

No: 01-220

Date: 21.3.2019

Pursuant to the Article 31 of the Law on Higher Education (Official Gazette of the Republic of Serbia No. 76/2005, 100/2007 - authentic interpretation, 97/2008 and 44/2010) and Article 56 of the Statute of the College of Tourism in Belgrade, the Teaching Council at a session held on February 18th 2019 adopted the amended

REGULATIONS ON INTERNATIONAL MOBILITY AND ACADEMIC RECOGNITION OF MOBILITY

Basic Provisions Article 1

Regulations on international mobility of students, teaching, non-teaching staff and academic recognition of the mobility (hereinafter: the Regulations) regulate the basic principles of procedures related to the process of international mobility of students and staff of the College of Tourism in Belgrade (further the College).

The College supports and promotes the mobility of students as well as teaching and non-teaching staff as an integral part of the internationalisation process of higher education, in accordance with the legal regulations and widely accepted European standards.

The College aims at two-way mobility of students which implies stay or training of the College students at the recipient institution abroad, and at the same time stay/training of incoming students at the College, as well as the mobility of employees between the College and a partner institution abroad.

The rules that the Regulations provide for international student mobility can be applied analogously to student mobility within the Republic of Serbia.

Basic Terms Article 2

Student Mobility - study stay and training students attain at universities or institutions abroad.

Sending/Home Institution – an institution of higher education that sends a student or staff on exchange programs.

Receiving/Host Institution – an institution of higher education in which the student or employee is engaged in mobility.

Inter-institutional Agreement – contract between the home and the host institution in order to achieve mobility.

Outgoing Student – a student of the College who participates in international mobility (studies or training) at an institution of higher education or institution abroad.

Incoming Student – a student of an institution of the higher education from abroad who participates in the mobility (studies or training) at the College.

Period of Mobility - a period of time DURING which a student is in exchange, i.e. training abroad.

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

Study Plan - a document by which students, when applying for an exchange program, are proposing items that they plan to borrow, or suggest other academic activities (research, etc.) they plan to carry out at the receiving institution. If a student is admitted to the exchange, a Learning Agreement is drawn up based on the Study Plan. The Study Plan of stay must be signed by the student and the authorized person of the home institution.

Student Application Form - application document containing the necessary information on incoming students.

Letter of Acceptance - a document issued by the College to the incoming student as a confirmation of the acceptance of mobility.

Learning Agreement - the contract stipulating for the student of undergraduate, specialized or master studies the obligations and academic activities that will be take place at the host institution. The Learning Agreement concluded between three parties: the home institution, the receiving institution and the student participating in mobility.

Training Agreement and Quality Commitment - a particular agreement made for a student in the program of training at a foreign institution.

Transcript of Records - the document by which the institution of higher education provides detailed data on the achieved academic results (grades, ECTS points) of the student.

Transcript of Work - the document by which the institution provides detailed data on the performed training and achieved student results.

Academic Recognition of Mobility - the procedure for deciding on the recognition of passed exams, ECTS points and the students' grade during the exchange.

Harmonized Grade - The assessment for which, in the academic recognition of mobility, will determine that it is equivalent to the grade received by the student at the receiving institution.

ECTS Grading Table - recommendations of the European Commission for the interpretation and understanding of the results achieved by a student on the exchange and their conversion into ECTS points and grades in the home institution.

ECTS Grading Scale - recommendations of the European Commission for interpreting and understanding the results achieved by the student on the exchange and conversion of ECTS points and grades in the home institution. The ECTS Scaling Scale is a transitional solution that will be used until the transition to the use of the ECTS Rating Table.

Course Catalogue - overview of the College's courses (code/number, content, number of ECTS points, expected learning outcome after successfully mastering preliminary examination and examinations).

Forms and Basis for Mobility

Article 3

The College is strategically determined to develop international cooperation through mobility as an integral part of internationalization of higher education, in accordance with internationally adopted documents, national documents relevant to this field and general acts of the College

The College achieves incoming and outgoing mobility of students and employees based on :

- participation of the College in international programs and projects
- bilateral or multilateral agreements concluded between the College with higher education

institutions from abroad.

Principles of Mobility

Article 4

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

- developing two-way mobility;
- recognition of the period of mobility;
- equal treatment of mobility participants with the prohibition of discrimination on any ground
- availability of free services to mobility participants
- other principles in line with the European higher education system that promotes academic mobility.

Student Mobility

Outgoing Mobility

Article 5

Student mobility as defined in Regulations implies studying, carrying out scientific research work, or training during a certain period of time at the receiving institution abroad, after which the student will return to the home institution and continue the originally enrolled study program.

Student mobility includes study stay, or training within the framework of the undergraduate, master, and specialized studies.

Student mobility will primarily be carried out within the framework of institutional exchange programs and on the basis of international agreements at the College level.

Student can also achieve mobility beyond institutional mobility from the previous paragraph (e.g. interstate agreements, available exchange programs and study opportunities at universities abroad, and also on the basis of their own choices).

Mobility Period

Article 6

The provisions of Regulations will primarily apply to student mobility that cannot be shorter than one or longer than two semesters.

The College student can participate in the mobility programs during the studies several times, but the total duration of mobility period at the same level of studies cannot be longer than half of the total duration of the study program to which the student is enrolled.

Mobility Documents

Article 7

The basic documentation student mobility is based on will be:

1. Study Plan,
2. Learning Agreement,
3. Study and Research Agreement,
4. Training/Research/Lectures Plan,
5. Training Agreement and Quality Commitment
6. Transcript of Records,
7. Transcript of Work,
8. Academic Recognition of Mobility.

Documents 2 and 6 of this Article are drawn up in English and are provided in forms printed with the Regulations and form an integral part thereof.

The documents referred to in the preceding paragraph do not exclude the possibility of other mobility documents within a specific exchange program.

Study Plan Article 8

Study Plan is a document in which a student proposes courses that he/she intends to take at the receiving institution (or other academic activities that he/she intends to take up during the mobility period) when applying for an exchange program.

Study Plan is not a compulsory document of mobility, but is compiled in cases where it requires a particular exchange program.

Study Plan is of the orientation character and is intended to inform the receiving institution with the planned academic activities of the student applying for the exchange.

Study Plan is signed both by the student and the assistant director for the teaching of his home institution and it is made before the student submits the tender documentation for a particular mobility program.

The model of Study Plan is attached to the Regulations (Annex No. 1).

If a student is accepted for an exchange program, Learning Agreement will be drawn up based on Study Plan.

Learning Agreement Article 9

Learning Agreement - the contracting parties (the student, the home and the receiving parties) specify courses that a student plans to take up, or other academic activities (e.g. research) a student plans to carry out during his/her study stay in the receiving institution.

Learning Agreement is a mobility document for students of undergraduate, master and specialized studies.

Learning Agreement should basically be in accordance with the submitted Study Plan (if the study plan was foreseen in the application documentation), but the necessary changes are permitted.

By signing the Learning Agreement, the home institution approves the student's departure to mobility and attendance of selected academic activities, and guarantees the recognition of ECTS points and assessments acquired for exchange.

By signing the Learning Agreement, the receiving institution confirms that the contracted academic activities are part of the existing curriculum, expresses the consent to the student's acceptance to exchange and, accordingly, approves the attendance and completion of selected academic activities.

Learning Agreement is compiled in English language and it is mandatory to state:

- Course unit code - if the host institution has a number of program contents;
- the title of the course or activity for which the student has defined the course unit title;
- the number of ECTS points each course, or activity, carries in the number of ECTS credits;
- the obligation of the receiving institution to issue a transcript of the assessment or a certificate of completed training, in accordance with Articles 14 and 15 of the Regulations, to the student who completes student mobility, obligations of the receiving institution in terms of accommodation, student nutrition and the provision of the use of public transport during the mobility period;

If student mobility is carried out within institutional exchange programs i.e. on the basis of the previously signed international agreement, Learning Agreement Points 5 and 6 referred to in the preceding paragraph of this Article shall be regulated in accordance with that program, or provisions of the international agreement.

The Learning Agreement of outgoing students is signed by the student, academic coordinator and authorized person at the receiving institution.

The Learning Agreement of incoming students is signed by the student, the authorized person at the home institution, the College Director, where the student mobility is carried out.

The contracting parties, as a rule, sign the Learning Agreement before the student goes on an exchange, unless the receiving party decides otherwise.

The Learning Agreement can be subsequently changed only with the consent of all signatories, and all changes must be made in writing.

Modifications to the Learning Agreement are an integral part of the Learning Agreement that are completed and signed only if the student subsequently submits changes and if the agreement is reached by all the contracting parties.

Models of the Learning Agreement and the Modifications of the Agreement are attached to the Regulations (Attachment No. 2).

Training Agreement and Quality Commitment Article 10

The Training Agreement and Quality Commitment is a document that specifies the content and quality of the student's training at the home institution and the receiving institution.

This document determines the outcome of training in terms of acquired knowledge, skills and competences, a detailed program of training, student tasks of work, a monitoring and evaluation plan.

By signing the Training Agreement and Quality Commitment, the home institution is obliged to define the outcomes of training, assist the student in the selection of the receiving institution, select students on the basis of clear and transparent criteria, provide logistical support to students in terms of travel, accommodation, visas and insurance, perform academic recognition of student mobility and to make evaluation of the personal and professional development of each student achieved during the mobility period.

By signing the Training Agreement and Quality Commitment, the receiving party undertakes to enable the finalization of the training as determined in the Agreement, make a contract or other legal act relevant to the training of students in line with the legal regulations of the country concerned, provide the student with mentorship during training as well as practical support in terms of insurance and integration into a new environment.

By signing the Training Agreement and Quality Commitment, the student is obliged to successfully go through the training, respect the rules of the receiving institution and communicate with the home institution as to the amendments to the Agreement and submit a report on the completed training.

The model of Training Agreement and Quality Commitment is attached to the Regulations (Annex 3).

The provisions of Article 7 of the Regulations referring to the authorization to sign the Learning Agreement shall also apply to the signing of Training Agreement and Quality Commitment.

Conditions of Outgoing Mobility Article 11

The right to participate in outgoing mobility has every student of the College, as a host institution, if

the following basic requirements are met:

- Enrolled at least in the second year of undergraduate studies (earned at least 60 ECTS points);
- enrolled in master or specialist studies;

More detailed conditions for applications, criteria and method of selection of candidates for mobility are prescribed by an inter-institutional agreement and call of applications announced by the College in accordance with the provisions of that agreement.

If by the Agreement referred to in paragraph 2 of this Article does not specifically regulate the method of selecting students, the College shall make a ranking list of registered candidates according to the following criteria:

- academic achievement of the student (average grade);
- The importance of the proposed mobility for the overall learning outcome of the enrolled study program;
- foreign language fluency;
- the number of student mobility programs completed so far, giving priority to a student who has not previously taken part in mobility programs.
- The final choice and decision to accept a student is made by the host institution.
- Status of the student during the mobility period and the rights of the outgoing students

Article 12

While on the exchange/training at the receiving institution, the student retains the status of a student at the College of Tourism.

During the mobility period, the student does not interrupt studies nor does he/she remain in the home institution, as it is assumed that the student has completed his academic obligations at the receiving institution (unless this issue is otherwise regulated by the College Statute, which the student should be timely informed on).

For students who opt for a period of mobility shorter than one semester, the principle from the previous paragraph applies, in proportion to the time period for exchange.

A student funded from the budget of the Republic of Serbia does not lose this status during the period of mobility. A student who belongs to the category of self-financing students, during the mobility period, continues to pay a fixed tuition fee to his home institution.

At the student's written request, the host institution grants him/her a dormant status in accordance with the general legal act of the host institution.

Transcript of Records

Article 13

Transcript of Records is a written proof of passed exams issued by the receiving institution in the form of a formal document.

Apart from data related to the student, Transcript of Records must contain information on the names of the passed exams, the obtained grades and the number of ECTS points earned, as well as the courses, the duration of the study program, as well as other additional information if considered relevant. Transcript of Records should also include an explanation on the way of assessment and grading (national grading system).

Upon completion of the mobility period, the College is obliged to issue Transcript of Records to incoming students in order to demonstrate the accomplished academic activities in English. In order to apply for mobility programs, the College is obliged to issue Transcript of Records upon request to its students.

The Model of Transcript of Records recommended as the College form is contained in Annex no. 4.

Transcript of Work Article 14

Transcript of Work is a document by which the receiving institution provides information on the performed training and achieved results of the student.

The model of the certificate on the performed training is attached in the Annex to the Regulations (Annex 5).

Academic Recognition of Mobility Article 15

Academic Recognition of Mobility is an individual legal act by which the Director of the College at which the student is enrolled determines the method of recognition of passed exams, ECTS points and the student's assessment during the mobility.

Obligatory elements of the decision from the previous paragraph are:

- information on the student, the host institution and the home institution
- the courses that the student has opted for at the receiving institution (with the ECTS points awarded and the assessments received),
- home institution courses that will be replaced with the courses that the student has stated at the receiving institution
- the courses that the student has stated at the exchange, which cannot be replaced, but as an elective activity/course added to the Diploma Supplement
- the method of equivalence of grades
- the remaining obligations that a student must fulfill in order to complete obligations envisaged by the relevant semester or academic year (in cases where the student has not earned enough ECTS points for exchange),
- other data considered relevant in the specific case.

Academic Recognition of Mobility Article 16

A student of the College on the exchange on the basis of the signed Learning Agreement has the right to have the results achieved at the receiving institution recognized at the host institution after the return from the exchange.

Academic recognition of mobility is a procedure that determines the results achieved by the student on exchange by making a decision on how to recognize passed exams (ECTS points and grades) which is decided by the end of the procedure by Academic Recognition of Mobility

The student is obliged to submit all relevant documents of the achieved mobility in a timely manner to the Head of the Undergraduate Program (written request, learning agreement/training agreement and quality commitment, copy of grades, evidence on completed training, document on the system of grading at the institution) to the recipient (if this information is not an integral part of the Transcript of Records), as well as copies of these documents.

The Head of the Undergraduate Program is obliged to determine the results of the student's achievement at the student exchange and to establish a proposal for the Director of the College for the adoption of the Academic Recognition of Mobility. When determining the results achieved by the student on the exchange, the Head of the Undergraduate Program may consult teachers from the relevant academic fields.

The College Director is obliged to issue the Decision on Academic Recognition of Mobility within 7 days prior to the beginning of the semester in which the student continues the program at the home institution.

The Academic Recognition of Mobility is delivered to students and student services to regulate all the necessary administrative details regarding the mobility achieved.

If the administrative procedure referred to in the preceding paragraph has not been completed within the deadline referred to in paragraph 5 of this Article, the home institution shall be obliged to enable the student to proceed with the studies without registering the mentioned data, and complete the said procedure as soon as possible.

Principles of Academic Recognition of Mobility

Article 17

Recognition of records (ECTS score and grade) acquired during the mobility period is based on the principles of transparency, flexibility and equity.

The principle of transparency implies that the rules on academic recognition of mobility are publicly available (on the website and College bulletin board, etc.).

The principle of flexibility implies a realistic approach to the recognition of academic results achieved on the exchange. A complete content match between the study programs of the home and the receiving institution where the student completed the exchange program is impossible. Thus, the basic method of Academic Recognition of Mobility is focusing on similarities and learning outcomes, and not on the differences between the study programs. The emphasis is on the knowledge that the student acquires on the exchange program from a certain field, which does not have to be identical, but related to the knowledge that he would acquire from a particular course of study in the home institution.

The basic principle that should be guided in the process of Academic Recognition of Mobility is the principle of equity, as a generally accepted legal principle.

Article 18

The essence of mobility is to enable the student to pursue academic activities in the receiving institution and to calculate the period of mobility as if he had achieved it at the home institution. A student who did not pass all the exams stipulated by the Learning Agreement at the receiving institution or did not obtain the necessary 30 ECTS points per semester, and attended the appropriate classes, has the right to take the exam of the semester during which he was on the exchange program, without completing preliminary exam obligations.

Comparison and Assessment of the Similarities of Study Programs

Article 19

Comparison and assessment of the similarity of the courses of the home and the receiving institution is made by the Head of the Study Program at the home institution. In recognizing the results achieved by the student on the exchange program, the Head of the Study Program may consult the appropriate departments, or teachers from the relevant academic fields.

It is recommended to fully recognize the courses the student has opted for at the receiving institution if they are interchangeable with the courses the student can take at the home institution. The substitution refers to the relation between academic fields and acquired knowledge as the outcome of mastered material (outcome of the learning process).

Full recognition from the previous paragraph under the Academic Recognition of Mobility implies that after returning from mobility, the student has no additional academic obligations (such as writing a seminary paper, taking a preliminary test/ part of the exam, etc.) from a course which was replaced according to the Academic Recognition of Mobility at the receiving institution.

Transfer and Recognition of ECTS Points and Grading

Article 20

The basic criterion for transfer and recognition of ECTS points and grading obtained during the mobility period is the outcome of the learning process, and in accordance with the following recommendations:

1. Recognition of a course that the student has attended and passed at the receiving institution, and which is related, i.e. similar to the course of the home institution, is completed in such a way that it will be interpreted that the student has placed the course stipulated in the study program of the home institution. The title of the course is recognized to the student, the ECTS points and the number of classes that the related course has at the institution of origin, regardless of whether the course the student has placed on the exchange was more or less ECTS points
2. The option of "replacing" the course of the home institution also applies to compulsory and elective courses. In the diploma supplement, in section 6.1 (Additional student information), the fact that a particular course has been placed in exchange at a relevant higher education institution abroad is indicated and the exact course title (in the original language), the original score, ECTS points and the rating system of the receiving party, exactly as these data are listed in the Transcript of Records.
3. If the content of the attended and passed exchange course in relation to the outcome of the learning process significantly deviates from the related course at the home institution, or if the course that the student has stated on the exchange program does not exist at all at the home institution, then the data on the passed course and the achieved results at the institution – should be written in the Diploma Supplement, in the mother tongue and in original form (the column "Following courses/activities not envisaged by the study program for obtaining a diploma"). In Section 6.1 of the Diploma Supplement ("Additional student information"), the fact that the course is passed during the exchange, the name of the party of the institution of the higher education and the rating system, is exactly the way these data are listed in the Transcript of Records.
4. The student's grades achieved at the receiving institution are recognized. If the grading systems at the receiving and home institution are not identical, the grades are converted into those of the home institution, in accordance with the ECTS Grading Table, ECTS Grading Scale), pursuant to Article 22 of the Regulations.
5. Grade Harmonization with the courses the student has passed during the exchange, but recognized as if they had been passed at the home institution make up the average grade at the home institution. The student's grades for courses that are not "replaced" by related courses of the home institution, but are in their original form indicated in accordance with paragraph 1, item 3 of this Article, are not counted in the average grade.
6. The ECTS points and grades referred to in paragraph 1, points 1 and 2 of this Article shall be treated as any other course that the student has passed at the institution of origin (ECTS points are counted in ECTS points earned under the study program).
7. ECTS points of the courses referred to in paragraph 1, item 3 of this Article shall not be included in the number of ECTS points in the study program, but in the total number of ECTS points obtained.
8. Instead of replacing a course as described in points 1-7 of this paragraph, the academic recognition of mobility for a student who has exchanged at least 30 ECTSs per semester may be done by the method of replacing a semester for a semester. By this method, the student is recognized ECTS points received for exchange and exams he has passed on the exchange, in their home (original) form and title, without replacing courses with a similar course of the home institution and without converting them into the appropriate grade of the home institution. The ECTS points earned by students on the exchange are counted in the number of ECTS points within the study program. The student's exchange rates are not taken into account when calculating the average grade achieved DURING the studies. The

titles of the courses the student has passed during the exchange, the ECTS points and the grades that a student has received during the exchange program are written in the student's booklet and the Diploma Supplement in their home (original) form. By applying the method of replacing a semester for a semester, it is assumed that the student has fulfilled all the obligations envisaged at the home institution for the period he spent on exchange and the student, upon return from exchange, will not have any additional academic obligations at the home institution related to the period of mobility

9. The method described in paragraph 8 may also be applied in the case when a student has passed elective courses during the exchange.

Interpretation and Conversion of Grades Achieved at the Receiving Institution during the Mobility of Students

Article 21

A grade accomplished during the exchange program is recognized from the course that can be replaced by a course at a home institution in such a way that, if the systems of grading at the receiving and the home institution are not the same, the grade that the student received during the exchange is converted into a grade that would be achieved at a home institution (the so-called "harmonized assessment")

Grade harmonization is done in accordance with the ECTS Guidance issued by the European Commission (ECTS User's Guide), whose guidelines are included in the Regulations. The College will harmonize grades in accordance with the approximate ECTS Grading Table. The example and instructions for its application can be found in Annex no. 6.

Data Storage and Information Provision

Article 22

The College collects, processes and permanently keeps data on student mobility and transfer of ECTS points in order to keep records and issue public documents.

The College is obliged to compile a list of courses replaced in the past by related courses of foreign institutions of higher education and this list is regularly updated.

The list of courses from the previous paragraph, rules on academic recognition of mobility, as well as all other relevant information related to student exchanges, the College is obliged to make available to students.

Student Mobility Records

Article 23

The decision referred to in Article 15, paragraph 2 of the Regulations shall be submitted to the student service of the College in order to insert the data in the Student Register and the Diploma Supplement. Passed course exams from Article 13, paragraphs 2 and 3 of the Regulations, are written in the section 4.3 of the Diploma Supplement ("Details on the study program and achieved grades") with the title translated into Serbian, ECTS points in the original form and grades translated into the national grading system, and in section 6.1 "Additional information about the student", information of student's exchange is noted together with the name of the host institution and period of stay.

Passed course exams from Article 13, paragraph 4 of the Regulations are not counted in the total amount achieved during the studies, which is why they are written only in section 6.1 of the Diploma Supplement "Additional information about the student", with the note "passed courses not

envisaged in the Study Plan for obtaining a diploma "with reference to the host institution, the course title in the original language, the original grades and the ECTS points.

INCOMING MOBILITY

Article 24

Student of higher education institutions abroad as the home institution (hereinafter: incoming student) can participate in the part of their study program at the College as the host institution.

Informing Students

Article 25

In order to provide information to interested incoming students, the College as the host institution publishes on its web site an information package on study opportunities containing basic information about the host institution, the types and levels of studies, the list and contents of study programs, the course catalogue (title, description, ECTS points, level of study, semester, language in which teaching is held, learning outcomes, etc.) as well as other information of relevance to incoming students.

The information package is published both in Serbian and in English

Call for Applications

Article 26

The College announces a Call for Application for incoming students twice during the College year, as follows:

- from April 15 to June 15 for the autumn semester,
- from September 15 to November 15 for the spring semester.

Application Decision

Article 27

The interested student applies by submitting the Application Form, Transcript of Records from the study program of the home institution and the proposal of the Learning Agreement, which must be certified by the signature of the authorized person of the home institution and stamp of the home institution.

The application of the interested incoming student is decided by the College to which the student is applying or, if it is stipulated in the inter-institutional agreement, the academic ECTS coordinator of the College.

In the case of acceptance of the application of the incoming student, the host institution signs the Learning Agreement with the incoming student, who can also receive a Letter of Acceptance upon request.

In case the application of the interested incoming student is not accepted, the student is provided with a reasoned explanation in writing.

Student Status during Mobility Period and Rights of Incoming Students

Article 28

Upon student's arrival for study stay, i.e. training at the College, as a receiving institution, all obligations must be fulfilled so that the incoming student can use the accommodation, i.e., be provided with food and city transport in accordance with the provisions of the Learning Agreement.

If nothing is foreseen by the Learning Agreement, the receiving institution is obliged to fulfill all obligations so that the incoming student can exercise the rights from the health insurance.

Article 29

Upon the arrival, the College as a receiving institution issues Letter of Acceptance to studies, i.e. training, to register the stay of the foreign student. It should contain:

- Information on the student
- Information on the о студийском боравку, односно стручној пракси,
- data on the mobility period,
- data on the receiving-institution

STAFF MOBILITY

Implementing Mobility

Article 30

The staff mobility is carried out through the stay of the College staff as the home institution at the host institution abroad and return to work at the home institution after the expiration of the mobility period in the aim of:

- holding lectures;
- professional training;
- inter-institutional cooperation as well as in international projects.

The right to participate in mobility has teaching and non-teaching staff employed by the College on the basis of the employment contract.

Selection of Candidates for Mobility

Article 31

The manner of application, conditions and documents required for the application, the method of selecting candidates, the duration of the mobility period, the rights and obligations of staff mobility and other issues are regulated by an inter-institutional agreement.

If the conditions and method of selection of candidates are not prescribed by the agreement referred to in paragraph 1 of this Article, the selection shall be made by the academic ECTS Coordinator of the College, with special consideration of:

- the quality of the proposed working plan;
- importance of suggested mobility for professional development of the candidate;
- strategic interest of the College
- number of mobility programs candidates have had so far, the advantage given to a candidate with fewer number of mobility leaves.

Reaching Decision

Article 32

The acceptance of the candidate is decided by the host institution by issuing the Letter of Acceptance with a precisely determined period of mobility.

Based on the acknowledgment of acceptance, the College Director makes the decision approving the staff mobility.

Obligations of the Staff Involved in Mobility

Article 33

The employee who participates in mobility upon return to the home institution is obliged to submit a report on the achieved mobility, as well as other documents specified in the inter-institutional agreement.

The staff involved in the mobility must have travel health insurance in the period of mobility, unless stipulated otherwise by the agreement referred to in paragraph 1 of this Article.

The financial support for the staff mobility is regulated by the agreement referred to in paragraph 1 of this Article.

ACADEMIC, PROFESSIONAL AND ADMINISTRATIVE SUPPORT FOR MOBILITY

Article 34

Academic, professional and administrative support for mobility of students and employees at the College is carried out by the academic and administrative ECTS coordinators and the Center for Culture, Foreign Languages and Academic Exchange of the College.

Academic and Administrative ECTS Coordinators

Article 35

The Academic and Administrative ECTS Coordinator at the College level is appointed by the College Director.

Article 36

The Academic ECTS Coordinator is authorized to:

- sign mobility documents,
- make a list of applicants for outgoing student mobility
- determine the results that the outgoing student has achieved at the host institution and issue a decision on recognition of mobility
- decide on the application of the interested incoming student
- selects candidates for staff mobility, if the conditions and method of selection of candidates are not prescribed by an inter-institutional agreement
- performs other tasks stipulated by the Regulations.

The Center for Culture, Foreign Languages and Academic Exchange

Article 37

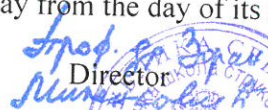

The Center for Culture, Foreign Languages and Academic Exchange of the College conducts professional and administrative tasks related to the implementation of mobility:

- coordinates participation of the College in international projects and mobility programs
- announces calls for application and provides other information to students and employees on mobility possibilities;
- counsels and provides professional assistance to outgoing and incoming students;
- keeps records on scholarships;
- performs other duties implied by the Regulations.

Transitional and Final Provisions

Article 38

The annexes to the Regulations form an integral part thereof and serve as models of basic mobility documents. The Regulations shall enter into force on the eighth day from the day of its adoption.


Director

Dr Zoran Milenković

STUDY PLAN for Bachelor, Specialized and Master Studies Exchange

INFORMATION

Make sure you choose courses of relevance to your study programme at your home university so that the courses completed during your mobility will be recognized as counting towards your degree.

Please note that you choose courses which are offered at the host university of your choice.

All Undergraduate, Specialist and Master exchange students need to complete at least ____ECTS persemester for the period of their mobility.

In case you are planning to do research activities for your *bachelor or master thesis*, please precisely describe your planned research activities below (instead of/in addition to listing your courses below).

STUDY PLAN

Name of the Student :

HOME Institution:

HOST Institution:

Academic Course:

Field of Study :

Course Unit Code	Course Unit Title	Number of ECTS Credits

Student's signature: _____

Date: _____

HOME INSTITUTION

We confirm that the proposed programme of study plan is approved. In case of selection of the candidate, the learning agreement, drawn up on the basis of this study plan, will be recognized at our university once the student returns from his/her mobility.

Vice-Director for Education

Stamp of the Institution :

Signature : _____

Date : _____



LEARNING AGREEMENT

for Undergraduate, Specialized and Master Exchange ACADEMIC YEAR 20../20..

Name of the student :

HOME institution:

HOST institution:

Please note: Make sure you choose courses of relevance to your study programme at your home university so that the courses completed during your mobility will be recognized as counting towards your degree. Make also sure you choose courses which are indeed offered at your chosen host universities.

Please note: All Undergraduate and Master exchange students need to successfully complete at least ____ ECTS for the period of their mobility.

In case you are planning to do research activities for your *bachelor or master thesis*, please precisely describe your planned research activities below (instead of/in addition to listing your courses below).

Course unit code	Course unit title	Number of ECTS credits

Student's signature: _____

Date:

HOME INSTITUTION

We confirm that the proposed study and research plan is approved in accordance with the applicant's field of studies and research, and will be recognized at our university once the student returns from his/her mobility.

Academic Coordinator

Signature : _____

Date :

HOST INSTITUTION

We confirm that the proposed study and research plan is approved and that the applicant can fulfil the aims laid down in this document at our institution.

Contact person at receiving institution

Signature : _____

Date :



CHANGES TO LEARNING AGREEMENT
for Undergraduate, Specialized and Master Exchange ACADEMIC YEAR 20../20..

Name of the student :

HOME institution:

HOST institution:

Please note: Make an explanation why you need to make changes to the courses in the initial Learning Agreement.

REMOVED COURSES		
Course unit code	Course unit title	Number of ECTS credits
ADDED COURSES		
Course unit code	Course unit title	Number of ECTS credits

Reasons _____ for _____ changes:

Student's signature: _____

Date:

HOME INSTITUTION

We confirm that the proposed study and research plan is approved in accordance with the applicant's field of studies and research, and will be recognized at our university once the student returns from his/her mobility.

Academic Coordinator

Signature : _____

Date :

HOST INSTITUTION

We confirm that the proposed study and research plan is approved and that the applicant can fulfil the aims laid down in this document at our institution.

Contact person at receiving institution

Signature : _____

Date :

Annex 3.

TRAINING AGREEMENT and QUALITY COMMITMENT

I DETAILS OF THE STUDENT

Name of the student:

Subject area:

Academic year

Degree :

Sending institution:

II DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organisation:

Planned start and end of the placement period: from till.....
.....

Knowledge, skills and competence to be acquired:

Detailed programme of the training period:

Tasks of the trainee:

Monitoring and evaluation plan:

III INFORMATION on THE PARTNER HIGHER EDUCATION INSTITUTION in the HOST COUNTRY (optional)

Whilst keeping full responsibility for the placement and for any modification to this agreement, the sending institution has a local partnership within view of helping with the monitoring of the mobility abroad. All parties will keep the sending institution informed of their exchanges.

The contact person in the partner Institution is:

Name:

Function:

Phone number:

email:

Address:

IV COMMITMENT OF THE THREE PARTIES

By signing this document the student, the sending institution and the host organisation confirm that they will abide by the principles of the Quality Commitment for Erasmus student placements set out in the document below.

The student

Student's name and ID number:

Student's signature: _____ **Date:** _____

The sending institution

We confirm that this proposed training programme agreement is approved.
The placement is part of the curricula Yes / No

On satisfactory completion of the training programme the institution will

- award ECTS credits: Yes / No If Yes, please indicate number of ECTS credits:
- record the training period in the student's Transcript of Records: Yes / No
- In addition, the mobility period will be documented in the Europass Mobility Document: Yes / No

Coordinator's name and function:

Coordinator's signature: _____ Date: _____

The host organization

The student will receive a financial support for his/her placement Yes/No

The student will receive a contribution in kind for his/her placement Yes/No

We confirm that this proposed training programme is approved. On completion of the training programme the organisation will issue a Certificate to the student.

Coordinator's name and function:

Coordinator's signature: _____ Date: _____

**QUALITY
COMMITMENT
for student placements**

This Quality Commitment replicates the principles of the European Quality Charter for Mobility

THE SENDING HIGHER EDUCATION INSTITUTION* UNDERTAKES TO:

Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired.

Assist the student in **choosing** the appropriate host organisation, project duration and placement content to achieve these learning outcomes.

Select students on the basis of clearly defined and transparent criteria and procedures and sign a **placement contract** with the selected students.

Prepare students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs.

Provide **logistical support** to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance.

Give **full recognition** to the student for satisfactory completed activities specified in the Training Agreement.

Evaluate with each student the personal and professional development achieved through participation in the Erasmus programme.

THE SENDING INSTITUTION* AND HOST ORGANISATION JOINTLY UNDERTAKE TO:

Negotiate and agree a tailor-made **Training Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements.

Monitor the progress of the placement and take appropriate action if required.

THE HOST ORGANISATION UNDERTAKES TO:

Assign to students **tasks and responsibilities** (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.

Draw a **contract or equivalent document** for the placement in accordance with the requirements of the national legislation.

Appoint a mentor to advise students, help them with their integration in the host environment and monitor their training progress.

Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country.

THE STUDENT UNDERTAKES TO:

Comply with all **arrangements** negotiated for his/her placement and to do his/her best to make the placement a success.

Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality.

Communicate with the sending institution about any problem or changes regarding the placement

Submit a report in the specified format and any required supporting documents at the end of the placement.

* In the event that the higher education institution is integrated in a consortium, its commitments may be shared with the co-ordinating organisation of the consortium

Annex 4.



COLLEGE OF TOURISM BELGRADE SERBIA

TRANSCRIPT OF RECORDS

ACADEMIC YEAR: 20.../20...

SEMESTER:

FIELD OF STUDY:

SENDING INSTITUTION

Name
Country

STUDENT

First name	
Surname	
Date and place of birth	
Sex M/F	
Mobility period from	till
Enrollment number	

Course Unit Code	Title of the Course Unit	Local grade	ECTS credits

Date:

Signature

Stamp

Description of the institutional grading system:

Local grade	Definition
10	Outstanding
9	Excellent
8	Very Good
7	Good
6	Sufficient
5	Insufficient/Failed

NB: This document is not valid without the signature of the administration officer and the official stamp of the institution.

TRANSCRIPT OF WORK
(to be completed by the receiving institution)

We herewith confirm that student

Students name:

Address:

Has carried out placement at our organization

Name of company:

Type

Address:

Country:

The placement took place **from** **till**

His/her tasks were:

Acquired competences and skills:

Working time: hours/day; days a week; hours in total.

Name and function of the internship provider:

Signature:

Date and Place

Annex 6.

Approximate Guidelines for Calculating Average Grade Abroad

COUNTRY	ASSESSMENT TO THE HIGHER EDUCATION SYSTEM ABROAD	ASSESSMENT TO THE HIGHER EDUCATION SYSTEM IN REPUBLIC OF SERBIA
THE UK		
	80-100	10
	60-79	9
	50-59	8
	44-49	7
	40-43	6
	<40	failed
REPUBLIC OF IRELAND		
	80-100	10
	70-79	9
	62-69	8
	50-61	7
	45-49	6
	<45	failed
MALTA		
	80-100	10
	70-79	9
	55-69	8
	50-54	7
	45-49	6
	<45	failed
SWEDEN		
	91-100%	10
	81-90%	9
	71-80%	8
	66-70%	7
	60-65%	6
	<60%	failed
ITALY		
	28-30	10
	26-27	9
	23-25	8
	21-22	7
	18-20	6
	<18	failed
FRANCE		
	17-20	10
	15-16	9
	13-14	8
	11-12	7
	10	6
	<10	failed
BELGIUM		
	16-20	10
	15	9
	13-14	8
	11-12	7
	10	6
	<10	failed

PORTUGAL		
	18-20	10
	15-17	9
	12-14	8
	11	7
	9-10	6
	<9	failed
DENMARK		
	12	10
	10	9
	7	8
	4	7
	2	6
	1	failed
BOSNIA AND HERZEGOVINA		
	10 (5)	10
	9 (4)	9
	8 (3)	8
	7 (2)	7
	6 (2)	6
	5 (1)	failed
NORTHERN MACEDONIA		
SLOVENIA	10	10
MONTENEGRO	9	9
	8	8
	7	7
	6	6
	5	failed
GREECE		
	9.5-10	10
	8-9.4	9
	6.6-7.9	8
	6-6.5	7
	5	6
	<5	failed
ICELAND		
THE NETHERLANDS	9-10	10
	8	9
	7	8
	6	7
	5	6
	<5	failed
LATVIA		
	9-10	10
	8	9
	6-7	8
	5	7
	4	6
	<4	failed
LITHUANIA		
ROMANIA	10	10
	9	9
	8	8
	6-7	7

	5	6
SPAIN	<5	failed
	10	10
	9	9
	7,8	8
	6	7
	5	6
	<5	failed
BULGARIA		
NORWAY	6	10
	5	9
	4	8
	3	7
	2	6
	1	failed
SWITZERLAND		
	6	10
	5.5	9
	5	8
	4.5	7
	4	6
	<4	failed
ESTONIA		
FINLAND	5	10
	4	9
	3	8
	2	7
	1	6
	0	failed
HUNGARY		
CROATIA	5	10
	4	9
	3	8
	2	7
		6
	1	failed
POLAND		
	5	10
	4.5	9
	4	8
	3.5	7
	3	6
	2	failed
GERMANY		
	1.0-1.3	10
	1.7-2.0	9
	2.3-2.7	8
	3.0-3.3	7
	3.7-4.0	6
	4.7-5	failed
AUSTRIA		
	1	10
	2	9
	3	8

	4	7
	4>	6
THE CZECH REPUBLIC		failed
SLOVAKIA		
	A (1)	10
	B (1.5)	9
	C (2)	8
	D (2.5)	7
	E (3)	6
	F	failed
USA		
	A+	10
	A	9
	B	8
	C	7
	D	6
	F	failed
JAPAN		
	A+	10
	A	9
	B+	8
	B	7
	C, C+	6
	F	failed
PEOPLE'S REPUBLIC OF CHINA		
	A	10
	A-	9
	B	8
	C	7
	D	6
	F	failed
TURKEY		
	AA	10
	BB, AB	9
	CC, CB	8
	DC	7
	DD	6
	FF	failed
RUSSIAN FEDERATION		
	отлично (excellent")	10
		9
	хорошо („good")	8
		7
	удовлетворительно („довольан")	6
	неудовлетворительно („недовольан")	failed