**UNIVERSITY OF EAST SARAJEVO**

**RULEBOOK ОN INTERNATIONAL EXCHANGE OF ACADEMIC AND ADMINISTRATIVE STAFF AND STUDENTS**

**East Sarajevo, December 2017**

Pursuant to the Article 64, paragraph 2, item v. of the Law on Higher Education (Official Gazette of Republic of Srpska No. 73/10, 104/11, 84/12, 108/13, 44/15 and 90/16), the Senate of the University of East Sarajevo at its XL session held on 27.12.2017, adopted the following

**RULEBOOK**

**on International Exchange of Academic and Administrative Staff and Students of the University of East Sarajevo**

**I GENERAL PROVISIONS**

**Article 1.**

The Rulebook on the International Exchange of Academic and Administrative Staff and Students of the University of East Sarajevo (hereinafter: Rulebook) regulates the basic principles of exchange of students, academic and administrative staff at the University of East Sarajevo (hereinafter: University), the type and duration of the exchange, the application process, basic documents, rights and obligations of students, academic and administrative staff, and other issues related to the implementation of the exchange program.

**Definitions**

**Article 2.**

* *Home institution* is a higher education institution where the student is enrolled or where the teaching staff is employed.
* *Host institution* is the higher education institution where the exchange takes place.
* *Partner institution* is a higher education institution with which the University or one of its organizational units has signed an agreement on international cooperation, as well as a contractual obligation on the implementation of joint programs dealing with exchange issues.
* *Outgoing Student* is a student of the University who participates certain period of time in exchange at the host institution, and after completing that period, he/she continues the studies at the University.
* *Incoming Student* is a student in the exchange program that is being conducted at the University as a host institution.
* *Institutional agreements* are contracts, projects and programs on international cooperation that are signed by or attended by the University or one of the organizational units of the University on the one hand, and a partner institution on the other.
* *Learning Agreement* is an agreement under which a exchange study program is contracted for each student. The Learning Agreement can be concluded on the basis of an institutional agreement. For each study exchange period, in which student participates in the educational process at the host institution, the University is obliged to prepare the Learning Agreement. The Learning Agreement is signed by the student, the University, and a host institution or partner institution.
* *Transcript of Records* is a document by which higher education institutions provide detailed information on the realized study program and the achieved student results (ECTS credits or other scoring method for each course, as well as the assessment of the appropriate grading system at the host institution). The Transcript of Records must be issued as an official document in English as well.
* *Transcript of Work* is a certificate by which the host institution confirms that the practice or teaching has been carried out.
* *Learning outcomes* are statements expressing what a student should know, understand and/or is able to show at the end of a particular learning period.
* *LLP (Lifelong Learning Programme)* is a European Community exchange program at all levels of education.
* *ERASMUS+* is an exchange program within LLP that involves exchange at the level of higher education.
* *CEEPUS (Central European Exchange Programme for University Studies)* is an academic exchange program for students and academic staff from Central and Eastern Europe.
* *The information package* is a set of information that provides interested students with practical information on staying and studying at the University and accompanying activities.

**Exchange types**

**Article 3.**

1. The exchange can be realized through various exchange programs in which the University participates:
* ERASMUS+ program,
* CEEPUS program,
* Scholarships,
* Exchange competitions,
* Bilateral agreements,
* Other exchange programs.
1. Of the aforementioned exchange programs, the ERASMUS + program and bilateral agreements are the only ones that involve the University in its implementation completely, while other programs that foresee an exchange are under the competence of those institutions that offer these exchange programs.

**Professional and administrative support for exchange**

**Article 4.**

1. All forms of exchange through the programs referred to in Article 3 of this Rulebook must be reported to the Office of the Vice-Rector for International Cooperation and Quality Assurance (hereinafter: Office).
2. Faculties/academies are obliged to cooperate with the Office when registering and participating in exchange programs.
3. The Office provides all the necessary administrative and technical support as well as timely and precise information on all relevant issues related to the specific exchange program.

**II EXCHANGE OF STUDENTS OF THE UNIVERSITY OF EAST SARAJEVO**

**Article 5.**

1. A student of the University may attain part of a study program in another higher education institution. The same applies to students of another higher education institution who can attain part of their study program at the University. The exchange period can be one semester or one academic year of any study cycle, depending on the conditions laid down by the program on the basis of which the exchange takes place.
2. Students of all three study cycles can take part in the exchange, with the exception of absolvents who have already finished all classes.
3. Students of the final years of any cycle of studies cannot obtain a diploma at the host institution through an exchange program.
4. The exchange program for student is carried out if there is complementarity between the study programs of the host institution and the University, or faculty/academy.
5. Complementarity, from the preceding paragraph of this Rulebook, is a situation in which competencies acquired through advancement during the exchange program at the host institution would be comparable to those to be acquired at the home institution.

**Quality assurance**

**Article 6.**

Students taking part in the exchange are obliged personally and/or with the help of the host institution to regulate residence, travel, health insurance and accident insurance during the duration of the exchange, unless provided otherwise by the interinstitutional agreement.

**The rights of students of the University during the exchange program**

**Article 7.**

1. The student of the University, during the exchange period, retains the status he/she had at the University before leaving for exchange.
2. During the period of exchange, the student of the University is not exempted from paying tuition fees at the home institution, but he/she is exempted from paying tuition fees at the host institution, unless provided otherwise by the institutional agreement.

**Student exchange documents**

**Article 8.**

The basic documents defining the exchange program, on the basis of which the achieved program and results are recognized, are:

* Learning Agreement, and
* Transcript of records.

**Application and conditions for participation in the exchange**

**Article 9.**

1. A student exchange competition is published on the University website and the website of the relevant faculty/academy.
2. The student exchange competition defines the conditions and deadlines for participation in the student exchange program.
3. Students of the University or students of certain study programs that are covered by the specific exchange program have the right to apply for the competition.
4. The student who wants to apply for an exchange program submitts to the faculty/academy a request for staying at another university with which he/she encloses the documentation required by the competition.

**Article 10.**

1. After the announced competition, the Commission for the selection of candidates for exchange (hereinafter: Commission) shall be established. The Commission consists of:
* Vice-dean(s) for teaching of the faculty/academy (the Commission consists of Vice-deans for teaching from those faculties/academies where study programs are included in the exchange),
* Vice-Rector for International Cooperation and Quality Assurance of the University,
* Representative of the Office.
1. The tasks of the Commission referred to in paragraph 2 of this Article are:
* to review the received applications for the Competition,
* to determine their timeliness and completeness,
* to make a report with the proposal of candidates for the exchange.
1. When selecting a candidate, the Commission shall take into account the selection terms and conditions offered by the program itself and the specificities of the given study program of the faculty/academy.
2. Criteria offered by exchange programs relate to academic success of the student, knowledge of a foreign language (English or the language of the country in which the exchange will take place), motivation, student biography and other exchange criteria depending on the specificity of the exchange program.
3. When selecting candidates, the Commission should take care not to compromise the rights of students or to impair the teaching process at a given faculty/academy or study program.
4. The decision on students going for exchange is made by the dean(s) of the faculty/academy on the proposal of the Commission.
5. The decision referred to in paragraph 6 of this Article shall be announced on the notice board and the website of the University, or relevant faculty/academy.
6. Candidates may complain against the decision referred to in paragraph 6 of this Article published on the website of the University or relevant faculty/academy to the Scientific-teaching/Artistic-teaching council of the relevant faculty/academy within 15 (fifteen) days from the day of publishing the decision.
7. The decision of the Scientific-teaching/Artistic-teaching council on the candidate's complaint is final.

**Article 11.**

1. Once a student has been selected for an exchange program, a learning agreement is signed between the student, home institution and host institution, if inter-institutional agreement does not regulate it differently.
2. The learning agreement specifies the names of the courses for which the student applied with the corresponding number of ECTS credits as it is defined at the host institution.
3. When the student is in an exchange program at the institution that does not use ECTS credits, the original credits are written in the learning agreement.
4. In the event that the exchange is accomplished through study programs in the joint implementation of two institutions of higher education (*joint degree programs*) or other similar programs, in which institutional and national methods of mutual recognition of the achieved program between the host institutions and the home institution are defined, the learning agreement is made on the basis of a consortium agreement of all partners of the joint program.
5. The learning agreement can only be changed with the consent of all signatories.
6. By signing the learning agreement, the home institution grants the student an exchange and a selected study program, and the host institution accepts and approves the study program.
7. The home institution also undertakes to recognize the student’s grades and credits (ECTS) specified in the learning agreement and verify the achieved results.
8. Upon completion of the learning agreement, the student sends request to stay at another university to the dean of the faculty/academy stating the time to be spent in exchange and providing a certificate of admission at another university and the learning agreement.
9. The dean decides on the period in which the student will be the mobility.

**Exchange recognition procedure**

**Article 12.**

1. After the exchange the host institution is obliged to issue a copy of the transcript of records to the student in the English language.
2. After the student receives transcript of records achieved during the exchange period, the process of recognition of the obtained credits and the corresponding grades starts at the home institution.
3. In addition to the transcript of records, the student is obliged to submit the learning agreement with all the possible annexes of it and the curriculum of the courses student attended at the university where he/she was in exchange.
4. The procedure for the recognition of the obtained credits and the appropriate grades is performed by a commission appointed by the dean of the faculty/academy.
5. The decision on the recognition of the obtained credits and the corresponding grades is made by the dean of the faculty/academy on the proposal of the commission.
6. On the decision from the previous paragraph, the student who has been granted the recognition of the obtained credits and the appropriate grades has the right to object to the scientific-teaching council of the faculty, that is, the artistic-teaching council of the academy within 15 (fifteen) days from the receipt of the decision.
7. The decision of the scientific-teaching council of the faculty, that is, the artistic-teaching council of the academy made in the proceedings on the complaint is final.

**Article 13.**

1. Courses where overlapping content (taking into account learning outcomes) is about 70% are recognized to the student if he/she has passed the exam. The course is recognized, the number of ECTS credits and grades are awarded.
2. In the event that the course has been taught, but not passed at the host institution, the home institution can allow the student after his/her return to take the exam without being involved in the teaching process of the same course again.
3. If overlaps in the content of the course(s) are less than 70%, the commission of the faculty/academy may suggest to the dean of the faculty/academy to allow the student to take the exam concerning parts which do not overlap.
4. In the event that the student has achieved results from courses that are not recognized at the home institution, because by their nature they are not an integral part of the study programs of the home institution, the faculty/academy insert the achieved results into the Diploma supplement.
5. In the event that a student does not achieve the number of ECTS points indicated in the learning agreement at the host institution, the difference in ECTS points is realized after returning to the home institution.
6. All grades achieved at a host institution that can be converted into a national grading system are included in the average grade for studies at the home institution.
7. If the grading system at the host institution is not the same as the system of grading at the University (numerical assessment, more than 5 positive grades in the system), the conversion aids (tables) developed at the University will be used.
8. Grades that cannot be converted into a national rating system are entered into the Diploma Supplement in original form and are not included in the average grade for studies at the home institution.

**III EXCHANGE OF INCOMING STUDENTS**

**Incoming student within an institutional exchange agreement**

**Article 14.**

1. In accordance with the institutional agreement, the University, as a host institution, will sign the learning agreement with the student and home institution.
2. The learning agreement can be changed only with the consent of all signatories.
3. A copy of the learning agreement is submitted to the Office by the faculty/academy.
4. The faculty/academy keeps a register of incoming students in which all the documents of importance during the period of exchange of students are archived in written form.
5. After the exchange, the faculty academy is obliged to issue a copy of the transcript of records to the student in English language.
6. If during the exchange period the student is taught courses at several faculties/academies, each of these faculties/academies is obliged to archive data from their own scope of work, whereby the University unifies the data and is obliged to issue a unique transcript of records in English language based on the successes at all faculties/academies, where incoming student has been taught courses and passed exams during the exchange period.
7. The visiting student has rights and obligations same as home student at the University, unless otherwise provided by the institutional agreement.
8. Unless otherwise stipulated by the institutional agreement, the incoming student is free of tuition fees at the University for the duration of the exchange, except for the administrative expenses that involve the payment of exam reports, the use of a library, etc.
9. The host institution is obliged to provide the visiting student help with accommodation, residence permit, and other administrative issues related to staying and studying as the visiting student, which is more precisely defined in the information package.

**Information package**

**Article 15.**

In order to provide information to interested visiting students about the possibilities and conditions of exchange at the University, the University or the faculties/academies will publish on their website a package of information relevant to staying in the exchange in English.

**IV EXCHANGE OF ACADEMIC AND ADMINISTRATIVE STAFF**

**Article 16.**

1. Staff exchange relates to the stay of staff from the home institution (hereinafter: staff) at the host institution after which the employee returns to the home institution.
2. University staff in exchange includes:
* academic staff employed on the basis of work contracts at the University;
* administrative staff employed on the basis of work contracts at the University.
1. The exchange of academic and administrative staff can be carried out through the programs referred to in Article 3, paragraph 1 of this Rulebook.

**Exchange of outgoing staff**

**Article 17.**

1. The application, method and criteria for selecting outgoing staff are defined by the institutional agreement, ie the provisions of the competition within which the exchange takes place.
2. The competition for the application of staff exchange is publicly announced on the University website.
3. Unless otherwise stipulated by the institutional agreement, the number of exchanges one person can accomplish within a single academic year is not limited, but in principle, priority will be given to persons who did not participate in exchange in the same or previous academic years.
4. The decision on the exchange of academic staff is made by the Rector of the University at the proposal of the scientific-teaching or artistic-teaching council of the faculty/academy.
5. The decision on the exchange of administrative staff shall be made by the Rector of the University on the proposal of the dean of the faculty/academy or vice-rector for international cooperation and quality assurance.
6. Those applicants who have applied for exchange have the right to submit a complaint to the University Steering Board regarding the decision of the Rector of the University referred to in paragraphs 4 and 5 of this Article, within 15 (fifteen) days from the date of the decision announcement.
7. The decision of the University Steering Board on the complaint referred to in paragraph 6 of this Article is final.
8. The host institution may refuse the candidate with an explanation, in which case the candidate has no right to appeal.

**Article 18.**

Staff participating in exchanges shall own travel, medical insurance and accident insurance for the duration of the exchange period, unless a specific agreement provides otherwise.

**Article 19.**

The exchange of academic and administrative staff is funded in accordance with the requirements of the institutional agreement, from the funds provided by the international exchange program.

**Article 20.**

1. After returning to the home institution, academic and administrative staff are required to submit their report on the exchange realized in accordance with the requirements of the institutional agreement.
2. The report referred to in paragraph 1 of this Article shall be submitted to the Rector of the University through the Office.
3. Upon return from the exchange, the staff is obliged to submit completed and certified exchange documents to the Office.

**Exchange of incoming staff**

**Article 21.**

The Office shall inform the relevant faculties/academies/services of the University rectorate of any incoming staff.

**Article 22.**

The faculties/academies/services of the University rectorate are obliged to include incoming staff in the activities to the extent possible, in accordance with the staff exchange agreement, which is an integral part of the staff exchange documentation.

**Article 23.**

This rulebook shall enter into force on the eighth day from the date of its publication on the website of the University.

 **CAHIRMAN OF THE SENATE**

 **Acting Rector**

 **Prof. dr Stevo Pasalic**