



Medika College for Vocational Studies in Healthcare 8 Mitropolita Petra Street, Belgrade, Serbia www.medika.edu.rs

Date: 28.02.2022. Number: 1E-293/22

Having regard to the art. 4 (1) (8) and (41) of the Law on Higher Education ("Official Gazette of RS", No 88/2017, 27/2018 - other law, 73/2018, 67/2019, 6/2020 - other law and 11/2021) (hereinafter: the Law), art. 14 and 29 of the Statute of Medika College for Vocational Studies in Healthcare in Belgrade No 0-001/19 of 10/01/2019 (hereinafter: the Statute), the Teaching and professional Council of Medika College for Vocational Studies in Healthcare, at the session held on May 22, 2020, and the session held of February, 28, 2022 (amendments and corrections), issues the following:

RULEBOOK ON INTERNATIONAL MOBILITY AND RECOGNITION OF MOBILITY PERIODS

General provisions

Article 1.

The Rulebook on International Mobility and Recognition of Mobility Periods (hereinafter: the Rulebook) determines and regulates the basic principles and procedures related to international mobility and recognition of mobility periods of students, teaching and non-teaching staff of Medika College for Vocational Studies in Healthcare (hereinafter: CVSH MEDIKA).

CFVS MEDIKA will insist on supporting and promoting two-way mobility of students, teaching and non-teaching staff, as an integral part of higher education internalization process, in accordance with generally accepted European standards.

Basic concepts

Article 2.

International Mobility – a temporary stay at a higher education institution or other foreign institution, namely: students for the purpose of learning or realization of professional practice, teaching and non-teaching staff with the aim of teaching or professional development.

Student Mobility – study stay and professional practice that students have at higher education institutions or foreign institutions.

Sending/Home Institution – a higher education institution or institution that refers a student for exchange or teaching, non-teaching staff in employment that is referred to mobility.

Receiving/Host Institution – a higher education institution or institution where student, teaching or non-teaching staff achieves mobility.

Inter-institutional Agreement – an agreement between the home institution and the receiving institution within which mobility is realized.

Outgoing student – a student of CVSH MEDIKA who spends his/her stay at a higher education institution or foreign institution for the purpose of studying or performing a professional practice.

Incoming student – a student of a higher education institution or foreign institution who spends his/her stay for study or professional practice in CVSH MEDIKA.

Staff – teaching or non-teaching staff employed by CVSH MEDIKA who participate in the mobility program.

Period of Mobility – a period of time during which a student is on exchange for learning or professional practice, teaching or non-teaching staff on mobility for teaching or professional development.

Study Plan – a document by which a student proposes courses that he plans to take during an exchange program or other academic activities that he plans to pursue at the host institution. If a student gets accepted for exchange, a Learning Agreement is drawn up on the basis of the Study Plan. The Study Plan must be signed by the student and the authorized person of the home institution.

Learning Agreement – a contract which determines the obligations and activities a student of undergraduate or master's studies will perform at the receiving institution. A learning agreement is a tripartite agreement and is concluded between the home institution, the receiving institution and the student participating in the mobility.

Learning Agreement for Traineeships – a contract by which an individual student is obliged to perform a professional practice at an institution or other foreign institution.

Transcript of Records – a document by which a higher education institution provides detailed data on achieved academic results (grades, ECTS credits).

Transcript of Work - a document by which the institution provides detailed information on the completed traineeship and the achieved results of the student.

Recognition of the Academic Mobility Period – a procedure in which it is decided on the recognition of passed exams, ECTS credits and grades the student has achieved through the mobility program.

Harmonized Grade – a grade for which, in the procedure of academic recognition of mobility period is determined that it is equivalent to the grade that the student received at the receiving institution.

ECTS Grading Table – recommendations of the European Commission for interpretation and understanding of results achieved by the students on the exchange and their conversion into ECTS credits and grades at the home institution.

ECTS Grading Scale – recommendations of the European Commission for interpretation and understanding of results achieved by the students on the exchange and their conversion into ECTS credits and grades at the home institution. The ECTS Grading Scale is a transitional solution that is used until the transition to the use of the ECTS Grading Table.

Course Catalogue – an overview of the courses of the higher education institution (code/password, content, number of ECTS credits, and expected learning outcome after successfully mastering the prerequisites and examination tasks.

Student Mobility

Article 3.

Student Mobility, defined by the Rulebook, refers to the studying or traineeship during a certain period at the receiving institution abroad during the time whose duration is predetermined by certain exchange program, after which the student returns to the home institution and continues the originally enrolled study program.

Student Mobility is primarily implemented within the framework of institutional exchange programs and on the basis of international agreements or contracts between CVSH MEDIKA and higher education institutions or foreign institutions.

Student Mobility is achieved in the area that corresponds to the area and level of the originally enrolled study program.

CVSH MEDIKA seeks to achieve a two-way student mobility, which refers to study stay, professional practice or mixed mobility of the students of CVSH MEDIKA at the receiving institution abroad, as well as study stay, professional practice or mixed mobility of foreign students in CVSH MEDIKA.

Even outside the institutional mobility from the above paragraph on the basis of international agreements, available exchange programs, the student can achieve opportunities to study at higher education institutions abroad, as well as upon personal request.

Duration of the Mobility Period

Article 4.

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

During the studies, the student of CVSH MEDIKA can participate in mobility programs on several occasions, provided that the total duration of the mobility period at the same study level cannot be less than three months, nor more than twelve months.

Mobility Documents

Article 5.

Required documents on which the mobility of a student of CVSH MEDIKA in Belgrade are:

- 1. Application Form (Annex No 1)
- 2. Study Plan (Annex No 2)
- 3. Learning Agreement (Annex No 3a, Annex No 3b)
- 4. Learning Agreement for Traineeships (Annex No 4a, Annex No 4b)
- 5. Transcript of records (Annex No 5)
- 6. Transcript of Work (Annex No 6)
- 7. ECTS Grading Table (Annex No 7)
- 8. ECTS Grading Scale (Annex No 8)
- 9. Decree on academic recognition of the mobility period (Annex No 9)

The documents in the above paragraph do not exclude the possibility of other existing mobility documents within a specific student mobility.

Study Plan

Article 6.

Study Plan is a document in which a student, when applying for a mobility program, proposes the courses he/she plans on taking at the receiving institution or proposes other academic activities he/she plans on taking during the mobility period.

Study Plan is not a mandatory document, but is made in cases when it is required by a certain exchange program.

Study Plan is of indicative nature and its purpose is to familiarize the receiving institution with the planned academic activities of the student applying for the exchange.

Study Plan is made by the student, with obligatory consultations with the subject teachers and the Academic Coordinator for student mobility of the home institution.

Study Plan is signed by the student and the competent Academic Coordinator for student mobility of his/her home institution.

Study Plan is made before the student submits the application documentation for a certain mobility program.

If the student is accepted to for the exchange program, a Learning Agreement will be made based on the Study Plan.

The Study Plan Model is attached to this Rulebook (Annex No 2).

Learning Agreement

Article 7.

With the Learning Agreement, the contracting parties (student/home institution and receiving institution) specify the course the student plans on taking or the academic activities the student plans to accomplish during the study stay at the receiving institution.

The Learning Agreement is a mandatory mobility document for students in the undergraduate and master's studies program CVSH MEDIKA.

The Learning Agreement must comply with the submitted and accepted Study Plan (if the Study Plan was provided by the application documentation).

Necessary amendments to the Learning Agreement are allowed with the consent of the home institution and the receiving institution.

By signing the Learning Agreement, the home institution approves the student to go on mobility for a certain period, attend and take selected courses or attend other selected academic activities, and guarantees the recognition of ECTS credits and grades obtained on the exchange.

By signing the Learning Agreement, the receiving institution confirms that the contracted academic activities are part of the existing curriculum, agrees to accept the student for exchange and approves the attendance and taking of selected academic activities.

The Learning Agreement is written in English and in it must be stated:

- Data on the student who will realize the mobility program,
- Data on the home institution,
- Data on the receiving institution,
- Course unit code that the student has chosen to attend and take if there is a numbering of program contents at the receiving institution,

- Name of the course or activity for which the student has opted (Course unit title),
- Number of ECTS credits that each course or activity carries at the receiving institution,
- Course code that will be recognized to the student at the home institution, if there is a numbering of program contents at the home institution,
- Names of courses or activities that will be recognized to the student at the home institution, as the course titles are listed at the course catalogue of the home institution,
- Number of ECTS credits that will be recognized to the student at the home institution on the basis of recognized subjects or activities from the previous point.

The Outgoing Student Learning Agreement is signed by the outgoing student of CVSH MEDIKA, the Academic ECTS Coordinator of CVSH MEDIKA and the headmaster of CVSH MEDIKA or a person authorized by the headmaster of CVSH MEDIKA and the authorized person of the receiving institution, unless otherwise specified by a specific mobility program.

The Incoming Student Learning Agreement is signed by the incoming student, the authorized person of the home institution and the headmaster of CVSH MEDIKA or a person authorized by the headmaster of CVSH MEDIKA, unless otherwise specified by a specific mobility program.

As a rule, the contracting parties sign the Learning Agreement before the student goes on the exchange, unless the receiving institution decides otherwise or unless otherwise specified by the specific mobility program.

The Learning Agreement may be subsequently amended but only with the consent of all signatories to that Agreement, and all changes must be made in written form.

Amendments to the Learning Agreement are an integral part of the Learning Agreement, which is filled in and signed only if the student subsequently proposes changes and if they are agreed by both parties.

The Learning Agreement Model is attached to the Rulebook (Annex No 3a Learning Agreement and Annex 3b Learning Agreement for Erasmus + program).

Learning Agreement for Traineeships

Article 8.

The Learning Agreement for Traineeships, the contracting parties (student, home institution and receiving institution) define and specify the scope, content and quality of the student's professional practice.

The Agreement determines the expected outcome of the professional practice in terms of acquired knowledge, skills and competences, a detailed program of professional practice, student work tasks, monitoring and evaluation plan.

By signing the Traineeships Agreement, the home institution undertakes to define the outcomes of the traineeship, assist the student in choosing the receiving institution, select students based on clear and transparent criteria, perform academic recognition of the realized mobility period and evaluate each student's personal and professional development during the mobility period.

By signing the Traineeships Agreement, the receiving institution undertakes to enable the realization of professional practice in the manner determined by the Agreement, draw up a contract or other legal act relevant to the student's professional practice in accordance with applicable regulations of country of the receiving institution, appoint a mentor to the student who is on professional practice, provide practical support to the student in terms of insurance, accommodation and adjustment to the new environment.

By signing the Traineeships Agreement, the student is obliged to consciously and successfully implement professional practice, respect the rules of the receiving institution, communicate with the home institution regarding amendments to the contract and submit a report on completed professional practice.

The Traineeships Agreement Model is attached to the Rulebook (Annex No 4a to the Traineeships Agreement and Annex 4b to the Traineeships Agreement Erasmus + programs).

The provisions of Article 7 of the Rulebook, which refer to the competence for signing the Learning Agreement, shall also apply to the signing of the Traineeships Agreement.

Transcript of Records

Article 9.

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

The Transcript of Records, in addition to data on the student, must contain a list of successfully completed courses, the obtained grades and the number of ECTS credits achieved for each course, the duration of the study program and other information if relevant.

The Transcript of Records should also contain an explanation on how to grade and score (national scoring system).

In order to apply for Mobility Programs, the home institution is obliged to issue a Transcript of Records to the student upon written request.

Upon completion of the Mobility Program, the receiving institution is obliged to submit a Transcript of Records to the incoming student, as proof of accomplished academic activities, preferably in English.

The model of the Transcript of Records for the needs of international student mobility of CVSH MEDIKA is attached to the Rulebook (Annex No 5).

Transcript of Work

Article 10.

Transcript of Work is a document by which the receiving institution provides detailed information on the completed professional practice and the results achieved by the student.

The model of Transcript of Work is attached to the Rulebook (Annex No 6).

Student status during mobility period and the rights of incoming students

Article 11.

A student of CVSH MEDIKA, who is on mobility, i.e. while on exchange/professional practice at the receiving institution, retains the status of the student of CFVS MEDIKA, as well as all the rights and obligations arising from the right (right to scholarship, student loan, etc.).

During the mobility period, the student does not interrupt his/her studies nor his/her status at the home institution, since it is assumed that the student has fulfilled his/her academic obligations at the receiving institution.

For students who opt for a mobility period shorter than one semester, the rules referred to in paragraphs 1. and 2. of this art. shall apply, in accordance with the time on the exchange.

A student who is financed from the budget of the Republic of Serbia does not lose the status during the mobility period.

A student who is enrolled in the status of a self-financing student in a school year, during the mobility period has the obligation to regularly pay the established tuition fee of CVSH MEDIKA.

Article 12.

Upon the student's arrival for a study stay or professional practice at a higher education institution or institution abroad, the receiving institution is obliged to perform all obligations

so that the incoming student can use accommodation, provided food and public transportation in accordance with the provisions of the Learning Agreement.

If nothing is stipulated in 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 13.

In order to prove the status of a student of CVSH MEDIKA who is on mobility, upon the arrival of the student on mobility, the receiving institution issues a Certificate of Stay, i.e. a Certificate of professional practice.

The Certificate referred to in paragraph 1. of this art. shall contain the following:

- student information,
- data on study stay, i.e. professional practice,
- data on the period (duration) of mobility,
- data on the receiving institution.

The student is obliged to submit the Certificate referred to in paragraph 1. of this art. To CVSH MEDIKA, as soon as possible after the issuance of the Certificate.

The process of academic recognition of the mobility period

Article 14.

A student of CVSH MEDIKA who, on the basis of a signed Learning Agreement and in accordance with the rules of a specific mobility program, realized mobility/was on exchange, has the right to have the results he achieved at the receiving institution after returning from the exchange.

The process of academic recognition of mobility period is initiated by the student, by submitting a written request for the recognition of the mobility period. The student is obliged to timely submit to the competent Academic ECTS Coordinator CVSH MEDIKA all relevant documents related to the achieved mobility, as follows:

- A written request for recognition of the mobility period,
- Learning Agreement/Traineeships Agreement and possible amendments to the agreements,
- Transcript of Records,
- Certificate of completed professional practice.
- Document on the grading system at the receiving institution (if this information is not an integral part of the Transcript of Records),
- Other documentation relevant to the procedure for recognizing the mobility period, at the request of the Academic ECTS Coordinator of CVSH MEDIKA,

• Copies of all the above documents.

The competent Academic ECTS Coordinator of CVSH MEDIKA is obliged to, if the student has submitted complete documentation for the implementation of the procedure of academic mobility period recognition, no later than seven days before the beginning of the semester in which the student continues the study program in CVSH MEDIKA, render a decision on academic recognition of mobility period and to submit that Decision to the student, as well as to the Service for Student and Teaching Issues of CVSH MEDIKA, in order to regulate all necessary administrative details related to the achieved mobility.

If the administrative procedure for the above paragraph is not completed within the above-mentioned deadline, the home institution is obliged to allow the student to continue the studies without entering the above data, as well as to complete the mentioned procedure as soon as possible, but no later that 15 days from the beginning of semester in which the student continues the study program in CVSH MEDIKA.

Principles of academic recognition of the mobility period

Article 15.

Recognition of results (ECTS credits and grades) achieved by the student during the mobility period is based on the principles of transparency, flexibility and fairness.

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

The principle of flexibility implies a realistic approach to the recognition of academic results achieved on the exchange. It is impossible to completely match the study programs of the home institution and the receiving institution where the student was on mobility/exchange. For this reason, the basic way of the academic recognition of mobility period is to focus on the similarities and learning outcomes, rather than on the differences between the study programs being compared. The emphasis is on the knowledge that the student acquires on the exchange in a certain field and which does not have to be identical, but related to the knowledge that he/she would acquire in a course at the home institution.

The principle of fairness is the basic principle that guides the procedure of academic recognition of mobility period as a generally accepted legal principle.

Comparison and evaluation of similarity of study programs

Article 16.

The comparison and assessment of the study program courses of CVSH MEDIKA and the receiving institution is performed by the Academic ECTS Coordinator of CVSH MEDIKA in consultation with the course teachers and the Commission for Student and Teaching Issues.

It is recommended to fully recognize the courses the student took at the receiving institution if they are equivalent to the courses the student would take in CVSH MEDIKA, which implies the similarity of scientific fields and acquired knowledge as the outcome of the material (outcome of the learning process).

Full recognition from the above paragraph implies that the student after returning from mobility does not have additional academic obligations (as writing the final paper, taking a colloquium, part of an exam, etc.) in a course that has been replaced by a course based on the Decision on Academic Recognition of Mobility Periods, which he passed at the receiving institution.

Transfer and recognition of acquired ECTS credits and records

Article 17.

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

- Recognition of the course that the student attended and passes at the receiving institution and which is related, i.e. similar to the course of the home institution, is done by interpreting that the student has passed the course provided by the study program CVSH MEDIKA. The student is recognized the title, ECTS credits and the course load that a related course carries at the home institution, regardless of whether the course the student passed on the exchange carried more or less ECTS credits.
- ECTS credits from paragraph 1 point 1 of this art. are treated like all other ECTS credits and records in courses the student passed in CVSH MEDIKA (ECTS credits are calculated in ECTS credits acquired within the study program and for obtaining a diploma).
- If the content of the course taken and passed during the mobility period at the receiving institution in terms of the outcome of the learning process significantly deviates from a related course in CVSH MEDIKA or if the course passed by the student during the mobility period at the receiving institution does not exist in CVSH MEDIKA, ECTS credits earned during the exchange are not counted in the total number of ECTS credits provided by the scope of studies, but the courses are recorded separately in the Diploma Supplement. Data on the passed course and achieved results at the receiving institution will be in the Diploma Supplement section, in the original language and form, with the note: "Passed the following courses/activities that are not provided for obtaining a diploma."

- ECTS credits of the course referred to in paragraph 1 point 3 of this art. are not included in the number of ECTS credits within the study program and for obtaining a diploma, but only in the total number of ECTS credits acquired.
- The student is recognized the grades achieved at the receiving institution. If the grading systems at the receiving institution and in CVSH MEDIKA are not identical, the grades are converted into CVSH MEDIKA grades during the harmonization process, in accordance with the ECTS Grading Table (Annex No 7), i.e. the ETCS Grading Scale (Annex No 8), in accordance with art. 18 of the Rulebook.
- Harmonized grades in a course that the student passed during the exchange at the receiving institution and which are recognized as if the student passed them in CVSH MEDIKA are included in the cumulative GPA at the home institution. Grades in courses achieved by the student at the receiving institution, which are not "replaced" by related courses of CVSH MEDIKA, but are primarily assigned in accordance with paragraph 1 point 3 of this art., are not counted in the cumulative GPA.

Interpretation and harmonization of grades the student received during the mobility period at the receiving institution

Article 18.

The student is recognized for the grade he/she achieved during the mobility period in the subject that can be replaced by the subject in CVSH MEDIKA in such a way that, if the assessment systems at the receiving institution and the home institution are not the same, the grade earned on the exchange will become compatible to that at the home institution (i.e. "harmonized grade").

The grade harmonization process is carried out in accordance with the ECTS User's Guide issued by the European Commission (ECTS User's Guide) and whose instructions are followed by the Rulebook.

It is recommended that the grade harmonization be done in accordance with the ECTS Grading Table. An example of the ECTS Grading Table can be found in Annex 7.

CVSH MEDIKA will aim to develop models for the transfer and equivalence of grades for countries that cooperate within the mobility program. It is recommended that, until the application of the ECTS Grading Table begins, as well as in cases for which the above model of transfer and equivalence of grades does not exist, the national scoring and comparison based on the ECTS Grading Scale. An example of the ECTS Grading Scale can be found in Annex No 8.

Decision on academic recognition of the mobility period

Article 19.

The decision on academic recognition of the mobility period is an individual legal act issued by the competent Academic ECTS Coordinator of CVSH MEDIKA and which determines the manner of recognition of passed exams, i.e. ECTS credits and grades the student gained during the mobility period.

The Decision on academic recognition of the mobility period is made in the procedure of academic recognition of the mobility period, i.e. the adoption of that decision ends the procedure of academic recognition of the mobility period.

Mandatory elements of the Decision on academic recognition of the mobility period:

- Data on the student, the receiving and home institution,
- List of courses taken by the student at the receiving institution, with ECTS credits earned and grades obtained,
- Courses from the home institution that will be replaced by courses that the student passed at the receiving institution,
- Courses that the student has passed on mobility and which cannot be replaced by courses of CVSH MEDIKA, but will be entered as an elective course/activity in the Diploma Supplement,
- Method of equivalence of grades,
- Remaining obligations that the student must fulfill in order to meet the obligations provided by the relevant semester, i.e. the relevant school year (in case the student has not gained a sufficient number of ECTS credits on the exchange),
- Other data that the competent ECTS Coordinator of CVSH MEDIKA considers relevant on a specific occasion.

A model of the Decision on academic recognition of the mobility period can be found in Annex No 9.

Data storage and information on student mobility

Article 20.

The Academic ECTS Coordinator of CVSH MEDIKA and the relevant professional services of CVSH MEDIKA are obliged to collect, process and permanently store data on student mobility and transfer of ECTS credits for the purpose of keeping records and issuing public documents.

CVSH MEDIKA is obliged to compile a list of courses that have been replaced by related courses of higher education institutions abroad and to update the list regularly.

The list of courses referred to in paragraph 2. of this art., the rules on academic recognition of the mobility period, as well as all other relevant information related to student mobility, CVSH MEDIKA should make available to students.

The Academic ECTS Coordinator of CVSH MEDIKA and its relevant professional services are obliged to submit an annual report on student mobility to the headmaster and the Teaching and professional Council of CVSH MEDIKA once a year and no later than by the end of the calendar year for the previous school year, which contains:

- Data on the manner of publishing and availability of relevant information related to student mobility,
- Data on exchange programs within which student mobility was realized,
- Data on the number and profile of foreign students who realized mobility in CVSH MEDIKA, as well as data on the number and profile of students of CVSH MEDIKA who were on mobility at other receiving institutions,
- Data on the home institutions of foreign students who realized mobility in CVSH MEDIKA, as well as data on receiving institutions at which students of CVSH MEDIKA realized mobility,
- Data on mobility periods,
- Data on conducted procedures and adopted acts on academic recognition of the mobility period.

Providing support to outgoing and incoming students during the mobility Article 21.

The Office for International Cooperation provides support to students who are applying or have been selected as candidates for mobility, in order to inform and transfer relevant experiences to those candidates.

CVSH MEDIKA will ensure that students who have previously participated in appropriate mobility programs are involved in the preparation of students who have been selected as candidates for mobility, in order to inform and transfer relevant experiences to those candidates.

CVSH MEDIKA on the website provides incoming students with all necessary information about the possibilities of studying at CVSH MEDIKA, types and levels of study that are realized in CVSH MEDIKA, list and content of study programs, catalog of courses (course title, description, ECTS credits, study level, semester, language of instruction, learning outcome, etc.), student guide, as well as other information relevant to incoming students

CVSH MEDIKA provides logistical assistance to incoming students in providing the necessary documents (visa, insurance, etc.) and accommodation, and through the Student Parliament seeks to establish incoming students to establish contact with students of CVSH MEDIKA.

CVSH MEDIKA, as a rule, appoints a mentor to the incoming student from the ranks of teachers, who provides the incoming student with appropriate professional support and

instructions for the successful implementation of the mobility of the incoming student in CVSH MEDIKA.

Support for outgoing and incoming students is provided through increasing the number of foreign language classes in the scope of full-time studies or through foreign language courses.

CVSH MEDIKA through the digitalization of the work process provides the necessary support to outgoing and incoming students through various tools / applications provided for international cooperation.

CVSH MEDIKA will strive for students to use the European Student Card, which simplifies their administrative procedures within mobility projects in higher education, in order to quickly, easily and simply identify and register students electronically at higher education institutions in Europe.

Staff mobility

Article 22.

The staff mobility is realized by the staff stay in CVSH MEDIKA as the home institution at the receiving institution abroad and the return to work of the staff at the home institution after the expiration of the mobility period, all with the aim of:

- Teaching,
- Professional development,
- Inter-institutional cooperation and cooperation on international projects.

Teaching and non-teaching staff who are employed in CVSH MEDIKA have the right to participate in staff mobility on the basis of employment contracts.

Selection of candidates for mobility

Article 23.

The manner of application, conditions, application documents, manner of candidate selection, duration of the mobility period, rights and obligations of the staff on mobility and other issues related to the staff mobility are regulated by the mobility project or program or interinstitutional agreement.

If the conditions and manner of candidate selection are not stipulated by the project, program or agreement referred to in paragraph 1. of this art., the Decision on the selection of staff for mobility:

 for employees from the teaching staff ranks, the headmaster of CVSH MEDIKA makes a decision, at the request of the Academic ECTS Coordinator of CVSH MEDIKA and with the consent of the Teaching and professional Council of CVSH MEDIKA.

for employees from the non-teaching staff ranks, the headmaster of CVSH MEDIKA
makes a decision, at the request of the Academic ECTS Coordinator of CVSH
MEDIKA.

The International Cooperation Service and other relevant organizational units of CVSH MEDIKA provide support to employees who apply or are selected as mobility candidates in order to better prepare them for the realization of mobility.

CVSH MEDIKA will aim to ensure that employees who have previously participated in appropriate mobility programs are involved in the preparation of employees who have been selected mobility candidates in order to inform and provide adequate expertise to the candidates.

Detailed instructions on the implementation of the undertaken obligations when sending teaching and non-teaching staff and accepting teaching and non-teaching staff within the international mobility framework, as well as the rules and conditions of the candidate selection, will be regulated by a special act.

Rendering a decision and concluding agreements on staff mobility

Article 24.

The acceptance of the staff-candidate for mobility is decided by the receiving institution, which submits a Certificate of Acceptance with a precisely defined mobility period.

Based on the Certificate of Acceptance, the headmaster of CVSH MEDIKA makes a decision approving the staff's mobility, i.e. referring the staff to mobility.

After making the decisions referred to in paragraphs 1 and 2 of this art., the staff participating in the mobility, the headmaster of CVSH MEDIKA as the authorized person of the home institution and the authorized person of the receiving institution shall sign the Staff Mobility Agreement.

Model of the Staff Mobility for Teaching Agreement for Erasmus + programs can be found in Annex No 10a.

Model of the Staff Mobility for Training Agreement for Erasmus + programs can be found in Annex No 10b.

Obligations of the staff participating in mobility

Article 25.

Upon the return to CVSH MEDIKA, the staff participating in the mobility is obliged to submit a report on the realized mobility, as well as other documents provided by the mobility project or program or inter-institutional agreement.

Staff participating in mobility must have travel health insurance during the mobility period, unless otherwise stipulated by the project, program or agreement referred to in paragraph 1. of this art.

Financial support for staff mobility shall be regulated by a project, program or agreement referred to in paragraph 1. of this art.

Providing support to employees during the mobility

Article 26.

The Office for International Cooperation provides support to employees who apply or have been selected as candidates for mobility, in order to better prepare them for the realization of mobility.

CVSH MEDIKA will strive to include employees who have previously participated in appropriate mobility programs in the preparation of employees selected as candidates for mobility, in order to inform and transfer relevant experiences to these candidates.

CVSH MEDIKA provides logistical assistance to employees in providing the necessary information about the recipient institution and the necessary documentation, which are important for employees who apply or are candidates for mobility.

Employee support is provided through the creation and implementation of foreign language courses in order to improve language competencies.

CVSH MEDIKA through the digitalization of the work process provides the necessary support to employees in mobility through various tools / applications provided for international cooperation.

Mobility projects in higher education and the procedure for implementing mobility projects

Article 27.

The European Commission stipulates that the only possible applicants and coordinators of mobility projects in the field of higher education in Key Action 1 of the Erasmus + program of the European Union independent higher education institutions - holders of the Erasmus Charter.

As a holder of the Erasmus Charter and as an independent higher education institution, CVSH MEDIKA applies for mobility projects in the field of higher education KA131 and KA171 and manages approved mobility projects in the field of higher education KA131 and KA171.

The Office for International Cooperation of CVSH MEDIKA performs the function of professional and technical coordination and implementation of approved mobility projects and is in charge of professional and technical management of projects KA131 and KA171 in accordance with contractual documentation, project financing and implementation rules, reporting procedures, Tempus Foundation - Erasmus + National agencies, the Erasmus + program guide of the European Commission and the principles and obligations of the Erasmus Charter.

The Office for International Cooperation of CVSH MEDIKA is an authorized user of mandatory EU tools for the implementation of mobility projects in higher education KA131 and KA171, namely: Mobility Tool, Online Language Support (OLS) of the European Commission and others as needed.

Erasmus + interinstitutional agreements

Article 28.

The condition for applying students and employees of CVSH MEDIKA for scholarships within Erasmus + mobility projects is the existence of appropriate Erasmus + interinstitutional agreements between CVSH MEDIKA and institutions from EU member states and third countries associated with the Program (program countries), as well as third countries that do not fully participate in the Program (partner countries), in the categories of mobility for which the European Commission requires an Erasmus + interinstitutional agreement.

The form of the Erasmus + interinstitutional agreement is defined by the European Commission.

The Erasmus + Interinstitutional Agreement is signed on behalf of the CVSH MEDIKA by the Director of the CVSH MEDIKA.

Based on the submitted initiative for concluding an Erasmus + interinstitutional agreement, the Office for International Cooperation of CVSH MEDIKA in cooperation with a foreign partner from an EU Member State and a third country associated with the Program and / or third countries that do not fully participate in the Program fills in the Erasmus + Interinstitutional Agreement which regulates mobility.

The Erasmus + Interinstitutional Agreement is signed in triplicate, entered in the central register of all Erasmus + Interinstitutional Agreements and sent to the partner from the EU

Member State and third countries associated with the Program and / or third countries that do not fully participate in the Program.

The Erasmus + Academic Coordinator is responsible for assessing the conformity of study programs, learning agreements, mobility agreements for students and employees, as well as compliance with all other aspects of mobility of students and employees regulated by this Ordinance.

The Erasmus + Administrative Coordinator is in charge of technical and administrative support for the implementation of Erasmus + mobility.

Public call for outgoing mobility at institutions to EU Member States and third countries associated with the Program (program countries)

Article 29.

CVSH MEDIKA determines the date of publication of unique public calls, deadline for registration of mobility participants, conditions and evidence to be submitted, within approved Erasmus + mobility projects in higher education KA131 and KA171, and in accordance with the dynamics of approved projects in financial and organizational terms.

The decision on publishing unique public calls from the previous paragraph is made by the director of CVSH MEDIKA.

The Office for International Cooperation of CVSH MEDIKA informs students and employees for international cooperation about the announcement of the public call and provides more detailed information about its implementation.

Article 30.

The public call for outgoing mobility is announced for mobility at institutions with which CVSH MEDIKA has concluded a KA131 Erasmus + Interinstitutional Agreement and is published on the website of CVSH MEDIKA and on the bulletin board of CVSH MEDIKA.

CVSH MEDIKA in the text of the public invitation states the following information:

- list of institutions from EU Member States and third countries associated with the Program with which outgoing mobility has been agreed;
- for each partner institution, state data on the host institution (site, contact person and email), area for which mobility is available, type of mobility (student / employee), level of mobility for student exchange (undergraduate / master studies / student internship), the type of mobility for employees (teaching / non-teaching staff), the goal of mobility for employees (teaching / training), the estimated duration and period of implementation of mobility for each category; the maximum number of possible

mobilities for each category and the Erasmus + administrative coordinator in charge of collecting and processing applications and communicating with interested candidates, stating the email for sending applications.

During the public call, CVSH MEDIKA communicates with its Erasmus + partners from EU member states and third countries associated with the Program listed in the text.

Bodies participating in the implementation of the public call

Article 31.

The Erasmus + Commission of the CVSH MEDIKA participates in the procedure of conducting the public call.

The Erasmus + Commission of the CVSH MEDIKA (hereinafter: Erasmus + Commission of the CVSH MEDIKA) consists of the Erasmus + Academic Coordinator, the Erasmus + Administrative Coordinator and the employees of the CVSH MEDIKA in charge of mobility affairs.

The Erasmus + Commission of the CVSH MEDIKA consists of at least three members, including the Chairman of the commission, of which one is an Erasmus + Academic Coordinator and one is an Erasmus + Administrative Coordinator.

Erasmus + Commission of the CVSH MEDIKA always has an odd number of members.

The Erasmus + Commission is appointed by the management body of CVSH MEDIKA.

The Erasmus + Commission of the CVSH MEDIKA makes a decision on the selected outgoing candidates for mobility.

Check in for outgoing mobility

Article 32.

The application for the invitation is submitted to the Erasmus + Commission of the CVSH MEDIKA, in the manner specified in the text of the public invitation, and it is necessary to submit the prescribed evidence of fulfillment of the conditions determined by the text of the public invitation.

The application form for the invitation is determined by the decision of the CVSH MEDIKA and is published together with the public invitation.

The candidate for mobility can apply for a maximum of two offered mobility / destinations, one of which is marked as a priority.

If a candidate for mobility submits two applications per call, each application is separate and must contain each of the pieces of evidence required by the public call.

Outgoing mobility application processing

Article 33.

After the end of the public call, the Erasmus + Commission of the CVSH MEDIKA determines whether all applications of candidates for mobility are complete, timely and allowed (in relation to the propositions of the public call).

Untimely, incomplete and inadmissible applications will not be taken into consideration by the Erasmus + Commission of the CVSH MEDICA and will be rejected by a decision against which no appeal is allowed.

Erasmus + Commission of the CVSH MEDIKA keeps a record of its work, which is signed by the president of the commission.

The unique form of the proceedings in Serbian and English, ie its main elements, are adopted by the decision of the director of CVSH MEDIKA.

Article 34.

Applications, other than those listed in Article 33, paragraph 2 of this Ordinance, will be processed by the Erasmus + Commission of the CVSH MEDIKA in accordance with the provisions of this Ordinance.

The processing of applications from the previous paragraph includes the following mandatory actions:

- scoring of registered candidates for mobility according to the criteria defined by the Rules and Conditions for Selection of Students and Employees for International Mobility, drafting proposals on selected candidates for mobility with the ranking list of registered candidates, compiling minutes of Erasmus + Commission work and scoring, in within 10 working days from the closing of the public call;
- drawing up the proceedings of the Erasmus + Commission, signed by the President of the Commission, with the proposed decision on the selected candidates for mobility and the entire documentation of the registered candidates, within 10 working days from the closing of the public call.

Decision on Erasmus + Scholars

Article 35.

After submitting the entire documentation referred to in Article 34, paragraph 2 of this Ordinance, the Erasmus + Commission of the CVSH MEDIKA shall harmonize and compare the proposed decision on the selected candidates with the available funds by type of mobility.

The decision on the selected candidates is made by the Erasmus + commission of the CVSH MEDIKA within 10 working days from the closing of the public call.

The best ranked selected candidates for mobility, who have been found to have available funds, become, with the prior consent of the partner institution, Erasmus + scholars of CVSH MEDIKA, while other candidates for mobility are left on the reserve list, in case of withdrawal of selected candidates for mobility or potential allocations of additional funds by the National Erasmus + Agency - Tempus Foundation.

The unique decision on Erasmus + scholars from the previous paragraph is made by the Erasmus + Commission of the CVSH MEDIKA after the prior consent obtained from the partner institution and it will be published on the website of CVSH MEDIKA.

The registered candidate can be a scholarship holder of only one mobility within the single decision on Erasmus + scholarship holders from the previous paragraph.

Proceedings on appeal

Article 36.

Candidates for mobility against the decision referred to in Article 35, paragraph 4 have the right to file an appeal to the director of CVSH MEDIKA, and through the Erasmus + Commission of the CVSH MEDIKA, within 8 days from the day of its publication.

The Director of CVSH MEDIKA is obliged to decide on the submitted appeal within 8 days from the day of its submission.

The Director of CVSH MEDIKA may confirm, amend or revoke the decision and return it to the Erasmus + Commission of the CVSH MEDIKA for a new decision.

The decision referred to in paragraph 3 of this Article is final and shall be published on the website of CVSH MEDIKA and delivered to the complainant.

Public call for outgoing mobility at institutions in third countries that do not fully participate in the Program (partner countries)

Article 37.

CVSH MEDIKA announces a public call for outgoing participants in mobility at foreign institutions approved for Erasmus + KA171 outgoing mobility within credit mobility projects, based on signed KA171 Erasmus + interinstitutional agreements between CVSH MEDIKA and higher education institutions from third countries that do not fully participate in the Program.

The public invitation of CVSH MEDIKA contains the following elements:

- list of institutions from third countries that do not fully participate in the Program with which outgoing mobility has been agreed;
- for each partner institution, state data on the host institution (site, contact person and email), area for which mobility is available, type of mobility (student / employee), level of mobility for student exchange (undergraduate / master studies / student internship), the type of mobility for employees (teaching / non-teaching staff), the goal of mobility for employees (teaching / training), the estimated duration and period of implementation of mobility for each category; the maximum number of possible mobilities for each category and the Erasmus + Administrative Coordinator in charge of collecting and processing applications and communicating with interested candidates, stating the email for sending applications.

During the public call, CVSH MEDIKA communicates with its Erasmus + partners from third countries that do not fully participate in the Program listed in the text.

The same rules for collecting and processing candidate documentation that apply to Erasmus + KA131 apply to the public call within the Erasmus + KA171 mobility project, except that all candidate applications with appropriate documentation are submitted to the Office for International Cooperation of the CVSH MEDIKA.

After the completion of the public call, the Office for International Cooperation of CVSH MEDIKA submits all timely, complete and allowed applications (in relation to the propositions of the public call) to the Erasmus + Commission of the CVSH MEDIKA for processing applications in accordance with Article 34 of this Ordinance.

A draft decision of the selected candidates for mobility is made, the proceedings of the Erasmus + Commission of the CVSH MEDIKA with the results of scoring the registered candidates for mobility and the ranking list of registered candidates for mobility, as well as the entire documentation of registered candidates for mobility.

The Office for International Cooperation of the CVSH MEDIKA, based on the submitted entire documentation from the previous paragraph and in accordance with the available funds, submits a joint proposal for the selection of candidates for mobility to the appropriate partner institutions.

The partner institution makes the final decision on the selected candidates for mobility based on the proposal of the CVSH MEDIKA selection and the allocated funds.

The best ranked candidates who have been found to have available funds and whose selection has been confirmed by a decision of the partner institution become Erasmus + scholarship holders of the CVSH MEDIKA, while other candidates for mobility are left on the reserve list in case of withdrawal of candidates or potential allocation of additional funds by the Tempus Foundation - Erasmus + National Agencies.

The unique decision on the selected scholarship holders of the CVSH MEDIKA from the previous paragraph is published on the website of CVSH MEDIKA and it is possible to file an appeal against it in accordance with Article 36 of this Ordinance.

Digitization of the process of working on mobility projects

Article 38.

CVSH MEDIKA works on developing and supporting the digitalization of the process of work on mobility projects, in order to adequately respond to new, mandatory aspects of EU programs in the field of higher education.

CVSH MEDIKA continuously and systematically develops technical and human capacities in order to implement the new EU initiative European Student Card Initiative, which includes a complete transition to "paperless work" as well as other tools provided in the implementation of new forms of international cooperation.

Academic, professional and administrative mobility support

Article 39.

Academic, professional and administrative support for the mobility of students and staff of CVSH MEDIKA is performed by the Academic ECTS Coordinator of CVSH MEDIKA and the International Cooperation office of CVSH MEDIKA.

Students of CVSH MEDIKA are also included in the provision of appropriate forms of support for student mobility, especially in order to achieve better integration of incoming students into the academic community of CVSH MEDIKA.

Academic ECTS coordinator

Article 40.

The Academic ECTS Coordinator of CVSH MEDIKA is appointed by the headmaster of CVSH MEDIKA. The Academic ECTS Coordinator is authorized to:

- 1. Sign mobility documents, in accordance with the Rulebook;
- 2. Compile a ranking list of registered candidates for outgoing student mobility;

- 3. Determine results that the outgoing student has achieved at the receiving institution and make a decision on the recognition of mobility;
- 4. Propose to the headmaster of CVSH MEDIKA to make a decision on the application of an interested incoming student;
- 5. Propose to the headmaster of CVSH MEDIKA to make a decision on the candidate selection for staff mobility, if the conditions and manner of candidate selection are not advised by the mobility project or program or by an inter-institutional agreement;
- 6. Perform other tasks provided by the Rulebook.

International Cooperation Office

Article 41.

The Office for International Cooperation of CVSH MEDIKA performs professional and administrative tasks related to the implementation of mobility, as follows:

- 1. Coordinates the participation of CVSH MEDIKA in international mobility programs;
- 2. Announces contests and provides other information to students and staff on opportunities for mobility;
- 3. Advises and provides professional assistance to outgoing and incoming students;
- 4. Maintains a database of scholarships;
- 5. Performs other tasks provided by the Rulebook.

Final provisions

Article 42.

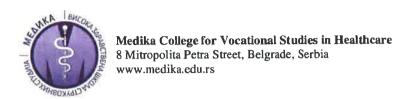
The provisions of the Rulebook relating to mobility in the form of study stays are comparably applied to student mobility implemented in the form of professional practice.

The Annexes to the Rulebook are its integral part and serve as models of the basic documents of student mobility of CVSH MEDIKA.

The Rulebook shall enter into force on the eighth day from the day of its publication on the School website.

PRESIDENT OF THE TEACHING AND PROFESSIONAL COUNCIL

Miroslav Knezevic, PhD



Student Application Form

1. Student

First and Last name		
Gender (circle)	Male	Female
Date of Birth		
Place of Birth		
Address		
Nationality		
Phone		
E-mail		

2. Sending institution

Institution	
Department	
Address	
Contact person	
Phone	
E-mail	

3. Receiving institution

Institution	
Department	
Address	
Contact person	
Phone	
E-mail	

4. Current studies (at sending institution)

Department	
Study cycle	
Study year	

Duration of the St	udy			
Programme ECTS obtained at	the			
time of application				
5. Desired courses at receiving institution				
Course component	Course component title	Semester	Number of ECTS	
code (if any)	(as indicated in the course catalogue) at Receiving Institution	spring a or term)	credits to be awarded by Receiving Institution upon successful completion	
Total number of ECT				
Total number of EC1	<u> </u>			
6. Application Pa) Motivation	ackage			
b) Transcript of R	ecords			
c) Curriculum Vit	ae			
7. Student's lang	guage skills		V	
	classes in a foreign language that	YES	NO	

Foreign language	Listening	Reading	Speaking	Writing
0 0				

Student's signature:	Place and date:



Medika College for Vocational Studies in Healthcare 8 Mitropolita Petra Street, Belgrade, Serbia www.medika.edu.rs

Study Plan

Information

Make sure you choose courses of relevance to your study programme at your home institution 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 institution of your choice. Before uploading your scanned study plan(s), you and the supervising academic staff member at the home institution need to sign this document.

Name of the student	
Sending institution	
Address	
Receiving institution	
Address	
Field of study	
Mobility period	

Course component code (if any)	Course component title (as indicated in the course catalogue) at Receiving Institution	Semester (autumn / spring or term)	Number of ECTS credits to be awarded by Receiving Institution upon successful completion
Total number of EC	TS		

Total number of ECTS	
Student's signature:	Place and date:
	-

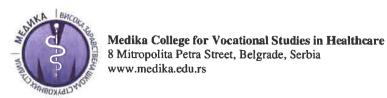
Sending Institution

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 institution once the student returns from his/her mobility.

Academic Coordinator
(Signature)

Stamp of the institution

(Place and date)



Learning Agreement

1. Student

First and Last name		
Gender (circle)	Male	Female
Date of Birth		
Place of Birth		
Address		
Nationality		
Phone		
E-mail		

2. Sending institution

Institution	
Department	
Address	
Contact person	
Phone	
E-mail	

3. Receiving institution

Institution			
Department	8	· ·	
Address			
Contact person			
Phone			
E-mail			

4. Current studies (at sending institution)

Department	
Study cycle	
Study year	
Duration of the Study	
Programme	

anned period of the n	nobility: from (month/year)	to (mor	nth/year)
Course component code (if any)	Course component title (as indicated in the course catalogue) at Receiving Institution	Semester (autumn / spring or term)	Number of ECTS credits to be awarded by Receiving Institution upon successful completion
Total number of EC	TS at the Sending Institution		
		Semester (autumn / spring or term)	Number of ECTS credits to be awarded by Receiving Institution upon successful completion
6. Recognition Course component	at the Sending Institution Course component title (as indicated in the course catalogue) at Receiving	(autumn / spring	credits to be awarded by Receiving Institution upon successful
6. Recognition Course component	at the Sending Institution Course component title (as indicated in the course catalogue) at Receiving	(autumn / spring	credits to be awarded by Receiving Institution upon successful
6. Recognition Course component	at the Sending Institution Course component title (as indicated in the course catalogue) at Receiving	(autumn / spring	credits to be awarded by Receiving Institution upon successful
6. Recognition Course component	at the Sending Institution Course component title (as indicated in the course catalogue) at Receiving	(autumn / spring	awarded by Receiving Institution upon successful
6. Recognition Course component	at the Sending Institution Course component title (as indicated in the course catalogue) at Receiving	(autumn / spring	credits to be awarded by Receiving Institution upon successful
6. Recognition Course component	at the Sending Institution Course component title (as indicated in the course catalogue) at Receiving Institution	(autumn / spring	credits to be awarded by Receiving Institution upon successful

We confirm that the proposed programme of learning recognized at our university once the student returns from	•
Academic Coordinator:	Director of the Institution:
Place and date	
Receiving Institution (signatures to be obtained after to	the beginning of mobility)
We confirm that the proposed programme of learning agre university and these courses/modules can be offered to the	-
Academic Coordinator:	Contact person:

Sending Institution

Place and date _____

Changes to Learning Agreement (to be filled ONLY if appropriate)

1. List of Deleted Courses

Course component code (if any)	Course component title (as indicated in the course catalogue) at Receiving Institution	Semester (autumn / spring or term)	Number of ECTS credits to be awarded by Receiving Institution upon successful completion
Total number of EC	TS		

2. List of Added Courses

Course component code (if any)	Course component title (as indicated in the course catalogue) at Receiving Institution	Semester (autumn / spring or term)	Number of ECTS credits to be awarded by Receiving Institution upon successful completion
Total number of EC	TS		

Student's signature:	Place and date:

We confirm that the proposed programme of learning recognized at our university once the student returns from	
Academic Coordinator:	Director of the Institution:
Place and date	
Receiving Institution (signatures to be obtained after t	the beginning of mobility)
We confirm that the proposed programme of learning agre university and these courses/modules can be offered to the	-
Academic Coordinator:	Contact person:
	-

Sending Institution

Place and date _____

Annex No 3b. Learning Agreement Student Mobility for Studies (Erasmus+)



Learning Agreement Student Mobility for Studies

Higher Education: Learning Agreement form Student's name Academic Year 20.../20...

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (If applicable)	Address	Country	Contact pers	on name ⁵ ; email; phone
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact per	son name; email; phone

Before the mobility

	Study Programme at the Receiving Institution									
	Planned period of the mobility: from [month/year] to [month/year]									
Table A Before the mobility	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue?)	Semester (e.g. autumn/spring; term)	Number of ECTS credits (or equivalent) ^b to be awarded by the Receiving Institution upon successful completion						
				Total:						

The level of language competence in _	[indicate here t	he main	languag	e of ins	truction	that th	e student already has or agrees to acquire by the start of the
-	study period is: A1 [A2 🗆	B1 🗆	B2 🗆	C1 (3	Q U	Native speaker 🗆

Recognition at the Sending Institution								
Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent to be recognised by the Sending Institution					
			Total:					
	code	code (as indicated in the course catalogue)	code (as indicated in the course catalogue) [e.g. autumn/spring;					

Commitment

By signing this document, the Student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution onfirms that the educational components listed in Table A are in fine with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution anyl problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ¹⁰ at the Sending Institution					
Responsible person at the Receiving Institution ¹¹			V V		



During the Mobility

	Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted Added component [tick if applicable]		Reason for change ¹²	Number of ECTS credits (or equivalent)	
			8		Choose an item.		
			a	128	Choose an item.	is	

		Exception: (to be approved by e-mail or signature, i	al changes to Table B (by the student and the res		nding Institution)
Table B2 During the mobility	Component code (if any)	ode (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)

After the Mobility

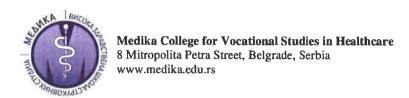
		Transcript of Records at ti	e Receiving Institution					
Start and end dates of the study period: from [day/month/year] to [day/month/year]								
Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as Indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution			
				Total:				

	Transcript of Records and Recognition at the Sending Institution Start and end dates of the study period: from [day/month/year] to [day/month/year]					
Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (If applicable)		
			Total:			



- 1 Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.
- ² Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- ³ Field of education: The <u>ISCED-F 2013 search tool</u> available at http://ec.europa.eu/education/international-standard-classification-of-education-isced en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
- ⁴ Erasmus code: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ Contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
- ⁶ An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- ⁷ Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- ⁸ ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- ⁹ Level of language competence: a description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr
- ¹⁰ Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹¹ Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- 12 Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

Reasons for deleting a component	Reason for adding a component	
1. Previously selected educational component is not available at the Receiving	5. Substituting a deleted component	
Institution		
2. Component is in a different language than previously specified in the course	6. Extending the mobility period	
catalogue		
3. Timetable conflict	7. Other (please specify)	
4. Other (please specify)		



Learning Agreement for Traineeships

1. Student

First and Last name		
Gender (circle)	Male	Female
Date of Birth	- I	
Place of Birth		
Address		
Nationality		
Phone		
E-mail		

2. Sending institution

Institution	
Department	
Address	
Contact person	
Phone	
E-mail	

3. Receiving institution

Institution	
Department	
Address	
Contact person	
Phone	
E-mail	

4. Current studies (at sending institution)

Department	
Study cycle	
Study year	

	Duration of the Study		
	Programme		_
	ECTS obtained at the		
	time of application		
	-	Receiving Institution rom (month/year) to (month/year)	
Kı	nowledge, skills and mpetence to be quired		
D	etailed programme of etraining period		
	asks of the trainee		
	onitoring and aluation plan		
Stu	dent's signature:	Place and date:	
Se	nding Institution		
of t	he curricula Yes / No (cir satisfactory completion of award ECTS credits: credits: record the training per	e training programme agreement is approved. The placement is programme the institution will s / No (circle) If Yes, pleased indicate number of EC in the student's Transcript of Records: Yes / No (circle) eriod will documented in the Europass Mobility Document: Yes	TS
Aca	ademic Coordinator:	Director of the Institution:	
Pla	ce and date		

Receiving Institution (signatures to be obtained after the beginning of mobility)

We confirm that the proposed programme of learning agreement is part of the curriculum at our university and these courses/modules can be offered to the student.

Academic Coordinator:	Contact person:
Place and 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 Undertakes 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.

Nationality¹

Date of birth



Last name(s) | First name(s)

Learning Agreement Student Mobility for Traineeships

Sex [M/F]

Study cycle²

Higher Education: Learning Agreement form Student's name Academic Year 20.../20...

Field of education³

							J				
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (If applicable)	Address	Country	Contact person nar	ne ⁵ ; email; phone				
mstitubon											
Receiving Organisation	Name	Department	Address; website	Country	Size	Contact person ^s name; position; e-mail; phone	Mentor ² name; position; e-mail; phone				
/Enterprise					☐ < 250 employees						
	1 1 1 22 campages										
Before the mobility											
Table A - Traineeship Programme at the Receiving Organisation/Enterprise											
		Planned p	eriod of the mobili	ty: from [montl	/year] to [month/year]					
Traineeship ti	Traineeship title: Number of working hours per week:										
Detailed prog	ramme of the tra	ilneeship:			J _n						
Knowledge, si	ills and compete	ences to be acquir	ed by the end of th	e traineeship (e	expected Learning Ou	tcomes):					
	•	•	-			,					
Monitoring pl	an:										
Evaluation pla	in:										
	•										
The level of	f language comp	netence ³ in	Lindicate here t	he main langua	ge of work! that the t	trainee aiready has or agrees to	acquire by the start of the				
THE ICEC.	i iungaage comp				82 0 C10 C20		acquire by the start of the				
			Diame	Table B - Sendi		9					
1 The tesines	chin is ambandala	d la the missionition			following three boxe						
1						he institution undertakes to:					
l 1		(or equivalent) ¹⁰			Traineeship certificat lement (or equivalent		ew LJ				
			ass Mobility Docur			y.					
	Chicago and the contract of th		and the state of t								
				movement in the	, the institution unde						
		uivalent): Yes 🗆			cate the number of cr						
-	ide: Yes 🗀 No [cript of Records: \	ACARDO PARTIES	on: Traineesnip ceru	ficate Final report final report	rview 🗆				
The same of the sa		the state of the s	ma Supplement (or								
			ass Mobility Docur		o 🗆						
3 The traines	shin is carried ou	it hy a recent grad	uate and upon cat	k factory comple	ation of the traineach	p, the institution undertakes to					
f			****	Blactory compr		te the number of credits:	1				
		uivalent): Yes 🗆		ment (highly mo	ommended); Yes	Control of the Contro					
1.235,4 (1)	- Cameramp at	Nomice y Editor	ounty Docur	ingmy lea							
			_								
					e for the trainee						
		II provide an accide ing Organisation/	ent insurance to the	e trainee (if	The accident insura		i				
Yes 🗆 No		Di Bannacioni)	enterprise).			ravels made for work purposes:					
 					- accidents on the v	way to work and back from work	:: res ⊔ No IJ				

The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes 🗆 No 🗆



	Table C	- Receiving Organisation,	Enterprise		
The Receiving Organisation/Enterprise will pr	ovide financial supp	ort to the trainee for the	traineeship: Yes 🗆 I	No □ If yes, am	ount (EUR/month):
The Receiving Organisation/Enterprise will profif yes, please specify:	ovide a contribution	n in kind to the trainee fo	r the traineeship: Yes	□ No □	
The Receiving Organisation/Enterprise will pr (if not provided by the Sending Institution): Y		nsurance to the trainee		travels made for w	ork purposes: Yes □ No □ ack from work: Yes □ No □
The Receiving Organisation/Enterprise will pr	ovide a liability insu	rance to the trainee (if n	ot provided by the Se	nding Institution):	
The Receiving Organisation/Enterprise will pr	ovide appropriate s	upport and equipment to	the trainee.		
Upon completion of the traineeship, the Orga					
signing this document, the trainee, the Sendin ey will comply with all the arrangements agree blem or changes regarding the traineeship per institution undertakes to respect all the princ	ed by all parties. The riod. The Sending In iples of the Erasmus agreement for	e trainee and Receiving C istitution and the trainee s Charter for Higher Educ r Institutions located in P	rganisation/Enterpris should also commit t ation relating to train artner Countries).	e will communicat o what is set out in eeships (or the pri	e to the Sending Institution a the Erasmus+ grant agreem nciples agreed in the partner
ey will comply with all the arrangements agret blem or changes regarding the traineeship pe institution undertakes to respect all the princ nmitment	ed by all parties. The riod. The Sending in iples of the Erasmu	e trainee and Receiving O stitution and the trainee s Charter for Higher Educ r Institutions located in P.	rganisation/Enterpris should also commit t ation relating to train artner Countries). Position	e will communicat o what is set out in	e to the Sending Institution a the Erasmus+ grant agreem
ey will comply with all the arrangements agree blem or changes regarding the traineeship per institution undertakes to respect all the princ mmitment	ed by all parties. The riod. The Sending In iples of the Erasmus agreement for	e trainee and Receiving O stitution and the trainee s Charter for Higher Educ r Institutions located in P.	rganisation/Enterpris should also commit t ation relating to train artner Countries).	e will communicat o what is set out in eeships (or the pri	e to the Sending Institution a the Erasmus+ grant agreem nciples agreed in the partner
ey will comply with all the arrangements agret blem or changes regarding the traineeship pe institution undertakes to respect all the princ nmitment	ed by all parties. The riod. The Sending In iples of the Erasmus agreement for	e trainee and Receiving O stitution and the trainee s Charter for Higher Educ r Institutions located in P.	rganisation/Enterpris should also commit t ation relating to train artner Countries). Position	e will communicat o what is set out in eeships (or the pri	e to the Sending Institution a the Erasmus+ grant agreem nciples agreed in the partner

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise) Planned period of the mobility: from [month/year]				
Traineeship title:	Number of working hours per week:			
Detailed programme of the traineeship period:				
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):				
Monitoring plan:				
Evaluation plan:				

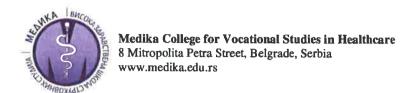


After the Mobility

Table D - Traineeship Certificate by the Receiving Organisation/Enterprise
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise (street, city, country, phone, e-mail address), website:
Start date and end date of traineeship: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (Intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:



- ¹ Nationality: Country to which the person belongs administratively and that issues the ID card and/or passport.
- ² Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- ³ Field of education: The <u>ISCED-F 2013 search tool</u> available at http://ec.europa.eu/education/international-standard-classification-of-education-isced en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.
- ⁴ Erasmus code: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person at the sending institution**: a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.
- ⁶ Contact person at the Receiving Organisation: a person who can provide administrative information within the framework of Erasmus+ traineeships.
- ⁷ **Mentor**: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.
- ⁸ Level of language competence: a description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr
- ⁹ There are three different provisions for traineeships:
 - 1. Traineeships embedded in the curriculum (counting towards the degree);
 - 2. Voluntary traineeships (not obligatory for the degree);
 - 3. Traineeships for recent graduates.
- ¹⁰ ECTS credits or equivalent: in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.
- ¹¹ **Responsible person at the sending institution**: this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹² Supervisor at the Receiving Organisation: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.



Transcript of Records

1. Student

First and Last name:		
Gender (circle):	Male	Female
Date of Birth:		
Place of Birth:		
Address		
Nationality		
Phone		
E-mail		

2. Sending institution

Institution	
Department	
Address	
Contact person	
Phone	
E-mail	

3. Receiving institution

Institution	
Department	
Address	
Contact person	
Phone	
E-mail	

4. Academc record

Course code	Course title	Semester	Number of ECTS credits (1)	Grade (2)
				l,

^{*} If necessary, continue this list or delete extra rows.

(1) ECTS credits:

1 academic year = 60 credits, 1 semester = 30 credits

(2) Grading system:

The Law on Higher Education in the Republic of Serbia introduced ECTS as the mandatory credit system to be used by all higher education institutions in all degree programs, for both credit transfer and accumulation. Every study program includes precise description of the courses and the number of ECTS that are based on the workload students need in order to achieve expected learning outcomes.

Performance of students is monitored continuously during classes and is expressed in points - for fulfillment of exam prerequisites and passing the exam a student can earn a maximum of 100 points (pre-exam obligations participate with a minimum of 30 and a maximum of 70 points). Details on pre-exam obligations, final exam and the exact number of allocated points can be found in study courses syllabi.

Local grade	Description	Points	ECTS grade	Percentage
10	Excellent with distinction	91-100	A	10%
9	Excellent	81-90	В	25%
8	Very Good	71-80	C	30%
7	Good	61-70	D	25%
6	Sufficient	51-60	E	10%
5	Insufficient	less than 50	F	

Office for student affairs:	
(Stamp of institution and signature):	Place and date:



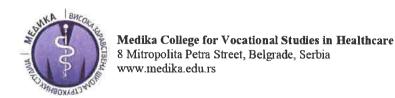
Medika College for Vocational Studies in Healthcare 8 Mitropolita Petra Street, Belgrade, Serbia www.medika.edu.rs

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:	
Туре	
Address:	
Country:	
The placement took place fromtill	
His/her tasks were:	
Acquired competences and skills:	

Total working time:	hours/day;	days a week;	hours in total.
Name and function of the	internship provider:		
Signature:		Date and Place:	



ECTS Grading Table

ECTS Grading Table for the requirements of harmonisation of the grade the student received on exchange with the grade that would be an equivalent at the home institution, requires the home institution to keep statistics on students' success rate (on course or department level).

The aforementioned statistics serve in the decision process regarding the "equivalent grade", i.e. the grade that is an equivalent at the home institution to the grade the student received on a particular course while on exchange.

The equivalent grade is reached through comparing statistics on the success rate of students at the home institution with the success rate of students at the host institution where the student was on exchange.

The main criterion for grade equivalence is the ratio of grades in the grading scales at both institutions.

An example of harmonisation of grades received on exchange with the grade that is its equivalent at the home institution:

GRADES AT INSTITUTION A	STATISTICS ON THE SUCCESS RATE OF STUDENTS AT INSTITUTION A (the percentage of students receiving this grade)	GRADES AT INSTITUTION B	STATISTICS ON THE SUCCESS RATE OF STUDENTS AT INSTITUTION B (the percentage of students receiving this grade)
30 lode	5.6%	1	20%
30	15.7%	2	35%
29	0.5%	3	25%
28	12.3%	4	20%
27	11.8%		
26	9.0%		
25	8.2%		
24	11.3%		
23	2.7%		
22	6.0%	2.	
21	2.3%		

20	5.7%	
19	1.9%	
18	6.9%	
TOTAL		

The stated example illustrates statistics on the success rate of students at two higher education institutions on a particular study programme in the last two years.

Comparing the percentages of awarded grades, for the student that received a 30 lode or 30 grades at institution A, the equivalent grade in institution B will be 1, since the ratio of grade 1 at institution B is 20%, which corresponds to the sum ratio of grades 30 lode and 30 (5.6% + 15.7%) i.e. approximately 20%.

Grade 2 (35% of students) at institution B, will be equivalent to grades 26 to 29 (9% + 11.8% + 12.3% + 0.5%) at institution A.

Annex No 8. ECTS Grading Scale



Medika College for Vocational Studies in Healthcare 8 Mitropolita Petra Street, Belgrade, Serbia www.medika.edu.rs

ECTS Grading Scale

Local grade	Description	Points	ECTS grade	Percentage
10	Excellent with	91-100	A	10%
	distinction			
9	Excellent	81-90	В	25%
8	Very Good	71-80	С	30%
7	Good	61-70	D	25%
6	Sufficient	51-60	E	10%
5	Insufficient	less than 50	F	

Annex No 9. Decree on Academic Recognition of the Mobility Period



Medika College for Vocational Studies in Healthcare 8 Mitropolita Petra Street, Belgrade, Serbia www.medika.edu.rs

Date:	
Number:	
Student:	(Student Card No.
Department/Study Programme:	
	xchange/Training:
Semester/Semesters the Student spent	t on Exchange/Training: Winter/Summer Semester
of the Academic Year//	
Mobility Period (for mobility less tha	n one semester): from to
Receiving/Host Institution:	
Basis of Exchange/Training:	
In accordance with the Regulations of	
on the), the School issues the following

Decree on Academic Recognition of the Mobility Period

Establishing the following:

Courses the student passed at the host institution that fulfil conditions to be recognised in full and replaced with relevant courses at the home institution

Course passed at the host institution	Number of ECTS credits the student acquired at the host institution	Number of classes at the host institution	Grade received at the host institution	Course at the home institution replacing the exam passed on exchange	Number of ECTS credits recognised	Number of classes recognised	Equivalent Grade

EXPLANATION

Student (name and surname) had upon finalisation of the mobility period submitted to the authorised Academic ECTS Coordinator the necessary documentation for recognition of courses passed at the host institution during the mobility period. The authorised Academic ECTS Coordinator has, in accordance with the Regulations on Student Mobility and Academic Recognition of Mobility Periods Abroad (adopted by
documentation, reached a decision as in the disposition of this Decree.
Instructions on Legal Remedy:
The above named can submit a written complaint to the authorised Academic ECTS Coordinator against this Decree within 7 working days upon receipt of this Decree.
The Academic ECTS Coordinator will decide on the written complaint within 10 working days and there is no possibility for appeal against his decision upon complaint.
Academic ECTS Coordinator
(Name and Surname)
Appendixes:
 Learning Agreement/ Learning Agreement for Traineeships Transcript of Records Transcript of Work ECTS Grading Scale

Deliver to:

- 1. Student
- 2. Student Services
- 3. Archive



Higher Education: Mobility Agreement form Participant's name

Mobility Agreement Staff Mobility For Teaching¹

Planned period of the teaching activity: from [day/month/year] till [day/month/year]
Duration (days) – excluding travel days:

The teaching staff member

E-mail		
Sex [<i>M/F</i>]	Academic year	20/20.,
Seniority ²	Nationality ³	
Last name (s)	First name (s)	

The Sending Institution/Enterprise⁴

Name		
Erasmus code ⁵ (If applicable)	Faculty/Department	
Address	Country/ Country code ⁶	
Contact person name and position	Contact person e-mail / phone	
Type of enterprise:	Size of enterprise (If applicable)	□<250 employees □>250 employees

The Receiving Institution

Name	Faculty/Department	
Erasmus code (If applicable)		
Address	Country/ Country code	
Contact person name and position	Contact person e-mail / phone	

For guidelines, please look at the end notes on page 3.



Section to be completed BEFORE THE MOBILITY



Higher Education: Mobility Agreement form Participant's name

II. COMMITMENT OF THE THREE PARTIES

By signing⁸ this document, the teaching staff member, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

The teaching staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

The teaching staff member		
Name:		
Signature:	Date:	
The sending institution/enterprise		
Name of the responsible person:		
Signature:	Date:	_
The receiving institution		
Name of the responsible person:		
Signature:	Date:	

 $^{^{\}rm I}$ In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types.

² **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

³ Nationality: Country to which the person belongs administratively and that Issues the ID card and/or passport.

⁴ All references to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

⁵ **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

⁶ Country code: ISO 3166-2 country codes available at: https://www.iso.org/obp/ui/#search.

⁷ The <u>ISCED-F 2013 search tool</u> (available at http://ec.europa.eu/education/tools/isced-f en.htm) should be used to find the ISCED 2013 detailed field of education and training.

⁶ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.



Higher Education: Mobility Agreement form Participant's name

Mobility Agreement Staff Mobility For Training¹

The Staff Member

Last name (s)	First name (s)	
Seniority ²	Nationality ³	
Sex [<i>M/F</i>]	Academic year	20/20
E-mail	#:	

The Sending Institution

Name	Faculty/Department	
Erasmus code ⁴ (if applicable)		
Address	Country/ Country code ⁵	
Contact person name and position	Contact person e-mail / phone	

The Receiving Institution / Enterprise⁶

Name		
Erasmus code (if applicable)	Faculty/Department	
Address	Country/ Country code	
Contact person, name and position	Contact person e-mall / phone	
Type of enterprise:	Size of enterprise (if applicable)	□<250 employees □>250 employees

For guidelines, please look at the end notes on page 3.



Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME Language of training: Overall objectives of the mobility: Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved): **Activities to be carried out:** Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):



II. COMMITMENT OF THE THREE PARTIES

By signing⁷ this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its Impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

The staff member		
Name:		
Signature:	Date:	
The sending institution/enterprise		
Name of the responsible person:		
Signature:	Date:	
The receiving institution		
Name of the responsible person:		
Signature:	Date:	

¹ In case the mobility combines teaching and training activities, the mobility agreement for teaching template should be used and adjusted to fit both activity types.

 $^{^2}$ **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

³ Nationality: Country to which the person belongs administratively and that issues the ID card and/or passport.

⁴ Erasmus Code: A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives.. It is only applicable to higher education institutions located in Programme Countries.

⁵ Country code: ISO 3166-2 country codes available at: https://www.lso.org/obp/ui/#search.

⁶ All references to "enterprise" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

⁷ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.