



REGULATIONS ON STUDENT MOBILITY AND RECOGNITION OF MOBILITY PERIODS

Leskovac, 2018



According to Article 69. of the Statute of Higher Business School of Professional Studies in Leskovac and Article 6. of the Law on Higher Education ("Official Gazette RS" No. 88/2017), the Teaching Council of Higher Business School of Professional Studies Leskovac, at the session held on 21.03.2018. adopted

REGULATIONS ON STUDENT MOBILITY AND RECOGNITION OF MOBILITY PERIODS

BASIC PROVISIONS

Article 1

Regulations on Student Mobility and Academic Recognition of Mobility Periods (hereinafter: Regulations) regulate basic principles and procedures in regards to international student mobility being achieved at Higher Business School of Professional Studies in Leskovac (hereinafter: School).

The School supports and promotes student mobility as an integral part of the process of internationalization of higher education, in accordance with legislation requirements and generally accepted European standards. Rules regarding international student mobility stipulated by these Regulations can also be analogously applied to student mobility within the Republic of Serbia.

Basic Terms

Article 2

Student Mobility- Study period and training which students' realize at higher education institutions i.e. institutions abroad.

Sending/Home Institution – An institution of higher education sending the student on exchange

Receiving/Host Institution – Institution of higher education or another institution where the student realizes mobility.

Outgoing student – Student of the School who realizes his/her mobility (studies or training) at a university, i.e. an institution abroad.

Incoming student – Student of a higher education institution from abroad who realizes his/her mobility (studies or training) at the School.

Mobility Period- Time period during which the student is on exchange, i.e. training abroad.

Study Plan – Document with which the student, while applying for an exchange program, suggests courses he/she plans to take, or suggests other academic activities (research, etc.) he/she plans to realize at the host institution. If the student is accepted on exchange, a Learning Agreement is concluded based on the Study Plan. It is obligatory for the Study Plan to be signed by the student and the authorized person at his/her home institution



Learning Agreement/Learning Agreement for Studies- Contract determining obligations and academic activities of the students of all levels of study which a student will realize at the host institution. The Learning Agreement is trilateral, and is concluded between the home institution, the host institution, and the student participating in mobility.

Training Agreement and Quality Commitment/Learning Agreement for Traineeships - Contract arranging the training program at an institution abroad for an individual student

Transcript of Records – Document through which an institution of higher education provides detailed data regarding the achieved academic results (grades, ECTS credits) of the student.

Transcript of Work – Certificate with which an institution provides detailed data regarding the realized training and achieved results of the student.

ECTS Coordinator - Person authorized by the School to sign documents on mobility, to conduct proceedings regarding the recognition of the period of mobility and adopting the Decree on Recognition of the Mobility Period.

Recognition of the Mobility Period- Procedure with which a decision is made regarding the recognition of passed exams, ECTS credits and grades the student had acquired on exchange.

Equivalent Grade- The grade determined in the process of recognition of the mobility period to be the equivalent to the grade the student received at the host institution.

ECTS Grading Table - Recommendation of the European Commission regarding the interpretation and understanding of the results the student achieved on exchange and their conversion into ECTS credits and grades at the home institution.

ECTS Grading Scale - Recommendation of the European Commission for the interpretation and understanding of the results the student achieved on exchange and their conversion to ECTS credits and grades at the home institution. ECTS Grading Scale is a transitional solution to be utilized until the transition to the use of the ECTS Grading Table.

ECTS Coordinator is School's employee authorized by the School director to perform tasks defined in this Regulations.

Course Catalogue – Overview of courses realized at a higher education institution (code, content, and number of ECTS credits, expected learning outcome following the successful mastering of pre-exam and exam obligations).

Student Mobility

Article 3

Student mobility in terms of these Regulations implies studying, or the realization of training during the determined period at the host institution abroad, following which the student returns to his/her home institution and continues the study program originally enrolled.



Student mobility includes the study period, i.e. training, within all levels of study.

Student mobility is primarily realized within the institutional exchange programs and on the basis of international agreements at School level.

A student can realize mobility outside of institutional mobility from the previous paragraph (Free Mover, e.g. on the basis of interstate agreements, available exchange programs and study possibilities at universities abroad, as well as on the basis of personal choice).

School supports two-way mobility, which implies study periods/training of its students at a host institution abroad, as well as study periods/training of foreign students in the School.

Duration of the Mobility Period

Article 4

Terms of these Regulations are primarily applied on student mobility that is, at least, one semester in duration, which does not exclude their adequate application in cases of a lesser duration of the mobility period.

School's student can participate in mobility program several times during his/her studies, bearing in mind that the total duration of the mobility period at the same level of studies cannot be longer than half the total duration of the study program the student is enrolled in, or the student cannot earn more than 30 ECTS credits which are added to the final sum total of ECTS credits required for obtaining the diploma.

Mobility Documents

Article 5

Key documents on which School student mobility is based are:

1. Study Plan
2. Learning Agreement
3. Training Agreement and Quality Commitment
4. Transcript of Records
5. Transcript of Work
6. Decree on Recognition of the Mobility Period

The documents listed in the previous paragraph do not exclude the possibility of different mobility documents existing within a specific exchange program.

Study Plan

Article 6

The Study Plan is a document in which the student, while applying for an exchange program, suggests the courses he/she plans to pass at the host institution (or other academic activities that he/she plans to realize during the mobility period).

The Study Plan is not an obligatory mobility document, rather it is composed in cases when required by a particular mobility program.

The Study Plan is of an orientational character and its purpose is to introduce the host institution with the planned academic activities of the student applying for exchange.



The Study Plan is signed by the student and the authorized School ECTS Coordinator at his/her home institution and is composed prior to the student submitting his/her competition documentation for a particular mobility program.

If the student is accepted on an exchange program, the Learning Agreement will be composed on the basis of the Study Plan.

Learning Agreement

Article 7

With the Learning Agreement the contracting parties (the student, the home institution, and the host institution) specify the subjects the student plans to pass, i.e. other academic activities (e.g. research), which the student plans to realize during his/her study period at the host institution. The Learning Agreement is a mobility document for students of all levels of study.

The Learning Agreement, in its essence, should be in accordance with the submitted Study Plan (if the Study Plan was required by the competition documentation), however, necessary changes are permitted.

By signing the Learning Agreement, the home institution allows the student his/her departure on mobility, and his/her attending of chosen activities, as well as guarantees the recognition of ECTS credits and grades received on exchange.

By signing the Learning Agreement, the host institution confirms that the agreed activities are part of the existing curriculum, expresses consent in accepting the student on exchange and, accordingly, approves attendance and realization of chosen activities.

The Learning Agreement is composed in English and it is obligatory to state the following:

- Course Unit Code- if the host institution numerates its program content;
- Course Unit Title, i.e. the activities the student has chosen
- Number of ECTS credits each course, i.e. activity carries at the host institution, adhering to the rule that the total number of ECTS credits earned per semester should be at least 20, with the exception of students attending a mobility program for the purpose of writing their final paper.

The Learning Agreement of outgoing students is signed by the student, the authorized person at the School and the authorized ECTS Coordinator. The Learning Agreement of incoming students is signed by the student and the authorized ECTS Coordinator.

The contracting parties, as a rule, sign the Learning Agreement prior to the student leaving on exchange, unless the host institution decides otherwise.

The Learning Agreement can be subsequently amended only with the consent of all the signatories, and all changes must be submitted in written form.

The changes to the Learning Agreement are an integral part of the Learning Agreement, completed and signed only in situations the student subsequently suggests changes and if an agreement is reached regarding the aforementioned by all the contracting parties.



The changes to the Learning Agreement consist of the following data:

- Course unit code - if the host institution numerates its program content
- Course unit title i.e. activities
- Deleted course unit or an Added Course Unit
- Number of ECTS Credits.

Training Agreement and Quality Commitment

Article 8

With the Training Agreement and Quality Commitment, the student, the home institution, and the host institution specify the content and the quality of student training.

This document determines the outcome of training regarding acquired knowledge, skills, and competencies, a detailed program of training, trainee tasks, the monitoring and evaluation plan.

By signing the Training Agreement and Quality Commitment, the home institution is obligated to define outcomes of training, to assist the student in the choice of host institution, to select students on the basis of clearly defined and transparent criteria, to provide logistical support to students regarding travel, accommodation, visas and insurance cover, to give academic recognition of the realized mobility period and to evaluate with each student the achieved personal and professional development during their mobility period.

By signing the Training Agreement and Quality Commitment, the host institution is obligated to enable the realization of training in the manner stipulated by the Agreement, to draw a contract or another legal document relevant for student training in accordance with the requirements of the national legislation, to appoint a mentor to the student on training, provide practical support to the student regarding insurance cover and facilitate adaptation to the new environment.

Signing the Training Agreement and Quality Commitment, the student is obligated to successfully realize training, abide by the rules of the host institution, communicate with the home institution regarding changes to the Training Agreement and submit a report on the achieved training.

The terms of Article 7 of these Regulations in regards to the competent authority for signing the Learning Agreement are applied to the signing of the Training Agreement and Quality Commitment.

Transcript of Records

Article 9

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

Transcript of Records, other than the data regarding the student, must contain data on the titles of passed exams, received grades, and the number of ECTS credits achieved per course, data on the duration of the study program, as well as other additional information if considered relevant.

The Transcript of Records should include an explanation of the manner of grading and credits (National Grading System).

When the mobility period is finalized, the School is obligated to issue the Transcript of Records to incoming students as proof of realized academic activities, in English, if possible.



In order to apply for mobility programs, the School is obligated to issue the Transcript of Records to their students when requested to.

Transcript of Work

Article 10

Transcript of Work is a document with which the host institution provides data on the realised training and achieved placement results of the student.

Decree on Academic Recognition of the Mobility Period

Article 11

Decree on Academic Recognition of the Mobility Period is a single legal act with which the authorized ECTS Coordinator determines the manner of recognition of passed exams, i.e. ECTS credits and grades the student earned during the mobility period.

Obligatory elements of the Decree from the previous paragraph are:

- data on the student, the host institution, and the home institution
- courses the student passed at the host institution (with acquired ECTS credits and received grades)
- courses at the home institution which will be replaced with the courses that the student passed at the host institution
- courses the student passed on exchange, and that cannot be replaced, rather be entered in the Diploma Supplement as elective activities/courses.
- the manner of grade equivalence
- remaining obligations the student must realize to fulfill scheduled obligations for the relevant semester, i.e. school year (in cases when the student did not acquire a sufficient number of ECTS credits on exchange)
- remaining data which the authorized ECTS Coordinator considers important in a specific case.

Student Status During the Mobility Period

Article 12

While on exchange/training at the host institution, the student retains the status of a student of the School.

During the mobility period the student does not interrupt his/her studies, nor is his/her status inactive at the home institution, as it is implied that the student realized their obligations at the host institution (unless this issue is not otherwise regulated in the general legal act of the School of which the student should be informed in a timely manner).

For the students who decide on a mobility period that is shorter than one semester, the principle from the previous paragraph is applied, in proportion to the time period spent on exchange.



A student that is financed from the budget of the Republic of Serbia does not lose this status during the mobility period. A student that belongs to the category of self-financing students continues to regularly pay in the established tuition fees to their home institution during the mobility period. Upon written request of the student, School approves their inactive status, in accordance with the law regulating the higher education system and with the School's general act.

Recognition of the Mobility Period

Article 13

School's student who was on exchange on the basis of the signed Learning Agreement, reserves the right for his/her achieved results at the host institution to be recognized by his/her home institution following his/her return from exchange.

The rights from Paragraph 1 of this Article shall be exercised in accordance with the general act of the home institution. Recognition of the mobility period is a procedure through which the authorized ECTS Coordinator determines the results that the student achieved on exchange and decides on the manner of recognition of the passed exams (ECTS credits and grades), which is then confirmed subsequent to the finalized procedure by the Decree on Recognition of the Mobility Period.

The student is under obligation to submit to the authorized ECTS Coordinator all relevant documents in connection with the realized mobility and specified in the general act of the home institution in a timely manner (written request, Learning Agreement/ Training Agreement and Quality Commitment/ Transcript of Records/ Transcript of Work/ document on the system of grading at the host institution (unless this data is not an integral part of the Transcript of Records), as well as copies of these documents).

The authorized ECTS Coordinator is obligated to issue a Decree on Recognition of the Mobility Period typically in a time period of 7 days prior to the start of the semester in which the student continues the program at his/her home institution, as well as to send the aforementioned to the student and the Student Services so all the necessary administrative details in regards to the realized mobility can be regulated.

If the administrative procedure from the previous paragraph is not finalized within the time period stated above, the home institution is obligated to facilitate the continuation of the student's studies even without registering the listed data, as well as to finalize the said procedure in the shortest possible time.

Principles of Academic Recognition of the Mobility Period

Article 14

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

The principle of transparency implies that the Regulations on Recognition of the Mobility Period are publicly accessible (on the web page and the bulletin board of the School and similar).

The principle of flexibility implies a realistic approach to the recognition of results achieved on exchange. A complete congruence in content of study programs at the home institution and at the host institution is not possible. For that reason the chief manner of recognition of the mobility period is focusing on the similarities and the learning outcomes, and not on the differences between study programs that are being compared. Emphasis is on knowledge in a particular field the student acquires on exchange that does not need to be identical, rather, akin



to the knowledge they would acquire on a particular course at their home institution.

The authorized ECTS Coordinator is guided by the principle of fairness in the procedure of recognition of the mobility period, as a generally accepted legal principle

Article 15

The essence of mobility is to enable the student to realize study activities at the host institution and for his/her mobility period to be calculated as if it had been realized at the home institution. The student that had not passed all exams at the host institution scheduled by the Learning Agreement, i.e. did not acquire the necessary 30 ECTS credits per semester, but had attended the appropriate lectures, has the right to pass the exam/s at their home institution from the semester during which he/she was on exchange, under the conditions set out in the general act of the home institution.

Comparison and Assessment of Study Program Similarity

Article 16

Comparison and assessment of similarities of courses at the home institution and at the host institution is done by the authorized ECTS Coordinator at the home institution and is guided by the principle of flexibility.

The ECTS Coordinator is exclusively authorized to sign key mobility documents (listed in Article 5 of these Regulations) and their possible modifications.

The ECTS Coordinator is independent in assessing the similarity of courses the student had proposed to pass at the host institution within the appropriate mobility document, and, if necessary, he/she consults with the School Director, and/or the professor in charge of a particular course, prior to the mobility period of the Student.

A full recognition of courses the student had passed at the host institution is recommended, if they are equivalent to the courses the student would have taken at his/her home institution, which implies a relatedness of scientific fields and acquired knowledge as the outcome of mastered course material (learning outcome).

Full recognition from the previous paragraph implies that the student, following their return from mobility, does not have additional obligations (as are, for example, writing a term paper, passing of tests/ parts of exams, etc.) in a course that has been replaced, on the basis of the Decree on Recognition of the Mobility Period, with the course the student had passed at the host institution.

Transfer and Recognition of Acquired ECTS Credits and Grades

Article 17

The main criterion for transfer and recognition of ECTS credits and grades accumulated during the mobility period is the learning outcome, and in accordance to the following recommendations:

1. Recognition of the course the student had attended and passed at the host institution which is related i.e. similar to a course at the home institution is made in such a way that it will be interpreted as if the student passed the exam that had been required by the study program of the home institution. The student will be awarded recognition of the



- title, ECTS credits, and the number of classes that the related course has at the home institution, regardless of whether the course that the student had passed on exchange carried a higher or lower number of ECTS credits.
2. The possibility of "replacement" of courses at the home institution refers to both compulsory and elective courses. In the Diploma Supplement the fact that a particular course was passed while on exchange at a relevant institution of higher education abroad will be noted in Section 6.1 (Additional Student Information) and the exact title of the course will be given (in the original language), the original grade, ECTS credits, and the grading system of the host institution, exactly as this data is stated in the Transcript of Records.
 3. If the content of the attended and passed course on exchange, in regards to the learning outcome, differs significantly from its relevant course at the home institution, or if the course the student had passed on exchange does not exist at all at the home institution, then the data on the passed course exam and the achieved results at the host institution will be registered in the Diploma Supplement, in the original language and in original form (in the section: "The following passed exams/activities that are not scheduled by the study program for obtaining the diploma"). In Section 4.3 of the Diploma Supplement the fact that this course was passed on exchange will be indicated, and in Section 6.1 of the Diploma Supplement ("Additional Student Information") the name of the institution of higher education abroad will be specified as well as the grading system, exactly as this data is stated in the Transcript of Records.
 4. The student's grades achieved at the host institution will be recognized. If the grading systems at the host institution and the home institution are not identical, the grades are, through the process of harmonization, converted into the grades of the home institution, in accordance with the ECTS Grading Table of the European Commission, i.e. the ECTS Grading Scale, according to Article 18 of these Regulations.
 5. Equivalent grades from courses the student passed on exchange, and that are recognized as if the student passed them at his/her home institution, become a part of the grade point average at the home institution. Grades that the student received for courses that were not "replaced" with relevant courses at the home institution, rather were noted in original form in accordance to Paragraph 1, Item 3, of this Article, are not calculated in the grade point average.
 6. ECTS credits and grades from Paragraph 1, Items 1 and 2 of this Article are to be treated as any other course the student had passed at the home institution (ECTS credits are counted as ECTS credits acquired within the study program).
 7. ECTS credits from courses in Paragraph 1, Item 3 of this Article do not take part in the number of ECTS credits within the study program, rather in the total number of the accumulated ECTS credits.
 8. Instead of the method of replacing courses as described in Items 1-7 of this Article, the academic recognition of the mobility period for a student that had acquired at least 30 ECTS credits per semester on exchange can be accomplished with the method of replacing a semester for a semester (Mobility Window). With this method, the student's ECTS credits acquired on exchange and the exams passed on exchange will be recognized in their original form and title, without replacing the course with a similar course at the home institution and without conversion of the grade into an equivalent grade of the home institution. ECTS credits the student had acquired on exchange are calculated in the number of ECTS credits within the study program. Grades the student received on exchange are not taken into account when calculating the grade point average achieved during studies. The titles of courses the student had passed on exchange, ECTS credits and grades the student acquired on exchange are entered into the Student Report Card and the Diploma Supplement in their original form. Applying the



method of replacing a semester for a semester, an assumption is made that the student carried out all obligations required at the home institution for the period he/she spent on exchange and following his/her return from exchange the student will not have any additional academic obligations at his/her home institution connected to their mobility period.

9. The method described in Item 8 can also be applied in cases when the student had passed free elective courses on exchange.

Interpretation and Conversion of Grades the Student Received During the Mobility Period at the Host Institution

Article 18

The student's grade achieved on exchange in a course that can be replaced with a course at his/her home institution will be recognized in such a way that the grade the student received on exchange will be converted into a grade that would be an equivalent to it at the home institution (the so-called "equivalent grade"), if the grading systems at the host institution and the home institution are not identical.

The process of grade harmonization is performed in accordance with the ECTS User's Guide published by the European Commission, and these Regulations are in accordance to its instructions. It is recommended that the School performs harmonization of grades in accordance with the ECTS Grading Table

Considering that the ECTS Grading Table is a new term in European higher education, the School will create models for the transfer and equivalence of grades for countries with which there is cooperation within mobility programs.

It is recommended that the School utilizes the National Grading System, and comparison on the basis the so-called ECTS Grading Scale as grounds for grade equivalence, until they commence the use of the ECTS Grade Table, as well as in cases for which the aforementioned model for transfer and equivalence of grades does not exist. An example and the instructions for the application of the ECTS Grading Scale).

Article 19

Following the return of the student from exchange and the submitting of the necessary documentation in accordance to Article 15, Paragraph 3 of these Regulations, the authorized ECTS Coordinator, without delay, issues the Decree on Recognition of the Mobility Period, and no later than the due date specified in Article 13, Paragraph 4 of these Regulations.

TRANSITIONAL AND FINAL PROVISIONS

Article 20.

These Regulations take effect on the eighth day following their publication.

School Director

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