



Republic of Serbia  
ACADEMY OF APPLIED TECHNICAL  
AND PRESCHOOL STUDIES  
No. 01-1/45-9  
Date: 27<sup>th</sup> February 2020  
NIŠ

Pursuant to articles 7. and 8. of the Decision of the Government of the Republic of Serbia on establishing the Academy of Applied Technical and Preschool studies (022-5271/2019 dated 30th May 2019), The Temporary Council of the Academy of Applied Technical and Preschool Studies at the session held on 27th February 2020 brought the following

## **RULEBOOK ON INTERNATIONAL MOBILITY OF STUDENTS AND TRANSFER OF ECTS CREDITS**

### **Basic Provisions**

#### Article 1.

The Rulebook on International Mobility of Students and Transfer of ECTS credits (hereinafter: the Rulebook) regulates the basic principles and procedures regarding international student mobility, which is being realized at the Academy of Applied Technical and Preschool Studies in Niš, (hereinafter: AATPS Niš). AATPS Niš 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.

Criteria and conditions for student mobility and transfer of ECTS credits are prescribed by the general act of an independent higher education institution or by a cooperation agreement between higher education institutions.

### **Basic terms**

#### Article 2

**Student mobility**- a study visit and vocational practice that student realizes at a higher education institution abroad;

**Sending/Home institution**- a higher education institution sending a student on exchange. In terms of rights and obligations towards an outgoing student (according to this this Rulebook, unless otherwise stipulated), the Home institution is a college where the student is originally studying, i.e. a college that sends the student on exchange,.

**Receiving/Host institution** - higher education institution, or other institution in which the student is on mobility;

**Outgoing student**- a student who realizes his/her mobility (study visit or vocational practice) at a higher education institution abroad;

**Incoming student** - a foreign student who realizes his/her mobility (study visit or vocational practice) at a college in Serbia;

**Period of mobility** – a time period during which the student is on international mobility or vocational practice;



**Study Visit Plan** - a document by which a student suggests, when applying for an exchange program, courses that he/she plans to take, or other academic activities (research, etc.) that he/she plans to perform in the Host institution.

If a student is admitted to an exchange program on the basis of a study visit plan, a learning agreement has to be drawn up. The study visit plan must be signed by the student and the authorized person of the Home institution.

**Learning Agreement** - is an agreement for the student of the first or second level of studies which regulates the obligations and activities that he/she will take in the receiving institution. Learning agreement is three-sided and is signed between Home institution, Host institution and the student who participates in mobility.

**Study and Research Plan** is an agreement for a student of the second level of studies which regulates the obligations and activities that will be taken in the receiving institution. Agreement on Study and Research is three-sided and is signed by Home institution, Host institution and the student who participates in mobility.

**Training and Quality Commitment Agreement** is an agreement for an individual student which regulates the program of vocational practice at an institution abroad.

**Transcript of Records** - a document by which a higher education institution provides detailed data on the student's achieved results (grades, ECTS points).

**Transcript of Work** – a document by which the institution provides detailed information on the completed vocational practice and the student's achieved results.

**ECTS Coordinator** - a person who is authorized by the college for signing mobility documents, conducting a procedure for recognition of the mobility period, and passing a decision on recognition of the mobility period.

**Recognition of the mobility period** - a procedure which regulates the recognition of successfully taken exams and ECTS points and grades that the student obtained during exchange.

**equivalence grading** – a grade which, in the process of mobility recognition, is found to be equivalent to the grade that the student obtained in the receiving institution.

**ECTS Grading Table** - European Commission recommendations for interpreting and understanding the results achieved by the student on exchange and the conversion of the same results into ECTS credits and grades at the Home institution.

**ECTS Grading Scale** - European Commission Recommendations for interpreting and understanding the results achieved by students on exchange and conversion of the results into ECTS points and grades at the Home institution. ECTS Grading Scale is a temporary solution used until the transition is made to the use of the ECTS Grading Table.

**Course Catalogue** – an overview of the courses available at a higher education institution (such as course codes, syllabi, number of ECTS points, expected learning outcomes after a successful completion of pre-exam and exam obligations).

## Student mobility

### Article 3

According to this Rulebook, student mobility implies studies or vocational practice at the host institution abroad during a certain period of time upon which the student returns to the home institution and continues with the initial study program.



Student mobility includes a study visit or vocational practice at the first or second level of studies. Student mobility is primarily realized within institutional exchange programs or on the basis of international agreements of AATPS Niš.

Students can realize the mobility outside institutional mobility referred to in the previous paragraph (for example, on the basis of international agreements, available exchange programs, international study opportunities, or upon their individual choice).

AATPS Niš aims at two-way mobility of students which implies study visit/vocational practice of students in the host institution abroad, and simultaneous study visit/vocational practice of foreign students at AATPS Niš.

### **Duration of the mobility period**

#### Article 4

The provisions of this Rulebook primarily refer to student mobility in duration of at least one semester, which does not preclude the application of the same provisions in the event of shorter term mobility periods.

During study, the student can participate in mobility programs on several occasions, but the total duration of the mobility period at the same level of studies cannot be longer than half of the total duration of the study program the student enrolled.

### **Mobility documents**

#### Article 5

The basic documents that student mobility is based on are the following:

1. Cooperation agreement between higher education institutions,
2. Study Visit Plan,
3. Learning Agreement,
4. Study and Research Plan,
5. Training / Research / Teaching plan,
6. Training and Quality Commitment Agreement,
7. Transcript of Records
8. Transcript of Work,
9. Decision on the Academic Recognition of the Mobility Period.

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

### **Study Visit Plan**

#### Article 6

Study Visit Plan is a document by which the student, applying for an exchange program, suggests the courses that he/she intends to take at the receiving institution (i.e. academic activities he/she plans to take during the mobility period).

Study visit plan is not a compulsory document for mobility, but it is contracted in cases when a particular exchange program requires it. Study visit plan is of provisory nature and its purpose is to inform the receiving institution about the planned academic activities of the exchange student.



Study visit plan is signed by the student and the competent ECTS coordinator of his/her Home institution and it is composed before the student submits the application documentation for a specific mobility program.

Should the student be granted an exchange program, a Learning agreement will be drawn up based on the Study visit plan.

## **Learning Agreement**

### Article 7

Through the Learning agreement, the contracting parties (student, Home institution and Host institution) specify the courses that a student plans to take, i.e. the academic activities (e.g. research) that a student plans to perform during his or her study at the Host institution.

Learning agreement is a mobility document for students of the first and second level of studies.

Learning agreement should be harmonized with the submitted Study visit plan (if the study visit plan was foreseen by the application documentation), but the necessary changes are permitted. By signing the Learning agreement, the Home institution gives approval for student mobility and student's chosen activities, and at the same time guarantees the recognition of ECTS points and grades obtained during mobility.

By signing the Learning Agreement, the receiving institution confirms that the contracted activities are part of the existing curriculum, expresses its consent to accept the exchange student, and, accordingly, approves the chosen academic activities by student.

Learning agreement is drawn up in English and it states the following:

- course codes- if applicable in the Host institution
- listing of course contents;
- course titles or titles of activities that the student has chosen;
- number of ECTS credits for each course or activity at the Host institution.

Student Learning Agreement is signed by a student, director (or assistant director) and the relevant ECTS coordinator.

Learning agreement for incoming students is signed by the student, the competent ECTS coordinator and assistant director for teaching and international cooperation, unless otherwise stipulated by the Learning agreement. The contracting parties, as a rule, sign the Learning agreement before the mobility period, unless the Host institution decides differently. Learning agreement can be subsequently changed only with the consent of all signatories, and each change must be noted in a written form.

Amendments to the Learning agreement as an integral part of the Learning agreement are filled in and signed only in case when the student proposes changes subsequently, and only if all the contracting parties give consent to such changes.

Changes to the Learning Agreement contain the following information:

- course codes - if applicable in the Host institution
- listing of the course contents
- course titles or titles of activities the student has chosen
- a note stating whether the course choice is deleted (Deleted course unit) or added (Added course unit)
- number of ECTS credits



### **Study and Research Plan**

#### Article 8

By means of the Study and research plan, the contracting parties (student, Home institution and Host institution) specify academic obligations and activities that the student will take on exchange. The provisions of Article 7 of this Rulebook related to the Learning agreement are analogously applied to the Study and Research Plan.

### **Training / Research / Teaching Plan**

#### Article 9

Training / Research / Teaching Plan is a document by which a student suggests activities that he / she plans to take on exchange in the Host institution. The provisions of Articles 6, 7 and 8 of the Rulebook are applied analogously to this document.

### **Training and Quality Commitment Agreement**

#### Article 10

Under the Training and Quality Commitment Agreement, student, Home institution and Host institution specify the content and quality of vocational practice for students.

This document determines the outcomes of vocational practice in terms of the acquired knowledge, skills and competences, establishes a detailed program of professional practice, specifies student tasks, and presents a monitoring and evaluation plan.

By signing the Training and Quality Commitment Agreement, the Home institution is obliged to define the outcomes of vocational practice, assist the student in selection of the Host institution, select students on the basis of clear and transparent criteria, provide logistic support to students in terms of travel arrangements, accommodation, visas and insurance, perform academic recognition of the student mobility periods, and make individual evaluation of the attained personal and professional development of each student during the period of mobility.

By signing the Training and Quality Commitment Agreement, the receiving institution undertakes to enable implementation of vocational practice in a manner determined by the agreement, make a contract or another legal act relevant for vocational practice in accordance with the positive legal regulations of the country concerned, appoint a mentor for the student taking vocational practice, and provide practical support to the student in terms of insurance and integration into the new environment.

By signing the Training and Quality Commitment Agreement, the student undertakes to successfully implement vocational practice, respect the rules of the receiving institution, communicate all the changes to the Home institution regarding the changes in the agreement, and submit a report on completing vocational practice.

The provisions of Article 7 of this Rulebook relating to accountability for signing the Learning Agreement shall also apply to signing the Training and Quality Commitment Agreement.

### **Transcript of Records**

#### Article 11

Transcript of Records is a certificate of exams successfully taken, which is issued by the Home institution in the form of an official document.



Apart from the data relating to the student, Transcript of Records must contain information on exams, obtained grades, number of ECTS points per course, duration of the study program, and additional information if relevant.

Transcript of Records should also include an explanation of the grading system and a distribution system (national credit distribution system). After the completion of the mobility period, AATPS Niš is obliged to issue a copy of the Transcript of Records in English to incoming students as a proof that their academic activities have been realized.

In order to enable students to apply for mobility programs, AATPS Niš is obliged to issue a copy of the Transcript of Records to its students upon their request.

### **Transcript of Work**

#### Article 12

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

### **Decision on the Academic Recognition of the Mobility Period**

#### Article 13

The decision on the academic recognition of the mobility period is an individual legal act by which the competent ECTS coordinator determines the method of recognizing passed exams, i.e. ECTS points and grades that the student obtained during the mobility period.

Obligatory elements of the Decision from the previous paragraph are:

- information about the student, receiving, and sending institution
- courses that the student passed in the receiving institution (with the ECTS points and grades obtained)
- courses at the sending institution that will be substituted by the courses the student has passed at the receiving institution
- courses that the student has passed during the mobility, but which cannot be substituted, and will be listed as elective activities / courses in the Diploma Supplement
- the method of grade equivalence
- the remaining responsibilities that the student needs to comply with in order to fulfill the obligations envisaged by the relevant semester i.e. academic year (in cases when the student has not achieved enough ECTS points during mobility)
- other data that the relevant academic ECTS coordinator considers essential in a particular case.

### **Student status during the mobility period**

#### Article 14

While on exchange/ vocational practice in the receiving institution, the student retains the status of a student in the home institution.

During the period of mobility, the student does not interrupt studies, nor is his/her status suspended at the home institution, since it is assumed that the student has fulfilled the academic obligations at the receiving institution (unless this issue is regulated differently by the general legal act of the college, in which case students need to be informed on time).



For students who opt for a period of mobility that is shorter than one semester, the principle referred to in the preceding paragraph shall apply, in proportion to the time period on exchange.

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

A student who is self-financed continues to pay a fixed tuition fee to his/her home institution even during the mobility period.

Upon a written request of a student, the Home institution approves the suspension of studies in accordance with the general legal act of the Home institution.

### **Recognition of the mobility period**

#### Article 15

A student who was on exchange on the basis of the Learning agreement has a right to have the results achieved in the receiving institution recognized at his/her Home institution, after the end of the mobility period.

Recognition of the mobility period is a procedure by which the competent ECTS coordinator confirms the results achieved by student on exchange and makes a decision on the manner in which the passed exams (ECTS points and grades) will be recognized, which is determined by the Decision on the recognition of the period of mobility.

The student is obliged to submit to the competent ECTS coordinator in due time all relevant documents related to the implemented mobility (written application, Learning Agreement/ Study and Research agreement / Training and Quality Commitment Agreement, Transcript of Records, Transcript of Work, a document on the grading system in the receiving institution (in case this information is not an integral part of the Transcript of Records)), as well as the copies of these documents.

The competent ECTS coordinator is obliged to reach the Decision on the recognition of the mobility period and submit it to the student and the Student Administration office in order to regulate all the necessary administrative details regarding the achieved mobility. This should happen at least 7 days prior to the start of the semester in which the student continues the studies at the Home institution.

In case the administrative procedure referred to in the previous paragraph has not been finalized in due time, the Home institution is obliged to enable the student to continue studies without submitting the mentioned data, and see to complete the said procedure in the shortest possible time.

### **Provisions on the recognition of mobility periods**

#### Article 16

Recognition of results and ECTS points obtained during the mobility period is based on the principles of transparency, flexibility and equity in accordance with the criteria and conditions for transfer of ECTS credits prescribed by the general act of a higher education institution, that is, the cooperation agreement between higher education institutions.

Transparency principle implies that the rules for academic recognition of mobility period are publically available (on the web page and the notice board).

Flexibility principle implies a realistic approach to the recognition of the mobility results.

Full content matching of the study programs at the sending institution and the receiving institution is impossible. For this reason, the basic method of academic recognition of the mobility period is



focused on similarities and learning outcomes, rather than differences between the study programs that are being compared. The emphasis is on the knowledge that the student acquires in a certain field on exchange, which does not have to be identical, but related to the knowledge that the student would acquire by attending a specific course at the Home institution.

The competent ECTS coordinator in charge of recognition of the mobility period is guided by the principle of equity as a general legal principle.

#### Article 17

The essence of mobility is to enable the student to perform academic activities at the receiving institution in such a way that his/her period of mobility is recognized as if it was realized in the sending institution.

A student who did not pass all the exams stipulated in the Learning agreement at the receiving institution or did not obtain the necessary 30 ECTS points per semester, although he/she attended the adequate courses, has the right to pass exams at the Home institution for the semester during which he was on exchange, without additional pre-exam obligations.

### **Comparison and similarity assessment between study programs**

#### Article 18

Comparison and assessment of the similarities between the courses at the home institution and the host institution is performed by the principle of flexibility by the competent ECTS coordinator of the Home institution, i.e. by its organizational units (departments, campuses). ECTS coordinators are selected by colleges independently. In case when the Home institution is the Academy, the role of the ECTS coordinator is performed by the head of a relevant study program. ECTS Coordinator is exclusively competent to sign basic mobility documents (referred to in Article 5 of this Rulebook) and their possible modifications. ECTS Coordinator is independent in his assessment of the similarity of the courses proposed by the student within the appropriate mobility document at the receiving institution, and, if necessary, he or she should consult the dean, the vice-dean and/or the teachers in charge of a particular course before the student mobility period.

It is recommended to fully recognize the courses that the student has passed in the receiving institution, if they can be substituted by the courses that the student would normally take in his/her Home institution.

Substitution stands for the similarity of scientific fields, acquired knowledge as well as the outcomes of the mastered content (learning outcomes).

Full recognition referred to in the previous paragraph implies that upon returning from the mobility period, the student has no additional academic obligations (such as writing a seminar paper, taking a prelim exam/part of the exam, etc.) within the courses which were, according to the Decision of the Recognition of the period of mobility, substituted by the courses passed at the receiving institution.

### **Transfer and Recognition of the Obtained ECTS points and Grades**

#### Article 19

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



1. A course which the student has attended and successfully completed at the receiving institution, and which corresponds to the course at the Home institution, will be recognized in such a way that it will be considered that the student passed the course envisaged by the study program of his/her Home institution. The course title, ECTS points and the course workload at the Home institution, will be recognized regardless of the fact whether the course the student passed on exchange carries more or less ECTS points.
2. The possibility of "substitution" for a course at the Home institution applies both to obligatory and elective courses. In the Diploma Supplement, section 6.1 (additional information on the student) it will be indicated that the particular course was passed on exchange at a relevant higher education institution abroad and the exact course title (in original language), original grade, ECTS points, and the grading system of the receiving institution will be provided in the exact way this information is stated in the Transcript of Records.
3. If the content of the attended and passed course on exchange significantly deviates from the corresponding course at the Home institution in terms of the learning outcomes, or if the course that the student passed on exchange does not exist at all at the Home institution, then the data on the passed exams and the achieved results in the receiving institution will be registered in the Diploma Supplement, in original language and in original form (in the column: "Taken courses / activities which are not envisaged by the study program for obtaining a diploma"). In Section 6.1 of the Diploma Supplement ("additional information on the student"), it is highlighted that this specific course was passed on exchange and the name of the higher education institution and the grading system are provided in exactly the same way this information is stated in the Transcript of Records.
4. Student grades obtained at the receiving institution should be recognized after the mobility period. If the grading system in the receiving institution is not identical to the one in the sending institution, the grades are converted into the grades of the sending institution in accordance with the ECTS Grading Table of the European Commission, that is, the ESP grading scale in accordance with Article 20 of this Rulebook.
5. Harmonized grades obtained for the courses that the student passed on exchange, are recognized as being taken at Home institution, and are calculated into the average grade at Home institution. Student grades for the courses which have not been "substituted" with the corresponding courses at the Home institution, but are anyway indicated in the original form in accordance with paragraph 1, item 3 of this Article, are not calculated into the average grade.
6. ECTS points and grades referred to in paragraph 1, items 1 and 2 of this Article shall be treated as any other course that the student has passed at the Home institution (ECTS points are counted into the ECTS points obtained within the study program).
7. Course ECTS points referred to in paragraph 1, item 3 of this Article shall not be included in the number of ECTS points within the study program, but in the total number of ECTS points.
8. Instead of the method of course substitution described in items 1-7 of this paragraph, the recognition of the mobility period for a student who has achieved at least 30 ECTS per semester on exchange can be carried out by the method of substituting semester for semester. By means of this method, ECTS points obtained on exchange and the exams successfully taken on exchange are recognized in their original form and title, without substituting the course with the similar course at the Home institution and without converting the grade into a suitable grade of the Home institution. ECTS points obtained by the student on exchange are counted in the number of ECTS credits within the original study program. The student grades obtained on exchange are not taken into account when calculating the average grade achieved during studies.



The titles of the courses the student has passed on exchange, ECTS points and grades that the student obtained on exchange are all entered into the Student transcript and the Diploma Supplement in their original form. By applying the method of semester for semester substitution, it is assumed that the student has fulfilled all obligations anticipated by the Home institution for the period spent on exchange and, upon returning from the exchange, the student will not have any additional academic obligations at the Home institution relating to the period of mobility.

9. The method described in Section 8 may also be applied in cases when the student has successfully taken elective courses on exchange.

### **Interpretation and conversion of student grades obtained during the period of mobility in the receiving institution**

#### Article 20

Student is recognized the grade obtained on exchange from the course that can be substituted by the course at the Home institution in such a way that the grade obtained on exchange will be converted into a corresponding grade at the Home institution, the so-called "harmonized grade", (if the grading systems in the receiving institution and the sending institution are not the same).

The grade convergence process is carried out in line with the ECTS User's Guide issued by the European Commission, whose instructions govern this Rulebook.

AATPS Niš carries out the convergence of grades in accordance with the ECTS Grading Table.

### **Decision on the recognition of the mobility period**

#### Article 21

Upon return of the exchange student and submission of the necessary documentation in accordance with Article 15, paragraph 3 of this Rulebook, the competent ECTS Coordinator shall issue a Decision on the recognition of the period of mobility without delay, at the latest within the deadline provided for in Article 15, paragraph 4 of this Rulebook.

### **Transitional and final provisions**

#### Article 23

Provisions of this Rulebook related to mobility in the form of a study visit are analogously applied to the student mobility in the form of vocational practice. The annexes to this Rulebook are models of basic documents based on which student mobility and the transfer of ECTS points is carried out, and they constitute its integral part which can be adapted to the needs of each individual college.

This Rulebook shall enter into force on the eighth day of its publication on the website of AATPS Niš.

President of the Temporary Council of AATPS Niš  
Danijela Mančić, MS