

Pursuant to Article 31 of the Law on Higher Education ("Službeni glasnik RS", No. 76/2005, 97/2008, 44/2010) and Article 138 of the Statute of the Preschool Teacher Training College in Novi Sad, Teaching-Scientific Council at the session held on 06.10.2016 passed the

RULEBOOK ON STUDENT MOBILITY AND ACADEMIC RECOGNITION OF MOBILITY PERIOD

Basic Provisions

Article 1

The Rulebook on Student Mobility and Academic Recognition of the Mobility Period (hereinafter: the Rulebook) regulates the basic principles and procedures related to the international mobility of students realized in the Preschool Teacher Training College in Novi Sad (hereinafter the College).

The College supports and promotes student mobility as an integral part of the process of internationalization of higher education, in accordance with positive legal regulations and generally accepted European standards.

The rules provided by this Rulebook for international student mobility can be applied analogously to student mobility within the Republic of Serbia.

Basic Concepts

Article 2

Student mobility - Study stay and professional practice that students have at universities, ie institutions abroad.

Sending/Home Institution - A higher education institution (university or faculty) that refers a student for exchange.

Receiving/Host Institution - A higher education institution (university or faculty) or other institution where a student achieves mobility.

Outgoing student - A student of a College who realizes his/her mobility (studies or professional practice) at a university or institution abroad.

Incoming student - A student of a university from abroad who realizes his mobility (studies or professional practice) at the College in Novi Sad.

Mobility period - The period of time during which a student is on an exchange, ie on a professional internship abroad.

Study Plan - A document by which a student, when applying for an exchange program, proposes courses that he plans to take, or proposes other academic activities (research, etc.) that he plans to pursue in the host institution. If a student is accepted for an exchange, a Learning Agreement is drawn up on the basis of the Study Stay Plan. The study stay plan must be signed by the student and the authorized person of the home institution.

Learning Agreement - A contract which determines the obligations and academic activities for a student of basic and specialist studies that he/she will perform in the receiving institution. The learning agreement is tripartite and is concluded between the home institution, the recipient institution and the student participating in the mobility.

Training Agreement and Quality Commitment - A contract by which a program of professional practice in an institution abroad is contracted for an individual student.

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

Transcript of a Completed Practise - A document by which the institution provides detailed information about the completed internship and the achieved results of the student.

Academic ECTS Coordinator(s) - The Commission authorized by the College to sign mobility documents, conduct the procedure of academic recognition of the mobility period and issue the Decision on the academic recognition of the mobility period.

Academic recognition of the Period of Mobility - The procedure by which it is decided on the recognition of passed exams, ECTS points and grades that the student has achieved in the exchange.

Harmonized Grade - A grade for which, in the process of academic recognition of the mobility period, it is determined that it is equivalent to the grade that the student received in the receiving institution.

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

ECTS Grading Scale - Recommendations of the European Commission for the interpretation and understanding of the results achieved by the student on the exchange and conversion of the same in ECTS credits and grades in 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 Catalog - An overview of the subjects of the faculty (code/cypher, content, number of ECTS credits, expected learning outcome after successfully mastering the pre-exam and exam obligations).

Student Mobility

Article 3

In terms of this Rulebook, student mobility implies studying, i.e. performing professional practice during a certain period in the institution-recipient abroad, after which the student returns to the home institution and continues the originally enrolled study program.

Student mobility includes study stays, i.e. professional internships as a part of basic and specialist studies at the College.

Student mobility is primarily achieved within institutional exchange programs and on the basis of international agreements at the level of higher education institutions.

The College strives for two-way student mobility, which includes the study stay/professional practice of the College students in the receiving institution abroad, and at the same time the study stay/professional practice of foreign students at the College in Novi Sad.

Duration of the Mobility Period

Article 4

The provisions of this Rulebook primarily apply to student mobility lasting at least one semester, which does not preclude the similar application of the same in the case of a shorter duration of the mobility period.

A student of the College may participate in mobility programs several times during his/her studies, provided that the total duration of the mobility period at the same level of study may not be longer than half of the total duration of the study program in which the student is enrolled.

Mobility Documents

Article 5

The basic documents on which the mobility of the College students is based are:

1. Study Stay Plan
2. Learning Agreement
3. Training/Research/Lecture Plan
4. Training Agreement and Quality Commitment
5. Transcript of Records

6. Certificate of Completed Professional Practice

7. Decision on Academic Recognition of the Mobility Period

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

Study Plan

Article 6.

A Study Plan is a document in which a student, when applying for an exchange program, proposes the courses he/she plans to take in the receiving institution (ie other academic activities he/she plans to complete during the mobility period).

The study stay plan is not a mandatory mobility document, it is made in cases when it is required by a certain exchange program.

The study stay plan is of an indicative nature and its purpose is to acquaint the receiving institution with the planned academic activities of the student applying for the exchange.

The study stay plan is signed by the student and the competent Academic ECTS coordinator of his/her home institution and it is made before the student submits the competition documentation for a certain mobility program.

If the student is accepted for the exchange program, a Learning Agreement will be made on the basis of the Study Stay Plan.

Learning Agreement

Article 7

By Learning Agreement the contractual parties (student, home institution and institution-recipient) specify the subjects that the student plans to take, ie. other academic activities (eg research), which the student plans to accomplish during his/her study stay in the institution-recipient.

Learning Agreement is a mobility document for undergraduate and specialist, i.e. master studies.

Learning Agreement should basically agree with the submitted Study Stay Plan (if the Study Stay Plan was provided for in the competition documentation), but the necessary changes are allowed.

By signing Learning Agreement, the home institution approves the student to go on mobility and attend selected academic activities, and guarantees the recognition of ECTS credits and grades obtained in the exchange.

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

The learning agreement is made in English and it must state:

- Course unit code - if there is a numbering of program contents in the receiving institution;
- Names of subjects, i.e. activities for which the student has opted (Course unit title);
- Number of ECTS credits that each subject or activity carries in the recipient institution (Number of ECTS credits).

Learning Agreement of outgoing students is signed by the student, the authorized person of the College and the competent Academic ECTS coordinator.

Learning Agreement of incoming students is signed by the student, the competent Academic ECTS coordinator and the institutional coordinator (at the level of the higher education institution, depending on the provisions of the specific Learning Agreement).

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

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

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

Training Agreement and Quality Commitment

Article 8

By Training Agreement and Quality Commitment, the student, the home institution and the receiving institution specify the contents and quality of the student's professional practice.

This document determines the outcome of professional practice in terms of acquired knowledge, skills and competencies, a detailed programme of professional practice, student work tasks, monitoring and evaluation plan.

By signing Training Agreement and Quality Commitment, the home institution undertakes to define the outcomes of professional practice, assist the student in choosing the receiving institution, select students based on clear and transparent criteria, provide logistical support to students respect of travelling, accommodation, getting visa and insurance, and performing an academic recognition of the period of

student's mobility and also it should evaluate each student in terms of personal and professional development achieved during the mobility period.

By signing Training Agreement and Quality Commitment, the receiving institution undertakes to enable the realization of professional practice in the manner specified in the contract, draw up a contract or other legal act relevant to the student's professional practice in accordance with the positive legal regulations of the country, set up a mentor for the student who is on professional practice, provide a practical support to the student in terms of insurance and integration into the new environment.

By signing Training Agreement and Quality Commitment, the student undertakes to successfully implement professional practice, respect the rules of the receiving institution, communicate with the home institution regarding changes to the Agreement and submit a report on professional practice.

The provisions of Article 7 of this Rulebook, which refer to the competence for signing Learning Agreement, shall also apply to the signing of the Training Agreement and Quality Commitment.

Transcript of Records

Article 9

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

Transcript of Records, in addition to data related to the student, must contain data on the names of passed exams, grades obtained and the number of ECTS points achieved by subjects, data on the duration of the study program, and other additional information if considered relevant.

At the end of the mobility period, higher education institutions are obliged to issue a Transcript of Records to incoming students as a proof of accomplished academic activities, preferably in English.

In order to apply for mobility programs, higher education institutions are obliged to issue a Transcript of grades to their students upon request.

Transcript of Work

Article 10

Transcript of Work is a document by which the institution-recipient provides information about the completed professional practice and the achieved results of the student.

Decision on Academic Recognition of the Mobility Period

Article 11

Decision on the Academic Recognition of the Mobility Period is an individual legal act by which the competent Academic ECTS coordinator determines the manner of recognition of passed exams, ie. ECTS points and grades achieved by the student during the period of mobility.

Obligatory elements of the Decision from the previous paragraph are:

- data on the student, the receiving institution and the home institution
- courses taken by the student in the receiving institution (with ECTS points and grades obtained)
- courses from the home institution that will be replaced by courses that the student passed in the receiving institution
- courses that the student has passed on the exchange, and which cannot be replaced, but as elective activities/courses entered in the Diploma Supplement
- method of equivalence of grades
- remaining obligations that the student must fulfill in order to fulfill the obligations provided by the relevant semester, ie academic year (in cases when the student has not achieved a sufficient number of ECTS points on the exchange)
- other data that the competent Academic ECTS Coordinator considers relevant in the specific case.

Student Status During the Mobility Period

Article 12

While being on an exchange/professional internship at the host institution, the student retains the student status of his/her home institution.

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

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

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

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

Academic Recognition of the Mobility Period

Article 13

The student of the College in Novi Sad who was on an exchange on the basis of a signed Learning Agreement, has the right to have the results achieved in the receiving institution recognized after returning from the exchange.

Academic recognition of the mobility period is a procedure by which the competent Academic ECTS coordinator determines the results achieved by the student in the exchange and makes a decision on the manner of recognition of passed exams (ECTS credits and grades) which is determined by the Decision on Academic Recognition of the Mobility Period.

The student is obliged to timely submit to the competent Academic ECTS Coordinator all relevant documents related to the achieved mobility (written application, Learning Agreement/Training Agreement and Quality Commitment, Transcript of Records, Transcript of Work, the document on the evaluation system in the institution to the recipient (if this information is not an integral part of the Transcript of Records), as well as copies of these documents).

The competent Academic ECTS coordinator is obliged to make a Decision on academic recognition of the mobility period no later than 7 days before the beginning of the semester in which the student continues the program in the home institution, and to submit it to the student and student service in order to regulate all necessary administrative details related to the achieved mobility.

If the administrative procedure from the previous paragraph is not completed within the above-mentioned deadline, the home institution is obliged to enable the student to continue his studies without entering the stated data, as well as to complete the mentioned procedure as soon as possible.

Principles of Academic Recognition of the Mobility Period

Article 14

Recognition of results (ECTS points and grades) obtained 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 institution's website and bulletin board, etc.).

The principle of flexibility implies a realistic approach to the recognition of academic results achieved in exchange. It is impossible to completely match the study programs of the home institution and the receiving institution where the student was on an exchange. For this reason, the basic way of academic recognition of the 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 would acquire from a certain teaching subject in the home institution.

The competent Academic ECTS Coordinator is guided in the process of academic recognition of the mobility period by the principle of fairness, as a generally accepted legal principle.

Article 15

The essence of mobility is to enable the student to perform academic activities in the receiving institution and to calculate the period of mobility as if he/she had achieved it in the home institution.

The student who has not passed all the exams provided for in the Learning Agreement in the receiving institution, i.e. has not acquired the required 30 ECTS credits per semester, and has attended the appropriate classes, has the right to take the exam/s from the semester during which he was on exchange. without additional pre-examination obligations.

Comparison and Assessment of Similarity of Study Programs

Article 16

The comparison and assessment of the similarity of the subjects of the parent institution and the recipient institution is performed by the competent Academic ECTS coordinator of the parent institution, ie its organizational unit (department, course of study, chair ...), guided by the principle of flexibility.

The Academic ECTS Coordinator is exclusively competent to sign the basic mobility documents (listed in Article 5 of this Rulebook) and their possible amendments.

The academic ECTS coordinator is independent in his/her assessment of the similarity of the subject that the student has proposed to take in the receiving institution within the appropriate mobility document, and if necessary, before the student's mobility period, consults with the director, heads of departments and/or professors. .

It is recommended to fully recognize the subjects that the student passed in the receiving institution if they are interchangeable with the subjects that the student would take in the home institution. Substitutability means the similarity of scientific fields and acquired knowledge as the outcome of the mastered material (the outcome of the learning process).

Full recognition from the previous paragraph implies that the student after returning from mobility has no additional academic obligations (such as writing a seminar paper, taking a colloquium / part of an exam, etc.) from a subject which is replaced by a subject based on the Decision on Academic Recognition. passed in the receiving institution.

Transfer and Recognition of Acquired ECTS Points and Grades

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:

1. Recognition of the subject that the student attended and passed in the institution-recipient, and which is related, ie. similar to a subject of the home institution, is done in such a way that it will be interpreted that the student has passed the subject that is provided by the study program of the home institution. The student is recognized the name, ECTS points and the fund of classes that a related subject has in the home institution, regardless of whether the course that the student passed on the exchange carried more or less ECTS points.

2. The possibility of "replacing" the subjects of the home institution refers to both compulsory and elective subjects. In the Diploma Supplement, in section 6.1 (Additional information about the student), the fact that a certain subject was passed on an exchange in a relevant higher education institution abroad will be indicated and the exact name of the subject (in the original language), original grade, ECTS points and grading system will be stated. -recipient, exactly as these data are stated in the Transcript of Records.

3. If the content of the completed and passed course in terms of the outcome of the learning process significantly deviates from the related subject in the home institution or if the course that the student passed in the exchange does not exist at all in the home institution, then the data on the passed course and achieved results in the receiving institution, enter in the Diploma Supplement, in the original language and in the original form (in the section: "Passed the following subjects/activities that are not provided for in the study program for obtaining the diploma). Box 6.1 of the Diploma Supplement ("Additional information about the student") indicates the fact that the subject has been exchanged, the name of the foreign higher education institution and the grading system, exactly as these data are stated in the Transcript of Records.

4. The student is recognized for the grades achieved in the receiving institution. If the grading systems in the receiving institution and the home institution are not the same, the grades are converted into parental grades in the process of harmonization, in accordance with the ECTS Grading Table, ie the ECTS Grading Scale.).

5. Harmonized grades from the subjects that the student passed on the exchange, and which are recognized as having passed them in the home institution, are included in the average grades in the home institution. Grades received by the student for subjects that are not "replaced" by related subjects of the home institution, but are in the original form indicated in accordance with paragraph 1, item 3 of this Article, are not counted in the average grade.

6. ECTS credits and grades from paragraph 1, items 1 and 2 of this article are treated like any other subject that the student passed in the home institution (ECTS credits are calculated in ECTS credits acquired within the study program).

7. ECTS points of the course referred to in paragraph 1, item 3 of this Article are not included in the number of ECTS points within the study program, but in the total number of acquired ECTS points.

8. Instead of the subject exchange method as described in points 1-7 of this paragraph, the academic recognition of the mobility period for a student who has achieved at least 30 ECTS per semester in exchange may be done by the semester substitution method for the semester. With this method, the student is recognized ECTS points received in the exchange and exams passed in the exchange, in their original (original) form and name, without replacing the subject with a similar subject of the home institution and without converting the grade into the appropriate grade of the home institution. ECTS points received by the student in exchange are counted in the number of ECTS points within the study program. Grades received by the student on the exchange are not taken into account when calculating the average grade achieved during the studies. The names of the subjects that the student passed on the exchange, ECTS points and grades that the student received on the exchange are entered in the student index and the Diploma Supplement in their original form. Applying the method of substituting semester for semester, it is assumed that the student has fulfilled all obligations provided in the home institution for the period spent on the exchange and the student upon return from the exchange will not have any additional academic obligations in the home institution related to his mobility period.

9. The method described in point 8 can also be applied in the case when the student has passed the free elective courses.

Interpretation and Conversion of Grades Obtained by the Student During the Period of Mobility in the Receiving Institution

Article 18

The student is recognized for the grade he achieved on the exchange from the subject that can be replaced by the subject from the home institution in such a way that, if the assessment systems in the receiving institution and in the home institution are not the same, the grade received by the student in the exchange which would correspond to that assessment in the home institution (the so-called "harmonized assessment").

The process of harmonization of assessments is performed in accordance with the ECTS Guide issued by the European Commission (ECTS User's Guide), whose instructions are guided by this Rulebook.

It is recommended that higher education institutions adjust their grades in accordance with the ECTS Grading Table.

The College will develop models for the transfer and equivalence of grades for countries with which there is cooperation under the mobility program.

Decision on Academic Recognition of the Mobility Period

Article 19

After the student's return from the exchange and providing all necessary documentation, the competent Academic ECTS Coordinator without any delay passes the Decision on the Academic Recognition of the Mobility Period, in accordance with this Rulebook.

Transitional and Final Provisions

Article 20

The provisions of this Rulebook referring to mobility in the form of a study stay are analogously applied to student's mobility in the form of internships.

Appendices to this Rulebook are its integral part.

The Rulebook will be publicized on the web site of The Preschool Teacher Training College in Novi Sad.

No.:01-590/1

Director

06.10.2016.

Jovanka Ulić, MA

TRANSCRIPT OF RECORDS

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

FIELD OF STUDY:

NAME OF SENDING INSTITUTION: Visoka škola strukovnih studija za obrazovanje vaspitača u Novom Sadu ECTS coordinator: Tel.: Fax: E-mail:
NAME OF STUDENT: First Name: Date and place of birth: Sex : M/F Matriculation date: Matriculation number: E-MAIL ADDRESS:
NAME OF RECEIVING INSTITUTION: Faculty/ Department of ECTS departmental coordinator: Tel: Fax: E-mail:

Course Unit Code (1)*	Title of the course unit	Duration of course unit (2)*	Local grade (3)*	ECTS credits (4)*
.....
.....
.....
.....
.....
.....
.....
.....	to be continued on a separate sheet	Total :

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

Date:

Signature of registrar/dean/administration officer:

Stamp of institution

NB : This document is not valid without the signature of the registrar

/dean/administration officer and the official stamp of the institution

Course unit code :

Refer to the ECTS Course catalogue

Duration of course unit :

Y = 1 academic year

1S= 1 semester

2S= 2 Semesters

1T=1 term/trimester

2T=2 terms/trimesters

Grading:

a) Description of the institutional grading system:

Local Grade	Definition
10	Excellent with distinction
9	Excellent
8	Very Good
7	Good
6	Sufficient

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

(For this section please refer to ECTS Users' Guide, Annex 3)

Local Grade	ECTS Grades	Definition	Percentage of successful normally achieving the grade
10	A	Excellent with distinction	10%
9	B	Excellent	25%
8	C	Very Good	30%
7	D	Good	25%
6	E	Sufficient	10%

ECTS credits :

1 academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

MODEL OF SOLUTION ON ACADEMIC RECOGNITION OF THE MOBILITY PERIOD

Preschool Teaching Training College in Novi Sad

Date: _____

Number: _____

Student: _____ Student transcript no . _____

Field / study program: _____

Year of study in which the student was on an exchange/professional internship: _____

Semester/semesters spent by the student on exchange/professional practice:

winter/summer semester of academic _____ / _____ year

Mobility period (for mobility shorter than one semester): from _____ to _____

Recipient institution: _____

Basis of exchange/professional practice: _____

On the basis of the Rulebook on Student Mobility and Academic Recognition of the Mobility Period (adopted by _____ of the day _____), Preschool Teaching Training College in Novi Sad passes the following

DECISION ON ACADEMIC RECOGNITION OF THE MOBILITY PERIOD

determining the following:

- I) Courses passed by the student at the receiving institution, which meet the conditions to be fully recognized and replaced by the relevant subject of the home institution

	Courses passed by the student at the receiving institution	ECTS Number of points that the student achieved at the receiving institution	Fund of lessons at the receiving institution	The grade achieved at the receiving institution	Courses of the home institution with which a passed exam at the exchange can be replaced	Number of ECTS points which is recognized	Fund of lessons which is recognized	Harmonized
1.								
2.								
3.								

II) Courses passed by the student at the receiving institution, which cannot be replaced by a related subject of the home institution, i.e. free elective courses passed by the student on exchange and which will be indicated in the Diploma Supplement:

	The Course that was passed at the receiving institution (in the original language)	The number of ECTS which the student achieved at the receiving institution	the Fund of lessons at the receiving institution	The grade which the student achieved at the receiving institution
1.				
2.				
3.				

In order to realize all the obligations provided by the study program for the academic period that the student spent on the exchange, _____ (name and surname of the student) should pass the following subjects:

	Name of the subject	Fund of classes	ECTS points
1.			
2.			
3.			

STATEMENT OF GROUNDS

At the end of the mobility period, the student _____ (name and surname) submitted the necessary documentation to the competent Academic ECTS Coordinator for the recognition of the subjects passed at the receiving institution during the mobility period. The competent Academic ECTS Coordinator, in accordance with the Rulebook on Student Mobility and Academic Recognition of Mobility Period, and based on the submitted documentation, made a decision as in the enacting clause of this Decision.

Instruction on legal remedy:

Against this Decision, the nominee may file a written complaint to the competent Academic ECTS Coordinator within 7 working days from the date of receiving of the Decision.

The Academic ECTS Coordinator decides on the submitted complaint within 10 working days and there is no possibility of appeal against its decision on the complaint.

Academic ECTS Coordinator

(Name and surname)

Appendices:

1. Document 1
2. Document 2
3. Document 3 ...

Deliver to:

1. The student
2. Student service
3. Archives.

Note: In the case of academic recognition of the mobility period on the principle of replacing the semester for the semester, as well as in the case of the process of academic recognition of student internship results, the home institution adapts this Solution model to the needs of the situation.