

UNIVERSITY OF EAST SARAJEVO

**RULEBOOK ON INTERNATIONAL MOBILITY OF
STUDENTS AND ACADEMIC AND ADMINISTRATIVE
STAFF**

East Sarajevo, March 2023

Pursuant to the Article 54. paragraph 1. item 4. of the Law on Higher Education (Official Gazette of Republic of Srpska No: 67/20) and Article 41. paragraph 2. of the Statute of the University of East Sarajevo, the Senate of the University of East Sarajevo at its XLVIII session held on March 30, 2023 adopted the following

RULEBOOK

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

I GENERAL PROVISIONS

Article 1.

The Rulebook on the International Mobility of Students and Academic and Administrative Staff 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 the 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.

- ***Certificate of Internship*** 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.

- ***ERASMUS+*** is a European program within which, through Key Action 1- KA1, academic exchanges are carried out 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+* KA1,
- *CEEPUS*,
- Scholarships,
- Exchange competitions,
- Bilateral agreements, and
- Other exchange programs.

(2) Of the aforementioned exchange programs in paragraph (1), the *ERASMUS+* KA1 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 offering these exchange programs.

(3) In terms of paragraph (2) of this article, the provisions of this Rulebook refer to the implementation of exchanges through *ERASMUS+* KA1 and bilateral agreements, unless otherwise specified by this Rulebook.

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.

(2) 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.

(3) Students of all three study cycles can participate in the exchange, with the exception of students of the final year of the corresponding study cycle who finished classes for that year.

(4) Students of any study cycle of studies cannot obtain a diploma at the host institution through an exchange program.

(5) The exchange program for student is carried out if there is complementarity between the study programs of the host institution and the University.

(6) Complementarity, from the paragraph (5) of this Rulebook, is a situation in which competencies acquired during the exchange program at the host institution would be comparable to those to be acquired at the home institution.

Insurance of the students

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 (issued by the host institution).

Procedure for selecting candidates for student exchange

Article 9.

(1) The competition for student exchange is published on the website of the University member.

(2) As a rule, the competition is open eight (8) days from the date of publication.

(3) As an exception to paragraph 2 of this article, the competition can be opened for a shorter or longer period of time, if the partner institution has specified a deadline by which data on nominated candidates should be submitted to it.

(4) The student exchange competition defines the conditions and deadlines for participation in the student exchange program.

(5) 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.

Article 10.

(1) The procedure for selecting candidates for student exchange is carried out by a three-member committee for student exchange:

- Vice-dean for teaching of the University member,
- Vice-dean for scientific research work of the University member, and
- contact person for international cooperation of the University member.

(2) If the contact person for international cooperation is at the same time one of the vice-deans of the University member, another person from among the academic staff of the University member is appointed as the third member of the committee.

(3) The committee referred to in paragraph 1 of this article is a permanent committee.

(4) The committee referred to in paragraph 1 of this article has a secretary who is appointed from among the employees assigned to work in the student service of the University member.

(5) The members and the secretary of the committee are appointed by the dean of the University member.

(6) The tasks of the committee from paragraph 1 of this article in the procedure of selecting candidates for exchange are:

- to review the applications received for the competition,
- to determine their timeliness and completeness,
- to propose candidate(s) for exchange and
- to draw up minutes with the proposal of candidate(s) for exchange.

(7) When selecting a candidate, the committee takes into account the following information:

- average grade during studies,
- number of passed exams,
- knowledge of a foreign language, which is proven by passing a foreign language exam or having completed a foreign language school,
- motivation,
- biography of the student, and
- other exchange criteria depending on the specifics of the exchange program.

(8) The University members have the right to supplement or change the criteria for the selection of exchange students, taking into account all the specifics of the given exchange.

(9) Minutes are kept on the committee's work.

(10) The minutes from paragraph 9 of this article are kept by the secretary of the committee.

(11) The decision on students who go on exchange is made by the dean of the University member, on the proposal of the committee.

(12) The decision from paragraph 11 of this article is published on the website of the University member and submitted to the Office.

(13) Against the decision referred to in paragraph 11 of this article, candidates can submit an objection to the scientific-teaching or artistic-scientific-teaching council of the University member within eight (8) days from the date of its publication on the website of the University member.

(14) The decision of the scientific-teaching, i.e. artistic-scientific-teaching council, upon the objection of the candidate, is final.

(15) A candidate who has been selected for an exchange may be rejected by the host institution.

(16) The office provides administrative support to the selected students during the preparations for the exchange and informs the host institution about the final list of selected exchange candidates.

Article 11.

(1) After the student has been selected for the exchange program, the Learning agreement is concluded.

(2) The Agreement from paragraph 1 of this article is concluded between the student, the home institution and the host institution, unless the institutional agreement stipulates otherwise.

(3) The Learning agreement contains the names of the courses for which the student applied with the corresponding number of ECTS credits at the host institution.

(4) When the student is in an exchange program at the institution that does not use ECTS credits, the original credits are entered in the Learning agreement.

(5) The Learning agreement can only be changed with the consent of all signatories.

(6) By signing the Learning agreement, the home institution approves the student's exchange and the chosen study program, and the host institution accepts the student and approves the exchange period.

(7) By signing the Learning agreement, in addition to approving the student's exchange and the chosen study program, the home institution assumes the obligation to recognize the student's courses, achieved grades and ECTS credits specified in the Learning agreement and verify the achieved results, in accordance with the opinion of the Committee from Article 12, paragraph 2 of this Rulebook.

Recognition procedure of exchange achieved results

Article 12.

(1) After the completed exchange, the host institution is obliged to issue a Transcript of records in English to the student.

(2) After the student's return from the exchange, the Committee is appointed at the home institution to carry out the procedure for recognizing acquired credits and corresponding grades.

(3) The Committee referred to in paragraph 2 of this article, in addition to the vice dean for teaching, also consists of teachers of the teaching subjects that were included in the exchange.

(4) The Committee referred to in paragraph 2 of this article is appointed by the dean of the University member.

(5) In addition to Transcripts of records, the student is obliged to submit the Learning agreement with all possible annexes thereof and the curriculum that the student attended at the host institution during exchange period.

(6) The process of recognition of acquired ECTS credits and corresponding grades is carried out by the Committee from paragraph 2 of this article.

(7) The decision on the recognition of acquired credits and corresponding grades is made by the dean of the University member on the proposal of the Committee.

(8) The student, who has been granted credits and corresponding grades, has the right to object to the decision from paragraph 7 of this article to the scientific-teaching or artistic-scientific-teaching council of the University member within 8 days of receiving the decision.

(9) The decision of the scientific-teaching or artistic-scientific-teaching council upon the student's complaint is final.

Article 13.

(1) Passed courses, where the content matching (taking into account the learning outcomes) is at least 70%, are recognized for the student without additional obligations at the home faculty.

(2) In the case referred to in paragraph 1, the course, the number of ECTS points earned and the grade are recognized.

(3) In the case that the course has been taken and not passed at the host institution, the dean of the University member may allow the student to take the exam upon his/her return without going to the course lectures again.

(4) If the overlap in the content of the course is less than 70%, the committee can propose to the dean to allow the student to take part of the course that does not match.

(5) In the case that the student 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 University member enters the achieved results in Diploma supplement.

(6) In the case that the student does not achieve the number of ECTS points specified in the study/learning contract at the host institution, the difference in ECTS points is achieved after the return, at the home institution.

(7) All grades achieved at the host institution that can be converted into the national grading system are included in the grade average of studies at the home institution.

(8) If the grading system at the host institution is not the same as the grading system at the University, conversion aids (tables) developed at the University are used.

(9) Grades that cannot be converted into the national grade system by conversion are entered in the Diploma Supplement in their original form and are not included in the average grade of studies at the home institution.

III EXCHANGE OF INCOMING STUDENTS

Incoming student as part of an institutional exchange agreement

Article 14.

(1) Foreign students registered for mobility and coming to the University are obliged to submit information about the courses they should take in the mobility or a draft of learning agreement before their mobility is approved.

(2) The committee from paragraph 1 of article 10 of this Rulebook will review the proposal of courses and define the possibility of accepting the student for mobility on the basis of the courses that the incoming student should take and the courses offered at the University member in a foreign language.

(3) If there is a match between the offer of courses in a foreign language at the University member and the courses that the incoming student has in his/her proposal, i.e. the draft of the learning agreement, the mobility of the incoming student is approved.

(4) In the case of a discrepancy between the offer of courses in a foreign language at the University member and the courses that the incoming student has in his/her proposal, i.e. the draft of the learning agreement, the student may be denied the mobility.

(5) The decision to approve the mobility of an incoming student is made by the dean of the University member, based on the positive opinion of the committee from paragraph 1 of article 10 of this Rulebook.

(6) After the approval of the mobility, in accordance with the institutional agreement, the University member, as the host institution, concludes the learning agreement with the incoming student and the home institution.

(7) The learning agreement from paragraph 6 of this article can only be changed with the consent of all its signatories.

(8) A copy of the study contract is archived in the student service of the University member.

(9) After the completed mobility, the University member is obliged to issue a transcript of records in English to the student.

(10) If, during the mobility period, the student listens to courses at more than one University member, each of those University members is obliged to record data from its own scope of work, whereby the University consolidates the data and is obliged to issue the student a single transcript of records based on success at all University members, on which the incoming student listened to and took courses during the mobility period.

(11) Incoming students have the same rights and obligations as home students at the University, unless otherwise determined by the institutional agreement.

(12) Unless otherwise stipulated by the institutional agreement, the incoming student is, during the duration of the mobility, exempted from paying tuition fees at the University, but is not exempted from paying other prescribed fees paid by students, such as fees for registering for exams, using the library, etc.

(13) The host institution is obliged to provide assistance to the incoming student in relation to accommodation, regulation of stay and other administrative issues related to the stay and studies of the incoming student, which are more precisely defined in the information package.

(14) The student service of the University member maintains a file of incoming students in which all documents of importance during the period of student mobility are archived in written form.

Article 15.

(1) The academic staff of the University of East Sarajevo, who teach foreign incoming students (on personal request), can receive a certificate of participation in teaching in this form of international cooperation.

(2) The certificate from paragraph 1 of this article is issued by the dean of the University member where classes are organized for incoming students.

Information package

Article 16.

(1) In order to provide information to interested incoming students about the possibilities and conditions of mobility at the University, the University, i.e. University members, will publish on their websites a package of information relevant to the stay during the mobility.

(2) The information package from paragraph 1 of this article is prepared and published in English.

IV MOBILITY OF ACADEMIC AND ADMINISTRATIVE STAFF

Article 17.

(1) Staff exchange refers to the stay of employees of the home institution (hereinafter: staff) at the host institution, after which the employee returns to the home institution.

(2) The staff exchange of the University includes:

- academic staff employed on the basis of an employment contract at the University;
- administrative staff employed on the basis of an employment contract at the University.

(3) The exchange of academic and administrative staff can be realized through the programs listed in Article 3, paragraph 1 of this Rulebook.

Mobility of outgoing staff

Article 18.

(1) The application, method and criteria for selecting outgoing staff are defined by the institutional agreement, i.e. the provisions of the competition within which the mobility is carried out.

(2) The competition for staff mobility is publicly announced on the University website and the website of the University member(s).

(3) As a rule, the competition is open eight (8) days from the date of publication.

(4) Exceptionally, from paragraph 3 of this article, the competition can be opened in a shorter or longer period of time, if the partner institution has specified a deadline by which data on nominated candidates should be submitted to it.

(5) Unless the method of selection is otherwise regulated by an institutional agreement, candidates are selected according to the following criteria:

- quality of the proposed mobility plan (contribution of the mobility for the individual and the institution),
- areas for mobility defined by the institutional agreement between institutions participating in the program,

- strategic goals of the development of the University members and the University itself,
- knowledge of English or the language of the country where the mobility will take place,
- coverage of the teaching process with the eventual departure of academic staff for exchange, and
- the number of mobilities completed so far.

(6) If the institutional agreement does not specify otherwise, the number of mobilities that one person can complete within one academic year is not limited, with the fact that priority will in principle be given to persons who did not complete mobility in the same or previous academic years.

(7) The University members have the right to supplement or change the criteria for the selection of staff for mobility, taking into account all the specifics of the given mobility program.

(8) The procedure for the selection of candidates for staff mobility is carried out by a three-member committee for staff mobility, which, for each specific case, is appointed by the Rector of the University if it is staff mobility procedure at the Rectorate, or the dean of the University member if it is staff mobility procedure at the University member.

(9) A person who has submitted an application for a staff mobility competition cannot be appointed as a member of the commission.

(10) The committee referred to in paragraph 8 of this article in the process of selecting candidates for mobility has the task of:

- reviewing the applications received for the competition,
- determining their timeliness and completeness,
- proposing a candidate for mobility, and
- making a record with the proposal of candidates for mobility.

(11) The decision on the staff mobility (academic and administrative) assigned to work at the University member, on the proposal of the committee, is made by the Rector of the University, that is, the dean of the University member based on the written authorization of the Rector of the University.

(12) If the dean is proposed as a candidate for the mobility, the decision on approving the mobility, on the proposal of the committee, can only be made by the Rector of the University.

(13) The decision on the mobility of staff of the Rectorate of the University is made by the Rector of the University, on the proposal of the committee.

(14) The candidate who has been approved for mobility may be rejected by the host institution.

(15) The office provides administrative support to the selected staff during the preparations for the mobility and informs the host institution about the final list of selected mobility candidates.

Article 19.

Staff participating in the mobility are required to have travel insurance, health insurance and accident insurance for the duration of the mobility period, unless otherwise specified by a separate agreement.

Article 20.

The staff mobility is financed in accordance with the institutional agreement, and from the funds provided by the international mobility program.

Article 21.

(1) After returning to the home institution, the employee who was in mobility is obliged to submit a report on the completed mobility, in accordance with the requirements of the institutional agreement.

(2) The employee assigned to work at the University member submits the report from paragraph 1 of this article to the dean of the University member, while the employee assigned to work at the Rectorate of the University submits the report from paragraph 1 of this article to the immediate supervisor.

(3) Upon returning from the mobility, the staff who were on the mobility must submit certified exchange documents to the Office of the Vice-Rector for International Cooperation and Quality Assurance.

Mobility of incoming staff

Article 22.

The office informs the relevant University members/services of the Rectorate of the University about any staff coming to the University.

Article 23.

University Members/services of the Rectorate of the University are obliged to include the incoming staff in the activities to the extent possible, and in accordance with the staff mobility agreement, which is the integral part of the staff mobility documentation.

V INTERNATIONAL MOBILITY DATABASE

Article 24.

Data on realized international mobilities of students (incoming and outgoing) and data on realized international mobilities of staff (incoming and outgoing) are recorded in the information database of international mobility.

Article 25.

(1) Data on completed international student mobilities (incoming and outgoing) are recorded in the international mobility information database by the student service of the University member.

(2) Data on international staff mobilities (incoming and outgoing) are recorded in the international mobility information database by the Office.

VI FINAL PROVISIONS

Article 26.

With the entry into force of this Rulebook, the Rulebook on International Exchange of Academic and Administrative Staff and Students of the University of East Sarajevo, number: 01-S-545-1-XL/17 of 12/27/2017, ceases to be valid.

Article 27.

This Rulebook enters into force on the eighth day from the day of its publication on the website of the University.

No: 01-S-79-1-XLVIII/23

Date: 30 March, 202

**CHAIRMAN OF THE SENATE
RECTOR**

Prof. Dr. Milan Kulić