

ВИСОКА ЗДРАВСТВЕНА ШКОЛА СТРУКОВНИХ СТУДИЈА "МЕДИКА"	
Број	1E-064/20-4
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Medika College for Vocational Studies in Healthcare
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Date: 22/05/2020.

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Having regard to the Article 29 (1) of the Statute of Medika College for Vocational Studies in Healthcare in Belgrade (No 0-001/19 of 10/01/2019) (hereinafter: The Statute) and proposal of the Teaching and professional Council of the College for Vocational Studies in Healthcare in Belgrade, Council of Medika College for Vocational Studies, at the session held on May 22, 2020, adopted:

RULES AND CONDITIONS FOR SELECTION OF STUDENTS AND STAFF FOR INTERNATIONAL MOBILITY

Conditions for applying, that is, applying for mobility, criteria and manner of selecting mobility candidates are prescribed by the mobility project or program, i.e. by an inter-institutional agreement and contest or call for mobility realized by the Medika College for Vocational Studies in Healthcare in Belgrade (hereinafter: CVSH MEDIKA), in accordance with the rules of the mobility project or program, i.e. in accordance with the provisions of the inter-institutional agreement.

The rules and conditions for the selection of students and staff are published in the contest for international mobility.

The general conditions that a student of CVSH MEDIKA must meet in order to be eligible to participate in outgoing mobility are as follows:

- the student is enrolled in undergraduate studies and has achieved at least 60 ECTS points in those studies;
- the student is enrolled in master's studies;
- at the same level of study, the total duration of previously realized periods of student mobility and the duration of the mobility period for which the same student is applying must not be longer than twelve months;
- if half of the regular duration of the study program in which the student is enrolled is less than 12 months, the total duration of previously realized periods of student mobility and the duration of the mobility period for which the same student applies must not be longer than half of the regular duration of that study program;
- the student knows a foreign language that is necessary for the mobility realization.

Upon the deadline expiration for applying to the contest, the ranking of the registered students - candidates for mobility, is performed by the Academic ECTS Coordinator CVSH MEDIKA. Based on the made ranking list, the Academic ECTS coordinator of CVSH MEDIKA nominates and selects the candidates.

Inaccurate and untimely student applications for the mobility contest are not considered and candidates do not have the right to appeal. After announcing the ranking results, candidates may submit a complaint to the ranking list to the headmaster of CVSH MEDIKA, through the Office for International Cooperation of CVSH MEDIKA, no later than five (5) days from the announcement of the contest results.

The general conditions that an employee of CVSH MEDIKA must meet in order to be entitled to participate in outgoing mobility are the following:

- the employee must be employed by CVSH MEDIKA (based on the employment contract) which lasts longer than the planned duration of the mobility period for which the employee is applying;
- the employee knows a foreign language that is necessary for the mobility realization.

Upon the expiration of the deadline for applying to the contest, the ranking of the registered employees - candidates for mobility, is performed by the Academic ECTS coordinator of CVSH MEDIKA. Based on the ranking list, the Academic ECTS Coordinator of CVSH MEDIKA proposes to the headmaster of CVSH MEDIKA to make a decision on the selection of employees for referral to mobility. If one or more employees from the ranks of teaching staff are referred to mobility, before making a decision on the selection of employees for referral to mobility, the headmaster of CVSH MEDIKA will request the consent of the Teaching and professional Council for sending this or those employees to mobility.

Incomplete and untimely applications of employees for the mobility contest are not considered and candidates do not have the right to appeal. After announcing the ranking results, candidates may submit a complaint to the ranking list to the director of CVSH MEDIKA, through the Office for International Cooperation of CVSH MEDIKA, no later than five (5) days from the announcement of the contest results.

The final decision on accepting candidates for mobility, both students and employees, is made by the receiving institution.

The criteria used by CVSH MEDIKA to rank registered students for international mobility are as follows:

- The student's academic achievement carries a maximum of 40 points. When applying for the international mobility contest, the student encloses a Certificate of passed exams or a transcript of grades. Points in this category depend on the student's grade point average (30 points) and the duration of study (10 points). Points for student academic achievement depending on the grade point average are determined as the student's GPA is multiplied by three. Thus, for example, for the lowest average grade 6.0 the number of points is 18, and for the highest average 10.0 the number of points is 30. The duration of study carries a maximum of 10 points, which is the number of points won if a student regularly enrolled

in each year of study. The maximum number of 10 points obtained for the duration of study is reduced by the number of years of study enrolled after the delay multiplied by six.

- Knowledge of a foreign language carries a maximum of 20 points. When applying, the student encloses a certificate of the acquired level of a foreign language or a certificate from the subject professor of a foreign language at CVSH MEDIKA, with the indicated level of language. The certificate or guarantee must contain the CEFR (Common European Framework of Reference for Languages) level mark. When applying, a wide range of certificates are accepted without additional testing: IELTS, TOEFL, Cambridge, PTE, where the required level of language proficiency is indicated. Also, the certificates of registered language schools are accepted. The number of points is assigned in accordance with the language level, in accordance with Table 1. When applying for international mobility, CVSH MEDIKA takes into account the current required language skills, but also the ability of students to improve their language competencies.

Table 1. The number of points assigned for the appropriate CEFR level of a foreign language

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

- The number of student mobility achieved so far. In the total number of student points, the current number of mobility brings a maximum of 10 points. The student earns this number of points if he has not realized any mobility so far. For each previously realized mobility, this number is reduced twice by the number of previously realized mobility.
- Student motivation. When applying, the student encloses a motivational letter. The Office for International Cooperation defines the number of points to be assigned for the motivational letter, with a maximum of 20 points.

The criteria used by CVSH MEDIKA for the evaluation and ranking of registered teaching staff for international mobility are as follows:

- If it is envisaged that the candidate holds a certain number of teaching hours (staff mobility - teaching), for each lesson that the candidate is planned to hold, he will receive 5 points.
- The number of points obtained depending on the level of language proficiency is presented in Table 1 (for the criteria for student ranking), while the number of points earned depending on the given teacher or associate title is presented in Table 2, and the number of points obtained depending on the length of service is presented in Table 3.

Table 2. Number of points assigned for the appropriate teacher or associate title.

Teacher / Associate title	Number of points
Teaching Associate	20
Associate in higher education	25
Assistant	30
Assistant with PhD	35
Lecturer	40
Senior lecturer	45
Professor of Vocational Studies	50

Table 3. Number of points assigned for the appropriate length of service.

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

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

- has a positive letter from the relevant department of the host institution;
- has not participated in international mobility so far or has participated a small number of times;
- has a higher teaching title;
- has a higher level of language skills;
- has more years of service

The criteria used by CVSH MEDIKA for the evaluation and ranking of registered non-teaching staff for international mobility are as follows:

- Evaluation and ranking of non-teaching staff will be based on the level of education, level of knowledge of a foreign language and years of service.
- Points earned based on the level of education are given in Table 4, while the number of points obtained depending on the level of language proficiency is given in Table 1 (for student ranking criteria), and the number of points obtained depending on length of service is given in Table 3.

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

Degree of education	Number of points
High School	5
College, i.e. acquired 180 ECTS points	10

Faculty (8 semesters), professional specialist, i.e. acquired 240 ECTS points	15
Master's degree and titles equated with it	20
Master of Science (MSc)	25
Doctorate	30

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

- has a positive letter from the relevant department of the host institution;
- has not participated in international mobility so far or has participated a small number of times;
- has a higher level of education;
- has a higher level of language skills;
- has more years of service

PRESIDENT OF THE TEACHING AND PROFESSIONAL COUNCIL
HEADMASTER OF THE SCHOOL

In Belgrade 22/05/2020.



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