

Pursuant to Article 41 item 2 of the Law on Higher Education (Official Gazette of the Republic of Serbia 76/2005 – authentic interpretation 97/2008 and 44/2010) and Articles 91 and 148 of the Statute of the College of Professional Studies for Pre-school Teachers, N° 64-3/2018 adopted on February 26th, 2018, at the session held on March 19, 2018 the Teaching Council adopted the following

RULEBOOK ON STUDENT/STAFF MOBILITY AND MOBILITY RECOGNITION

General Provisions

Article 1

The Rulebook on Mobility and Mobility Recognition (hereinafter: the Rulebook) regulates the general provisions and procedures regarding the international mobility of students implemented at the College of Professional Studies for Pre-school Teachers (hereinafter: the College).

The College promotes and supports students' mobility as an integral part of the process of internationalisation of higher education, in accordance with the positive law and generally accepted European standards.

The College strives for a two-way student mobility which implies student study visit/vocational practice of the College students at a receiving institution abroad, as well as the study visit/vocational practice of foreign students at the College.

The rules which by means of this Rulebook regulate international student mobility can be applied analogously to student mobility within the Republic of Serbia.

General Terms

Article 2

Student mobility – a study visit and vocational practice realised at colleges abroad.

Sending/Home Institution – a higher education institution which sends exchange students.

Receiving/Host Institution – a higher education institution at which a student implements his/her mobility. In line with this Rulebook, the College is to be regarded a receiving/host institution should it receive a foreign exchange student for the purposes of mobility.

An outgoing student – a College student who implements his/her mobility (study visit or vocational practice) at some other higher education institution (vocational college) abroad.

An incoming student – a student of a higher education institution (vocational college) abroad who implements his/her mobility (study visit or vocational practice) at the College.

Mobility period – the time span during which an exchange student attends studies/vocational practice abroad.

A Study Plan – a document which students, when applying for an exchange programme, provide to offer suggestions regarding the courses they wish to attend, i.e. regarding other activities which they plan to realise in the receiving/host institution. Should a student be accepted for the exchange, on the basis of the Study Plan the Learning Agreement is drafted. The plan of study visit is mandatory, signed by the student and authorised person of the home institution.

Learning Agreement – an agreement which regulates obligations and activities of undergraduate and master students which are to be complied with at the receiving institution. Learning agreement is trilateral and it is concluded between the home institution, receiving institution and mobility student.

Training Agreement and Quality Commitment – an agreement which regulates student's programmes of vocational practice at an institution abroad.

Transcript of Records – a document which provides detail information regarding the student's achieved results (grades, ECTS).

Transcript of Work – a document which provides detail information on completed vocational practice and student's achieved results.

Recognition of the mobility period – procedure which regulates the recognition of passed exams, ECTS points and grades that student had achieved during the period of mobility.

Equivalence Assessment – a grade which, in the process of mobility recognition, is ascertained to be equivalent to the grade that a student obtained in the receiving institution.

ECTS Grading Table – recommendation of the European Commission for interpretation and understanding of the results which the exchange student achieved and conversion of the same ECTS points and grades at the home institution.

ECTS Grading Scale – recommendation of the European Commission for interpreting and understanding of the results which the exchange student achieved and for conversion of the ECTS points and grades at the home institution. The ECTS grading scale is a transient solution used for the purposes of transition to ECTS grading table.

Course Catalogue – an overview of teaching courses (code, contents, the number of ECTS credit points, learning outcomes after a successful mastering of pre-exam and exam obligations)

Student Mobility

Article 3

Student mobility in terms of this Rulebook implies the process of studying, i.e. performing vocational practice during a certain period at the receiving institution abroad, upon which the student returns to the home institution and continues with the original study programme.

Student mobility includes a study visit, i.e. vocational practice within undergraduate and master study programmes.

Student mobility is primarily implemented within an institutional exchange programme and on the basis of international agreements at the level of vocational colleges.

Student can realise the mobility even outside institutional mobility referred to in the previous paragraph (for example, on the basis of international agreements, available exchange programmes and study possibilities at colleges abroad, as well as on the basis of their individual choice).

Duration of the mobility periods

Article 4

Provisions of this Rulebook are primarily applied to student mobility which cannot last less than one and more than two semesters.

The College student can participate in mobility programmes more than once during his/her studies. However, the total duration of a mobility period at the same level of studies cannot last more than half of the total duration of the study programme which the student attends.

Mobility documents

Article 5

The basic documents upon which the College student mobility is based are as follows:

1. Study Plan
2. Learning Agreement
3. Training Agreement and Quality Commitment
4. Transcript of Records
5. Transcript of Work
6. Decision on mobility recognition

Documents listed in the previous paragraph do not exclude the possibility of different mobility documents within a concrete exchange programme.

Study Plan

Article 6

Study plan is a document by means of which a student, during the process of applying for an exchange programme, suggests the courses which he/she plans to attend at the receiving institution (i.e. other activities which he/she plans to achieve during the period of mobility).

Study plan is not a mandatory mobility document, and it is contracted in cases when it is required by a certain exchange programme.

Study plan is of provisory nature and its purpose is to introduce the receiving institution with the planned activities of an exchange student.

Study plan is signed by a student and ECTS co-ordinator and it is composed before the student submits the application for a specific mobility programme.

Should the student be accepted for the exchange programme, the Learning Agreement shall be constructed on the basis of Study Plan.

A model of Study Plan is attached to this Rulebook (Annex 6)

Learning Agreement

Article 7

By means of Learning Agreement the contracting parties (student, home institution and receiving institution) specify the courses which the student intends to attend, i.e. other activities which the student intends to perform during his/her study at the receiving institution.

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

Learning Agreement should be in line with the suggested Study Plan (if Study Plan was envisaged by competition documentation), but the necessary changes are allowed.

By signing Learning Agreement the home institution approves student's mobility and his/her choice of activities, and guarantees the recognition of ECTS credit points and grades acquired during the mobility.

By signing Learning Agreement, the receiving institution confirms that the contracted activities are a part of the existing curriculum, accepts the exchange student and, accordingly, approves of his/her chosen activities.

Learning Agreement is contracted in English and it needs to contain the following:

- Course unit code – if there is a numbering of programme contents in the receiving institution
- Course unit titles, i.e. activities which the student has chosen
- Number of ECTS credit points for each course, i.e. every activity at the receiving institution
- The obligation of the receiving institution, upon the completed student mobility, to issue the incoming student a Transcript of Records, i.e. the confirmation of completed vocational practice, in line with Articles 14 and 15 of this Rulebook
- Obligations of the receiving institution regarding the accommodation, food provision, public transportation during the period of mobility
- Obligations of the receiving institution, i.e. home institution, with respect to enabling the student to achieve his/her health insurance rights.

If student mobility is implemented within institutional exchange programmes, i.e. on the basis of previously signed international agreement, in the Learning Agreement items 5 and 6 referred to in the previous paragraph are regulated in accordance with that programme, i.e. with the provisions of the international agreement.

Learning Agreement for outgoing students is signed by the student, the College director and the authorised person at the receiving institution.

Learning Agreement for incoming students is signed by the student, authorised person at the home institution and the College director.

Contracting parties, ordinarily, sign the Learning Agreement prior to student's mobility, unless the receiving institution decides differently.

The Learning Agreement can be changed afterwards only with the consent of all signatories, and every change needs to be introduced in a written form.

Changes in Learning Agreement are an integral part of the Learning Agreement and it is filled in and signed only in case that a student suggests changes subsequently and if there is a consent of all contracting parties.

A model of the Learning Agreement is attached to the Rulebook (Annex 2).

Training Agreement and Quality Commitment

Article 8

Training Agreement and Quality Commitment provides details regarding the contents and quality of vocational practice which are drafted by student, home institution and receiving institution.

This document establishes the outcomes of vocational practice regarding the acquired knowledge, skills and competences, a detailed programme of vocational practice, working tasks, monitoring plan and evaluation.

By signing the Training Agreement and Quality Commitment the home institution is obliged to define the outcomes of vocational practice, help the student in his/her choice of receiving institution, select students on the basis of clear and transparent criteria, provide logistic support for students regarding travel arrangements, accommodation, visa and insurance, perform the recognition of the mobility period, as well as evaluate personal and professional development of the student achieved during the period of mobility.

By signing the Training Agreement and Quality Commitment the receiving institution is obliged to enable the realisation of vocational practice ascertained by the Agreement, make a contract or other legal act relevant for student vocational practice in accordance with positive law of the receiving country, identify a mentor for the mobility student, offer practical support for the incoming student regarding the insurance and inclusion into the new environment.

By signing the Training Agreement and Quality Commitment a student is obliged to successfully realise vocational practice, respect the rules of the receiving institution, communicate with the home institution regarding the changes in the Agreement and submit a report on realised vocational practice.

A model of the Training Agreement and Quality Commitment is attached to this Rulebook (Annex 5)

Provisions of Article 7 of this Rulebook relating to the competence to sign the Learning Agreement are also applied to the signing of the Training Agreement and Quality Commitment.

Student's status during the period of mobility and the right of incoming students

Article 9

While a student is in the process of mobility (study visit/vocational practice) he/she maintains the status of a student at the home institution.

During the mobility period a student does not interrupt his/her studies nor is his/her status suspended at the home institution, as it is implied that a student has achieved his/her obligations at the receiving institution (unless this issue has not been regulated differently by means of the College Statute, in which case the student needs to be informed in a timely manner).

To those students who opt for the period of mobility shorter than one semester the principle from the previous paragraph applies, in line with the time spent at the exchange programme.

A student budgeted by the Republic of Serbia does not lose this status during the period of mobility.

A student who is self-financed continues to pay tuition fees to its home institution even during the period of mobility.

On the basis of a written request by a student, the home institution approves the suspension of studies in accordance with the Statute of the College.

Article 10

Upon the arrival of an incoming student (study visit/vocational practice) to the receiving institution, the said institution is obliged to perform all obligations so that the student can use the accommodation, i.e. the food and public transport in accordance with the Learning Agreement.

Unless nothing of the aforementioned was foreseen by the Learning Agreement, the receiving institution is obliged to perform all obligations so that the incoming student can realise his/her rights with respect to health insurance.

Article 11

Upon the student's arrival the receiving institution issues a document of study visit/vocational practice for the purposes of issuing a certificate of a temporary residence to a foreign student. The document comprises the following:

- information about the student
- information about the student study visit/vocational practice
- information about mobility period
- information about the receiving institution

Transcript of Records **Article 12**

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

Aside from the data relating to the student, the Transcript of Records comprises information on the titles of passed exams, achieved grades and number of ECTS credit points per course, information on the duration of the study programme, as well as some additional information if considered to be relevant.

Transcript of Records needs to comprise the explanation of a manner of grading and scoring (National Grading Scheme).

Upon finalising the period of mobility, the College is obliged to issue the Transcript of Records to incoming students which will serve as a proof of achieved activities. It is advisable to issue the Transcript in English.

For the purposes of applying for mobility programmes, the College is obliged to issue the Transcript of Records to its students, on their request.

A model of the standard Erasmus Transcript of Records is attached to this Rulebook (Annex6), and a model of the Transcript recommended as a form at the College is attached as Annex 7.

Transcript of Work **Article 13**

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

A model of a Transcript of Work is attached to this Rulebook (Annex 8).

Decision on the Recognition of the Mobility Period **Article 14**

Decision on the recognition of the mobility period is an individual legal act by means of which the director of the home institution ascertains the manner of recognising passed exams, i.e. ECTS credit points and grades the student obtained during the period of mobility.

Mandatory elements of the Decision referred to in the paragraph 1 are as follows:

- information about the student, home institution and receiving institution
- courses that the student passed at the receiving institution (obtained ECTS credit points and grades)

- courses at the home institution which will be substituted by courses which the student had passed at the receiving institution
- the courses which the student passed during the exchange, and which cannot be substituted but noted as elective activities/courses within the Diploma Supplement
- the manner of grade equivalence
- other obligations which the student needs to comply with in order to fulfil obligations foreseen by the relevant semester, i.e. academic year (in cases when the student has not achieved sufficient number of ECTS during mobility)
- other information considered relevant in this matter.

A model of Decision on the recognition of the mobility period is attached to this Rulebook (Annex 9).

Recognition of the mobility period

Article 15

The College student who participated in the exchange on the basis of a signed Learning Agreement has a right to have the results achieved at the receiving institution recognised by the home institution.

Recognition of the mobility period is a procedure which confirms the results the student achieved during the exchange and a decision is made on the manner in which the passed exam shall be recognised (ECTS points and grades), which is ascertained by means of a Decision on the recognition of the mobility period after the process is ended.

It is student's obligation to provide the ECTS co-ordinator in a timely manner with relevant documents regarding the realised mobility (written application, Learning Agreement, Training Agreement and Quality Commitment, Transcript of Records, Transcript of Work, a document on the grading system at the receiving institution (in case this information is not an integral part of the Transcript of Records)), as well as the copies of the listed documents.

The ECTS co-ordinator is obliged to ascertain which results the student achieved at student exchange, as well as to provide the College director with a suggestion of reaching the Decision on the recognition of the mobility period. In the process of ascertaining the achieved results the ECTS co-ordinator can consult with respective colleagues, i.e. teachers in relevant fields.

The College director is obliged to reach the Decision on the recognition of the mobility period at least seven days before the start of the semester in which student continues with the studies at the home institution.

The Decision on the recognition of the mobility period is delivered to the student and Student Administration Office in order to regulate all necessary administrative issues regarding the realised mobility.

In case the administrative procedure has not been finalised within the deadline referred to in the paragraph 5 of this Article, the home institution is obliged to enable the student to continue with his/her studies even without the transcript of the aforementioned data, as well as to finalise the aforementioned procedure in the shortest possible term.

The Principles of the recognition of the mobility period

Article 16

The recognition of results (ECTS points and grades) acquired during the period of mobility is based on the principles of transparency, flexibility and equity.

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

The principle of flexibility implies a realistic approach to the recognition of the mobility results. A complete correspondence between the contents of study programmes at the home and receiving institutions is not possible. For that reason the main manner of the recognition of the mobility period is the focus on similarities and learning outcomes, not on differences between study programmes which are being compared. The focus is on the knowledge which the student acquires in a particular field, and which does not have to be identical but related to the knowledge which the student would acquire by attending a specific course at the home institution.

The basic guiding principle in the process of the recognition of the mobility period is the principle of equity, as a general legal principle.

Article 17

The essence of mobility implies that it is possible for a student to perform activities at the receiving institution and that his/her period of mobility is perceived as if it were realised in the home institution.

The student who has not managed to pass all exams at the receiving institution foreseen by the Learning Agreement, i.e. who did not acquire the necessary 30 ECTS points per semester, and he/she did attend adequate courses, has the right to pass exams at the home institution for the semester which he/she spent at the exchange, without additional pre-exam tasks.

Comparison and assessment of the similarities between study programmes

Article 18

Comparison and assessment of the similarities between the courses at the home and receiving institutions is performed by the ECTS co-ordinator of the home institution. When performing the said assessment of the results achieved by the student during the mobility period the ECTS co-ordinator is free to consult teachers in relevant fields.

Complete recognition of the courses which the student passes at the receiving institution is recommended if those can be substituted by the courses which the student would have to take at the home institution. Substitution implies cognition of scientific fields and acquired knowledge as an outcome of the mastered content (learning outcome).

Complete recognition referred to in the previous paragraph implies that the student, upon returning from the mobility, has no additional obligations (to write a seminar paper, to take tests, etc.) within the courses which, according to the Decision of the Recognition of the mobility period, were substituted by the courses passed at the receiving institution.

Transfer and recognition of the acquired ECTS points and grades

Article 19

The basic criteria for the transfer and recognition of ECTS points and grades acquired during the mobility period are learning outcomes, in accordance with the following recommendations:

1. Recognition of the course which the student attended and passed at the receiving institution, and which is cognate, i.e. similar to a course at the home institution, is performed by interpreting that the student passed the course foreseen by a study programme of the home institution. The student is recognised the title, ECTS points and the workload of the cognate course at the home institution, regardless whether the course which the student passed during the exchange carries more or less ECTS points.
2. The possibility of a „substitution“ for a course at the home institution is related to mandatory and elective courses. In the Diploma Supplement, in the column 6.1 (Additional information on the student) one needs to emphasise the fact that certain courses have been passed during the exchange at a relevant higher education institution abroad and one is to state the precise title of courses (in original language), original grade, ECTS points and the grading system of the receiving institution, in exactly the same manner in which this information is stated in the Transcript of Records.
3. If the contents of an attended and passed course during the exchange in terms of learning outcomes significantly differs from its corresponding course at the home institution, or if the course which the student passed during the exchange does not even exist at the home institution, the information about the passed exam and achieved results at the receiving institution shall be entered in the Diploma Supplement, in original language and in original form (in the column: „Passed following courses/activities which are not foreseen by the study programme for obtaining the degree“). It is emphasised that the course was passed during the exchange, the name of the higher education institution and the grading system, in exactly the same manner in which this information is stated in the Transcript of Records.
4. Student's grades obtained at the receiving institutions are recognised. If the grading systems at the receiving and home institutions are not the same, the grades are recognised by means of equivalence into the grades of the home institution, in accordance with the ECTS Grading Table, i.e. ECTS Grading Scale, in line with Article 22 of this Rulebook.
5. Harmonised grades obtained for the courses which the student passed at the exchange and which have been recognised as if the student passed them at the home institution comprise the average grade at the home institution. The grades which the student obtained for the courses which have not been substituted with corresponding courses of the home institution, but which have in their original form stated in accordance with the paragraph 1 item 3 of this Article do not comprise the average grade.
6. ECTS points and grades referred to in the paragraph 1 items 1 and 2 of this Article are to be treated as any other course which the student passed at the home institution (ECTS points are calculated into the ECTS points acquired within the study programme).
7. ECTS points referred to in the paragraph 1 item 3 of this Article do not comprise the ECTS points within the study programme, but the total number of ECTS points.
8. Instead of the substitute method described in items 1-7 of this paragraph, the recognition of the mobility period for the student who has achieved at least 30 ECTS per semester can be performed by substituting semester for semester. By means of this method the student is recognised the number of ECTS points for the exams passed at the exchange, in their original form and title, without substituting the courses with similar course of the home institution and without converting the grade into a suitable grade at the home institution. ECTS points which the student obtained at the exchange comprise the number of ECTS points within the study programme. The grades which

the student obtained during the mobility are not taken into consideration when calculating the average grade achieved during the studies. The titles of the courses which the student passed during the exchange, ECTS points and grades obtained at the exchange are entered into the student transcript and Diploma Supplement in their original form. By applying the method of semester for semester substitution it is presupposed that the student has complied with all obligations of the home institution for the period which he/she spent at the exchange and upon returning from the exchange the student shall have no additional obligations at the home institution relating to his/her mobility period.

9. The method referred to in the item 8 can be applied to the cases when the student passed electives at the exchange.

Interpretation and convergence of the grades obtained during the mobility at the receiving institution

Article 20

Student is recognised the grade achieved at the exchange by passing courses which can be substituted with a course at the home institution by converging the grade which the student obtained at the exchange into a corresponding grade at the home institution (if the grading systems at the home and receiving institutions are not the same).

The process of convergence is done in accordance with the ECTS User's guide issued by the European Commission, upon which this Rulebook is based.

It is recommended that the College converges the grades in accordance with the ECTS Grading Table. Example and guide are provided in the form of an Annex 10.

It is recommended that the College, until the moment it resorts to the ECTS Grading Table, as well as in the cases when there is no the aforementioned model of transfer and equivalence of grades, uses the National Grading Scheme as the basis of equivalence and to perform comparison on the basis of the ECTS Grading Scale. The example and guide for ECTS application is attached as Annex 11.

Data storage and information

Article 21

The College collects, processes and permanently store data on student mobility and ECTS transfer for the purpose of keeping record and issuing public documents.

The College is obliged to compose a list of courses which have in previous cases been substituted by corresponding courses at higher education institutions abroad and to keep the list updated.

The course list referred to in the previous paragraph, the rules of the mobility period recognition, as well as other relevant information relating to student exchange, the College is obliged to make available to students.

The International Relations Office is obliged to deliver information on student mobility at the end of every semester to the College director. This information comprise the following:

- information on the manner of publishing and making available all relevant information relating to student mobility
- information on the exchange programme within which the student mobility was realised

- information on the number and profile of foreign students at the exchange, study visit or vocational practice, i.e. on the number and profile of outgoing students
- information on the home institutions from which foreign students come, i.e. on receiving institutions to which our students went
- information on the mobility period.

**Transitional and Final
Provisions
Article 22**

The provisions of this Rulebook relating to the mobility in the form of study visit are analogously applied to the mobility of students in terms of vocational practice.

Annexes to this Rulebook make its integral part and they serve as models of basic documents which the College can adjust to its needs.

This Rulebook is effective immediately on the day of adoption and it shall be published on the College bulletin board and website.

STUDY PLAN
Bachelor and Master Exchange

INFORMATION

Make sure you choose courses of relevance to your study programme at your home college so that the courses completed during your mobility will be recognised as counting towards your degree. Please note that you choose courses which are offered at the host college of your choice.

All Undergraduate and Master exchange scholars need to complete at least _____ ECTS per semester for the period of their _____ mobility.

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

STUDY PLAN

Name of the student:

HOME institution:

HOST institution:

Academic subject:

Field of study:

Course unit code	Course unit title	Number of ECTS credits

Student's signature: _____

Date: _____

HOME INSTITUTION

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

ECTS co-ordinator

Stamp of the institution:

Signature: _____

Date :

LEARNING AGREEMENT
for Undergraduate exchange and Master exchange
ACADEMIC YEAR 20../20.. –
FIELD OF STUDY:
Mobility period:

Name of the student:

HOME institution:

HOST institution:

Please note: 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 recognised as counting towards your degree. Make also sure you choose courses which are indeed offered at your chosen host institution.

Please note: All Undergraduate and Master exchange scholars need to successfully complete at least ____ ECTS/month for the period of their mobility!

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

Course unit code	Course unit title	Number of ECTS credits

Student's signature: _____

Date: _____

HOME INSTITUTION

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

Director

Signature : _____

Date :

HOST INSTITUTION

The host institution will provide student accommodation Yes/No (*) If yes, give all accommodation details: _____

The host institution will provide student nutrition Yes/No (*)

The host institution will provide student public transport Yes/No (*)

The host institution will enable student to use health care Yes/No (*)

(*): Please indicate appropriate answer

We confirm that the proposed programme of learning agreement is part of the curriculum at our college and these courses/modules can be offered to the student.
On completion of the programme the host institution will issue a Transcript of Records to the student.

Contact person at receiving institution

Signature : _____

Date :

TRAINING AGREEMENT and QUALITY COMMITMENT I.

I DETAILS OF THE STUDENT

Name of the student:

Subject area:

Academic year:

Degree :

Sending institution:

II DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organisation:

Planned dates of start and end of the placement period: from till _____ , that ismonths

Knowledge, skills and competence to be acquired:

Detailed programme of the training period:

Tasks of the trainee:

Monitoring and evaluation plan:

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

Whilst keeping full responsibility for the placement and for any modification to this agreement, the sending institution has a local partnership with *(to be filled in with the name of the partner higher education institution)* in view of helping with the monitoring of the mobility abroad. All parties will keep the sending institution informed of their exchanges.

The contact person in the partner institution is:

Name:

Function:

Phone number:

e-mail:

Address:

IV. COMMITMENT OF THE THREE PARTIES

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

The student Student's signature: _____ Date: _____
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The sending institution

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

On satisfactory completion of the training programme the institution will

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

(*): Please indicate appropriate answer

Coordinator's name and function

Coordinator's signature: _____ Date: _____

The host organization

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

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

(*): Please indicate appropriate answer

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

Coordinator's name and function

Coordinator's signature: _____ Date: _____

QUALITY COMMITMENT For student placements

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

THE SENDING HIGHER EDUCATION INSTITUTION* UNDERTAKES TO:

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

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

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

Prepare students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs. Provide **logistical support** to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance

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

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

THE SENDING INSTITUTION* AND HOST ORGANISATION JOINTLY UNDERTAKE TO:

Negotiate and agree a tailor-made **Training Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements **Monitor** the progress of the placement and take appropriate action if required

THE HOST ORGANISATION UNDERTAKES TO:

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

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

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

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

THE STUDENT UNDERTAKES TO:

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

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

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

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

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

TRANSCRIPT OF RECORDS

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

FIELD OF STUDY:

NAME OF SENDING INSTITUTION: _____

Name of the College director: _____

Tel.: _____ Fax: _____ E-mail: _____

NAME OF STUDENT: _____

Date and place of birth: _____ ; Sex: M/F

Matriculation date: _____ ; Matriculation number: _____

e-mail: _____

NAME OF RECEIVING INSTITUTION: _____

Name of the College dean/director: _____

Tel.: _____ Fax: _____ E-mail: _____

Course Unit Code (1)*	Title of the course unit	Duration of course unit (2)*	Local grade (3)*	ECTS credits (4)*
				Total:

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

Refer to the ECTS Course catalogue

Duration of course unit :

* (1) (2) (3) (4) see explanation on back page

Date:

Signature of registrar/dean/administration officer

Stamp of institution

Y = 1 academic year

1S= 1 semester

1T=1 term/trimester

2S= 2 Semesters

2T=2 terms/trimesters

Grading:

- a) Description of the institutional grading system:**
- b) Grading distribution in the department or programme (please specify)**

ECTS credits :

1 academic year	= 60 credits
1 semester	= 30 credits
1 term/trimester	= 20 credits

TRANSCRIPT OF RECORDS

ACADEMIC YEAR: 20./20. FIELD
OF STUDY:

NAME OF SENDING INSTITUTION: _____

Name of the College director: _____

Tel.: _____ Fax: _____ E-mail: _____

NAME OF STUDENT: _____

Date and place of birth: _____ ; Sex: M/F

Matriculation date: _____ ; Matriculation number: _____

e-mail: _____

NAME OF RECEIVING INSTITUTION: _____

Name of Director/Dean: _____

Tel.: _____ Fax: _____ E-mail: _____

Course Unit Code (1)*	Title of the course unit	Duration of course unit (2)*	Local grade (3)*	ECTS credits (4)*
				Total:

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

Refer to the ECTS Course catalogue

Duration of course unit :

* (1) (2) (3) (4) see explanation on back page

Date:

Signature of registrar/dean/administration officer

Stamp of institution

Y = 1 academic year

1S= 1 semester

1T=1 term/trimester

2S= 2 Semesters

2T=2 terms/trimesters

Grading:**a) Description of the institutional grading system:**

Local Grade	Definition
10	Outstanding
9	Excellent
8	Very Good
7	Good
6	Sufficient
5	Insufficient

b) Grading distribution in the department or programme (please specify)

Local Grade	ECTS Grades	Definition	Percentage of successful normally achieving the grade
10	A+	Outstanding	10%
9	A	Excellent	25%
8	B	Very Good	30%
7	C	Good	25%
6	D	Sufficient	10%
5	F	Insufficient	

ECTS credits :

1 academic year = 60 credits
1 semester = 30 credits
1 term/trimester = 20 credits

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

We herewith confirm that student

Students name:

Address:

Has carried out placement at our organization

Name of company:

Type

Address:

Country:

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

His/her tasks were:

Acquired competences and skills:

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

Name and function of the internship provider:

Signature:

Date and Place:

Висока школа струковних студија за образовање васпитача Пирот

Датум:

Број:

Студент: _____ (бр. индекса: _____)

Смер/студијски програм: _____

Година студија на којој је студент био на размени/стручној пракси: _____

Семестар/семестри које је студент провео на размени/стручној пракси: зимски/летњи
семестар академске "_____/_____" године

Период мобилности (за мобилност краћу од једног семестра): од _____ до _____

Установа прималац: _____

Основ размене/стручне праксе: _____

На основу Члана 16 Правилника о мобилности, директор Високе школе струковних студија за образовање васпитача у Пироту доноси следећу

ОДЛУКА О ПРИЗНАВАЊУ ПЕРИОДА МОБИЛНОСТИ

I) Утврђује се да су предмети које је студент _____ (име и презиме студента) положио на установи-примаоцу, а испуњавају услове да у потпуности буду признати и замењени релевантним предметном матичне установе, следећи:

	Предмет који је положен на установи-примаоцу	Број ЕСПБ бодова које је студент остварио на установи-примаоцу	Фонд часова на установи-примаоцу	Оцена добијена на установи-примаоцу	Предмет матичне установе са којим се испит положен на размени замењује	Број ЕСПБ који се признаје	Фонд часова који се признаје	Усклађена оцена (одговарајућа оцена у Школи)
1.								
2.								
3.								

II) Утврђује се да су предмети које је студент _____ (име и презиме студента) положио на установи-примаоцу, а који се не могу заменити сродним предметом матичне установе, односно слободни изборни предмети које је студент положио на размени и који ће се назначити у Додатку дипломи, следећи:

	Предмет који је положен на установи-примаоцу (на изворном)	Број ЕСПБ које је студент остварио на установи-примаоцу	Фонд часова на установи-примаоцу	Оцена коју је студент добио на установи-примаоцу
1.				
2.				
3.				

III) Да би реализовао све обавезе предвиђене студијским програмом за академски период који је студент провео на размени, _____ (име и презиме студента) треба да положи следеће испите:

	Назив предмета	Фонд часова	ЕСПБ бодови
1.			
2.			

Образложење

Студент _____ (име и презиме студента) је по окончању периода мобилности ЕСПБ координатору доставио неопходну документацију ради признавања предмета положених на установи-примаоцу током периода мобилности. ЕСПБ координатор је у складу са Правилником о мобилности студената и признавању периода мобилности, а на основу поднете документације, утврдио које је резултате студент постигао на студентској размени и доставио директору Школе предлог за доношење Решења о признавању периода мобилности.

На основу наведеног, директор је одлучио као у диспозитиву.

ДИРЕКТОР

Прилози:

- Уговор о учењу/Уговор о стручној пракси и квалитету,
- Препис оцена, Уверење о обављеној стручној пракси/ документ о систему оцењивања у установи-примаоцу (уколико овај податак није саставни део Преписа оцена)

Доставити:

- Студенту
- Студентској служби
- Архиви

ЕСПБ ТАБЕЛА ОЦЕЊИВАЊА (ECTS Grading Table)

ЕСПБ табела оцењивања за потребе усклађивања оцене коју је студент добио на размени са оценом која би била одговарајућа на матичној установи, изискује да матичне установе воде статистичке податке о успеху студената (на нивоу предмета, департмана или факултета).

Поменути статистички подаци служе за процес доношења одлуке о „**усклађеној оцени**“, тј. о оцени која је на матичној установи еквивалентна оцени коју је студент добио на размени из одређеног предмета.

До усклађене оцене се долази тако што се **упоређују статистички подаци о успеху студената** матичне установе са статистичким подацима о успеху студената установе-примаоца на којој је студент био на размени.

Главни критеријум за еквиваленцију оцена је **процентуални удео оцена у скалама оцењивања на обе установе.**

Пример усклађивања оцена стечених на размени са оценом која јој је еквивалентна на матичној установи:

ОЦЕНЕ НА УСТАНОВИ А	СТАТИСТИЧКИ ПОДАЦИ О УСПЕХУ СТУДЕНАТА НА УСТАНОВИ А (процент студената који је добио ову оцену)	ОЦЕНЕ НА УСТАНОВИ Б	СТАТИСТИЧКИ ПОДАЦИ О УСПЕХУ СТУДЕНАТА НА УСТАНОВИ Б (процент студената који је добио ову оцену)
30 cum laude*	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%		
21	2.3%		
20	5.7%		
19	1.9%		
18	6.9%		
УКУПНО			

У наведеном примеру су приказани статистички подаци о успеху студената две високошколске установе на одређеном студијском програму у последње две године. Упоредивши проценте додељених оцена, студенту који је на установи А добио оцене 30 cum laude или 30, на установи Б биће еквивалентна оцена 1, јер је удео оцене 1 на установи Б 20%, што одговара збиру удела оцена 30 cum laude и 30 (5,6% + 15,7%) тј. приближно 20%. Оцени 2 (35% студената) на установи Б на установи А биће еквивалентне оцене од 26 до 29 (9% + 11,8% + 12,3% + 0,5%).

Cum laude - са похвалама

**ЕСПБ СКАЛА ОЦЕЊИВАЊА (ECTS Grading Scale) У
ПОСТУПКУ ЕКВИВАЛЕНЦИЈЕ ОЦЕНА**

Висока школа струковних студија за образовање васпитача у Пироту			
Локална оцена	ЕСПБ оцена	Опис	Процент студената који добијају ове оцене
10	A+	Изузетан	10%
9	A	Одличан	25%
8	B	Врло добар	30%
7	Ц	Добар	25%
6	Д	Довољан	10%
5	Ф	Није положио	

Ово је још један модел који би требало да олакша усклађивање оцена између установа са различитим системима оцењивања. Уз претпоставку дистрибуције оцена која је дата у процентима, 10% најбољих студената добија ЕСПБ оцену А што је у Школи еквивалентно оцени 10. По истом принципу се врши еквиваленција и осталих оцена.