the purposes of enjoying the benefits of other College students).

The Departure

- 15.** The ECTSC bears in mind the date when the student is to leave the receiving institution and within 15 days prior to departure he reminds the student of procedures and obligations by sending a written reminder comprising the list of all obligations the student needs to comply with in order to receive the necessary documentation. Simultaneously, the ECTSC notifies the IRO for the purpose of preparing the confirmation of leave. The IRO secures the signature of the College director and sends the scanned confirmation of leave and other documents by mail to the home institution. The original of the confirmation of leave is given to the student. The scanned confirmation is uploaded to the student's e-file.
- 16.** The ECTSC prepares the request for issuing the Transcript or Records for the student. The LA is issued to the student by the Student Administration Service, in English. It is signed by the Student Administration Officer and it is authenticated by a proper seal. In case they need assistance, the Student Administration Service contacts the ECTSC.
- 17.** With respect to exams the results of which are to be published after the date of student's departure, the ECTSC notifies the student that he/she will receive the LA later, within five weeks at the latest. After the ECTSC had made a request for issuing the LA to the Student Administration Service, he makes sure that the said document is prepared within the deadline.
- 18.** In both cases, the signed and sealed Transcript of Records is scanned, sent to the home institution, uploaded to the IS, and the original is sent by physical mail to the address stated by the student.
- 19.** The ECTSC helps student prepare all necessary documents envisaged by the concrete mobility programme (final report, study visit report, etc.).
- 20.** All documents issued at the College (Transcript of Records, final report) are signed by the College director. The scanned copies are uploaded to the IS and to student's file.
- 21.** Original documents regarding the mobility of the incoming student are kept in the College archive, while scanned copies are uploaded to the IS and they are available to the College services (Student Administration Service, IRO).
- 22.** Signed documents are handed to the student by the IRO, as well as the final document – confirmation of departure. The scanned copy of the confirmation is uploaded to the IS.

Procedure for outgoing students

Application

1. Applying for the competition – in the process of preparing the application students are assisted by the ECTSC and IRO by informing them on terms and conditions, necessary documents and the manner of submitting application. If necessary, students are advised how to prepare the necessary documents.
2. The student provides a list of courses (with syllabi) which he/she can attend at the receiving institution, as well as the manner of grading and he/she sends it to the ECTSC. The ECTSC, in co-ordination with the ECTS committee, consults relevant professors on the possibilities of recognition of the exams from the delivered list. Every consulted professor confirms with his/her signature on the list that, upon returning from the mobility, if the student passes respective courses, he/she shall have the courses recognised as corresponding courses at the home institution, the amount of ECTS credit points shall also be recognised, as well as the comparative system of the transfer of grades obtained during the mobility. The LA proposal should contain at least 30 ECTS. If the student chooses to attend courses which are not taught at the home institution, such courses can be a part of the LA, and if the student passes exams in those courses, they shall be recorded in the Diploma Supplement.
3. Prior to signing the approval every professor needs to be introduced to Article 17-19 of the Rulebook on Mobility and Mobility Recognition. The LA proposal signed by the ECTS is delivered to the student.
4. The IRO makes a record of the application, inspects the submitted documents and performs technical evaluation.
5. The Committee comprising the ECTSC and International Relations Officers ranks and nominates candidates according to the competition criteria. The ECTSC delivers the list of nominated candidates to the home institution.

Preparation of documents

6. The student confirms that he/she accepts the mobility grant (signs the declaration of acceptance). He/she is obliged to notify the College IRO within 5 days from receiving the information of approval from the receiving institution.
7. The LA proposal signed by the ECTSC and student needs to be signed and sealed by the College director. The IRO scans the LA and sends it to the receiving institution and uploads it to the IS, and the original is given to the student. The student is obliged to deliver this LA to the IRO of the receiving institution which secures its signing and then they send the scanned copy to the home IRO which uploads it to the IS.

8. If the student, upon arriving to the receiving institution, establishes that some of the courses stated in the LA are for some reason unavailable, the student fills in new LA in which that course is substituted with some other from the approved list and he/she sends it to the ECTSC of the home institution. The ECTSC drafts a new LA according to the procedure referred to in item 2.
9. If the student wishes to attend some other course which is not listed in the LA, he/she is obliged to contact the ECTSC and ask for a new LA, according to the procedure referred to in item 2.

Return to the home institution

10. Upon returning from the mobility, the student delivers documents on completed mobility (report, confirmation of departure from the home institution, Transcript of Records, request for exam recognition according to the LA) to the Student Administration Service which forwards them to the ECTSC.
11. The ECTSC performs technical evaluation of the submitted documents and delivers them to the Committee for ECTS recognition which secures the Decision on the recognition of the Mobility Period.
12. The signed decision is delivered to the Student Administration Service, the ECTSC and the student. The ECTSC scans the Confirmation of the Completed Mobility Period issued by the receiving institution and delivers it to the IRO (uploads it to the IS).