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Pursuant to Article 4 of the Law on Higher Education (Official Gazette of RS 88/2017, 73/2018, 27/2018 – and other law, 67/2019, 6/2020 – other laws, 11/2021 – authentic interpretation, 67/2021 and 67/2021 – other law) and Article 12, paragraph 7, Article 15, paragraph 1, item 9, and Articles 19, 20, and 30, paragraph 6, item 17 of the Statute of the College of Professional Studies – International Centre of Professional Studies, Belgrade (hereinafter referred to as ICEPS), on the proposal of the Academic and Expert Council of ICEPS, the Council of ICEPS passed the following document

## **RULEBOOK ON THE INTERNATIONAL MOBILITY OF STUDENTS, TEACHING AND ADMINISTRATIVE STAFF of the College of Professional Studies – International Centre of Professional Studies, Belgrade**

### **I BASIC PROVISIONS**

#### **Subject Matter of the Rulebook**

##### **Article 1**

The Rulebook on International Mobility (hereinafter referred to as the Rulebook) defines the basic concepts and principles of mobility of Outbound Students, teaching and administrative staff of the College of Professional Studies – International Centre of Professional Studies (hereinafter referred to as ICEPS), as well as Incoming Students, teaching and administrative staff from higher education institutions from abroad to ICEPS, within the Erasmus+ Programme, the type and duration of mobility, the procedure of application, the rights and obligations of students, teaching and administrative staff and other issues of importance for the implementation of mobility within the Erasmus+ Programme.

ICEPS 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. All the rules provided for in this Rulebook may be applied by analogy to mobility within the Republic of Serbia.

#### **Basic Concepts**

##### **Article 2**

Definition of Terms and Concepts Used in the Rulebook:

**Erasmus+ Programme** is a European Union programme supporting individual international mobility (hereinafter referred to as the Mobility Programme).

**Learning Mobility** is a temporary stay at a higher education institution abroad of students (for the purpose of learning and research), teaching and administrative staff (for the purpose of teaching or professional development).

**Mobility Period** is a period of time a student spends at the Receiving Institution for the purpose of Learning Mobility.

**Bilateral, i.e. Inter-Institutional Agreement** is an agreement on international cooperation within the Erasmus+ Programme concluded by ICEPS or in which ICEPS is one of the participants, on the one hand, and a partner higher education institution from abroad, on the other, determining the field of cooperation and the number of students, i.e. teaching and administrative staff participating in the mobility programme.

**Home Institution** is a higher education institution in which a student is enrolled, or in which teaching and administrative staff are employed through an employment agreement.

**Receiving Institution, i.e. Host Institution** is a higher education institution where mobility is realized.

**Outbound Student** is an ICEPS student who participates in the Learning Mobility Programme and who performs part of their student obligations or learning traineeship in the Receiving Institution abroad.

**Incoming Student** is a student who participates in the Learning Mobility Programme at ICEPS as a Receiving Institution.

**Outbound Teaching and Administrative Staff** are persons employed at ICEPS through employment contracts selected to participate in the Mobility Programme in the Receiving Institution abroad.

**Incoming Teaching and Administrative Staff** are persons employed at a higher education institution abroad who have been selected to participate in the Mobility Programme at ICEPS as a Receiving Institution.

**Student Application Form** is an application document completed by the Incoming Student, which contains all the necessary information about them.

**Acceptance Letter** is a document issued by ICEPS to an Incoming Student as a certificate of acceptance to the Mobility Programme.

**Learning Agreement for Studies** is an agreement that defines the study residence programme of the Outbound Student (academic obligations and activities) which will be realized during the Mobility Programme at the Receiving Institution and which, upon completion of the Mobility Programme, is the basis for the recognition of the Mobility Period of the Outbound Student. The Learning Agreement for Studies is a three-way agreement concluded between the Home Institution, the Recipient Institution, and the student in the Mobility Programme.

**Learning Agreement for Traineeship** is an agreement regulating the Learning Traineeship for a student at a higher education institution abroad. The Learning Agreement for Studies is a three-way agreement concluded between the Home Institution, the Recipient Institution, and the student in the Mobility Programme.

**Mobility Agreement – Staff Mobility for Teaching** is an agreement regulating the teaching programme at the Receiving Institution for a certain member of the teaching staff in the Mobility Programme.

**Mobility Agreement – Staff Mobility for Training** is an agreement whereby a certain member of the teaching or administrative staff agrees to a professional development programme at the Receiving Institution within the framework of the Mobility Programme.

**Transcript of Records** is a document by which the higher education institution provides detailed information on the realized Mobility Programme and achieved results of a student expressed through ECTS credits and a grade for each course. The Transcript of Records as an official document is issued by the Student Service and can also be issued in English.

**Transcript of Work** is a document by which the Receiving Institution/business entity provides detailed information on the Learning Traineeship performed and the achieved results of a student.

**Verification Letter** is a document by which the Receiving Institution confirms the period which a person spent within the Learning Mobility Programme.

**Course Catalogue** is an overview of ICEPS courses (code, curriculum, number of ECTS credits, expected learning outcome after successful mastering of pre-examination and examination obligations).

**Academic ECTS Coordinator** is a person authorized by ICEPS to sign Learning Mobility documents and academic recognition of the Learning Mobility period.

**Academic Recognition of Mobility** is the procedure of recognition of passed exams, ECTS credits and grades achieved by the student during the Learning Mobility Period.

**ECTS Grading Scale** are recommendations of the European Commission for the interpretation and understanding of the results achieved by the student during the exchange and their conversion into ECTS credits and grades in the Home Institution. The ECTS Grading Scale is a transitional solution used until the transition to the use of the ECTS Grading Table.

**ECTS Grading Table** represents recommendations of the European Commission for the interpretation and understanding of the results achieved by the exchange student and their conversion into ECTS credits and grades in the Home Institution.

## Forms and Basis for Implementing Mobility

### Article 3

At ICEPS, the incoming and outgoing mobility of students, teaching and administrative staff is implemented based on:

1. ICEPS participation in international mobility programmes and projects (Erasmus+ Programme);
2. Bilateral or multilateral agreements concluded between ICEPS and higher education institutions from abroad.

## Principles of Mobility

### Article 4

The achievement of mobility at ICEPS is carried out in accordance with the following principles of mobility:

1. Development of two-way mobility;
2. Recognition of Mobility Periods;
3. Equal treatment of mobility participants with a prohibition of discrimination on any grounds;
4. Availability of free services to mobility participants;
5. Other principles, in line with the European higher education system, which improve academic mobility.

## Types of Mobility

### Article 5

The mobility programme can be implemented for:

1. Study Residence – for students;
2. Work Traineeship – for students;
3. Teaching – for teaching staff;

4. Professional Development – for teaching and administrative staff.

### **Implementation and Organisation of Mobility Programmes**

#### **Article 6**

Mobility will be implemented based on the previously concluded Erasmus+ Inter-Institutional Agreements. Activities related to the realization of work traineeship will be an exception to this rule.

#### **Article 7**

The selection procedure for students, teaching and administrative staff will be implemented through a public competition.

A public competition will contain the conditions for exercising the right to financial support, the application procedure, mandatory elements of the application, selection procedure, manner of publishing the results of the public competition, and the procedure of appeal against the results of the public competition.

A public competition will be published on the ICEPS website or on the ICEPS bulletin board.

### **Role of the Office for International Cooperation**

#### **Article 8**

The ICEPS Office for International Cooperation with the Department for Project Activities (hereinafter referred to as the Office) will publish a public competition for the application of students, i.e. teaching or administrative staff, for participation in the Mobility Programme.

The selection of students, teaching, and administrative staff for participation in the Mobility Programme will be conducted by the Office in accordance with the terms of the published public competition.

The members of the Office are the Office Manager, Project Coordinator, who is also the Office Assistant Manager, Administrative Coordinator, Academic Coordinator, and other members.

Office Members are obliged to provide assistance to incoming and Outbound Students, teaching and administrative staff in the selection of the recipient institution, logistical support to students regarding travel, accommodation, visa and insurance, as well as to perform an evaluation with each participant in the Mobility Programme, who turns to them for assistance, regarding personal and professional development achieved during the Mobility Period.

## **II STUDENT MOBILITY**

#### **Article 9**

Student Mobility within the Mobility Programme refers to studying in the Receiving Institution and performing work traineeship in the Recipient Institution/business entity, after which a student returns to the Home Institution and completes the enrolled study programme.

**Outbound Mobility** implies that a student of ICEPS, as their Home Institution, realizes a part of their study programme at the Receiving Institution abroad, after which they return to the Home Institution where they complete their enrolled study programme.

**Incoming Mobility** implies that a student of a higher education institution from abroad, as their Home Institution, realizes a part of their study programme at ICEPS, as the Receiving Institution, after which they return to their Home Institution abroad where they complete their enrolled study programme.

### **Entitlement to Application Submission and Conditions for Participation in the Erasmus+ Programme**

#### **Article 10**

Students of undergraduate and master academic studies at ICEPS are entitled to apply for the public competition. Students of undergraduate studies are entitled to apply provided that they have enrolled in the second year of study at the moment of applying for the exchange.

The criteria for student selection are achievement during their studies, knowledge of the foreign language needed to attend the lessons at the Receiving Institution, and a motivation letter.

### **Recognition of Mobility**

#### **Article 11**

Upon completion of the Mobility Programme, the Receiving Institution, or the business entity will issue, to the student, a

Transcript of Grades or a Certificate of Completed Work Traineeship.

The Transcript of Grades must contain information related to the student, information on the results of passed exams, grades obtained and the number of achieved ECTS credits in courses, information on the duration of study programmes, and other additional information if considered relevant.

Based on these documents, the procedure of recognition of exams and ECTS credits achieved by the student during the Mobility Period will be conducted.

Student participation in the Mobility Programme is recorded in the Diploma Supplement upon the completion of studies.

### **Learning Agreement for Studies**

#### **Article 12**

The Learning Agreement for Studies is concluded between the student selected to participate in the Mobility Programme, the Home Institution, and the recipient institution prior to the commencement of the Mobility Period, unless the recipient institution decides otherwise.

By signing the Learning Agreement for Studies, the Home Institution approves the participation of the student in the Mobility Programme, the attendance of academic activities during the Mobility Period (course catalogue for students of undergraduate and master academic studies) and guarantees the recognition of ECTS credits and acquired grades upon their return.

By signing the Learning Agreement for Studies, the recipient institution confirms that the contracted academic activities are part of the existing curriculum, express their consent to the acceptance of the student to the Mobility Programme and approves the attendance and realization of selected academic activities.

The Learning Agreement for Studies is drawn up in English and signed by the student, the Academic ECTS Coordinator of ICEPS, and the authorized person of the higher education institution from abroad.

Academic activities approved by the Learning Agreement for Studies may be amended after the start of the Mobility Period, with the consent of all signatories and by recording amendments in the Learning Agreement for Studies itself at the intended place.

### **Learning Agreement for Work Traineeship**

#### **Article 13**

The student, the Home Institution, and the recipient institution will specify the content and quality of the work traineeship in the Learning Agreement for Work Traineeship.

This document determines the outcome of the work traineeship in terms of acquired knowledge, skills and competences, detailed work traineeship programme, work assignments of a student, supervision, and evaluation plan.

The provisions of Article 12 of this Rulebook relating to the authorization to sign the Learning Agreement for Studies will apply by analogy to the signing of the Learning Agreement for Work Traineeship.

### **Certificate of Work Traineeship**

#### **Article 14**

Certificate of Work Traineeship is a document by which the Receiving Institution provides information on the completed work traineeship and the achieved results of a student.

### **Transcript of Records**

#### **Article 15**

Transcript of Records is a certificate on passed exams containing student information, names of passed exams, achieved grades, number of achieved ECTS credits per course, information on the duration of the study programme and other relevant information, and a special explanation on the manner of grading and scoring (national grading system).

As the Home Institution, ICEPS is obliged to issue a Transcript of Records in Serbian and English to the Outbound Student, at their request, in order to apply for the Mobility Programme.

In their capacity as the recipient institution, ICEPS is obliged to issue a Transcript of Records in English to the Incoming Student, upon the end of the Mobility Period, as evidence of the academic activities at ICEPS.

## **OUTBOUND MOBILITY**

## **Rights and Obligations of Outbound Students**

### **Article 16**

Students participating in the Mobility Programme retain the status of ICEPS students for the duration of their stay abroad. A student selected to participate in the Mobility Programme is obliged to regularly enrol in the respective school year, i.e. to verify the semester at ICEPS.

During the Mobility Period, the ICEPS student is exempt from paying tuition at the Receiving Institution. An ICEPS student may participate in the Mobility Programme for a maximum of 12 months within one study level.

### **Opening of the Competition for Candidate Application and Constitution of the Commission for Candidate Selection**

#### **Article 17**

The Office is in charge of opening the Competition for Candidate Applicants for Participation in the Mobility Programme.

The Competition is published publicly, on the ICEPS website and is based on a non-discriminatory, coherent, and transparent approach.

The competition determines the type of mobility, as well as the manner of applying for candidates, mandatory elements of the application, criteria for candidate selection, the manner of announcing the results of the competition, and the procedure of appeal against the results of the competition.

The Public Competition must highlight the deadlines for submitting applications, as well as the guidelines for the preparation of the application and contact details of the appointed person from the Office in charge of assisting interested candidates in preparing their applications.

All received applications are documented and archived internally by the Office regardless of the outcome of the Competition.

The selection of candidates for participation in the Mobility Programme is the responsibility of the Commission for the Selection of Candidates for Participation in the Mobility Programme (hereinafter referred to as the Commission), whose members are appointed by the General Manager of ICEPS.

The members of the Commission are representatives of the College Management Board and the Office, and, if necessary, the General Manager may also include teachers from certain study departments or other persons they consider competent.

### **Candidate Application Procedure**

#### **Article 18**

The application procedure for candidates who wish to participate in the Mobility Programme begins by completing the Application Form for Participation in the Mobility Programme (hereinafter referred to as Application Form).

In addition to the Application Form, it is necessary to enclose the following:

1. CV (in *Europass* format);
2. Motivational letter;
3. Recommendation letter;
4. Certificate of passed exams with grades and ECTS credits achieved during previous education;
5. Certificate on the level of knowledge of a foreign language in which the study programme in which the candidate is enrolled is performed, not older than 3 years with the required level prescribed in the Competition (optional; in the event of non-submission, the candidate will be invited to a test of knowledge of the language (written and oral) at the expense of the College);
6. Photocopy of a valid passport (it is mandatory to check the expiration date of the passport).

Completed Application Form and listed documentation must be submitted within the deadline to the e-mail address stated in the Competition.

### **Criteria for the Selection of Candidates**

#### **Article 19**

The decision on the selection of candidates for participation in the Mobility Programme (hereinafter referred to as the Selection Decision) will be adopted by the Commission based on the following criteria:

1. Completeness of the Application Documentation;
2. GPAs of the candidate up to the moment of submission of the application for mobility;
3. Knowledge of a foreign language (written and oral) in which the study programme for which the candidate has applied is conducted;
4. Motivational letter;

During the selection of candidates, the Commission will give preference to candidates who have not participated in any of the Mobility Programmes, to candidates who show a willingness to promote the acquired knowledge and experience during and after the Mobility Programme, both within ICEPS and in the wider community, as well as to candidates who are willing to promote the importance of environmental conservation and thus contribute to raising environmental awareness.

The Selection Decision will be published on the ICEPS website or on the ICEPS bulletin board.

The Selection Decision will be sent to the e-mail address from the Application Form to all candidates who have applied for the Competition.

Candidates who participated in the Competition are entitled to appeal the Selection Decision (results of the Competition). Upon expiry of the deadline for appeals, ICEPS will finalize their selection of candidates with the Receiving Institution and submit the necessary documentation in accordance with their Rulebook on Mobility or other documents of the institution governing this process. In the event that the application of an interested Outbound Student is not accepted by the Receiving Institution, the student will be provided with an explanation in writing.

### **Procedure for Appealing the Selection Decision**

#### **Article 20**

An appeal may be filed against the Selection Decision with the Office. The appeal will be resolved by the Commission for the resolution of appeals related to the results of applications to the Competition for participation in the Mobility Programme, appointed by the General Manager of ICEPS.

The deadline for submitting an appeal is 8 (eight) days from the announcement of the results of the Competition on the ICEPS website.

The appeal must be sent to the email address of the Office with the title "Appeal against the Decision on the selection of candidates for participation in the Mobility Programme".

The deadline for resolving the appeal is 5 (five) working days from the date of its receipt.

### **Conclusion of the Learning Agreement for Studies and the Learning Agreement for Work Traineeship**

#### **Article 21**

Students selected for the Mobility Programme for Studies are required to sign a Learning Agreement for Studies specifying the names of the courses the student will attend and the other activities they will be required to complete during their stay, as well as the number of ECTS credits that will be awarded to them for each course or activity passed. The Learning Agreement for Studies is concluded between the student, the representative of the Home Institution and the representative of the Receiving Institution.

Students selected for the Mobility Programme for Work Traineeship are required to sign a Learning Agreement for Work Traineeship, which specifies the duration of the work traineeship, the activity plan, learning outcomes, mentoring information, and results that will be recognized upon the student's return. Learning Agreement for Work Traineeship is concluded between the student, the representative of the Home Institution, and the representative of the recipient institution or business entity in which the work traineeship will be realized.

The representative of ICEPS authorized to sign the Learning Agreement for Studies or the Learning Agreement for Work Traineeship is the Academic ECTS Coordinator.

The Learning Agreement for Studies or the Learning Agreement for Work traineeship may only be amended with the consent of all signatories in writing.

### **Academic Recognition of Mobility Outcomes**

#### **Article 22**

Upon completion of the Mobility Programme, the student is obliged to submit to the administrative coordinator of the Home Institution the Transcript of Grades or the Certificate of Completed Work Traineeship and the Certificate of Length of Residence at the Receiving Institution.

Recognition of results and ECTS credits obtained during the Mobility Period is based on the principles of transparency, flexibility, and fairness. A flexible approach when recognizing the results achieved during the Mobility Period implies a focus on the similarity of scientific fields, acquired knowledge and learning outcomes, and not on the differences between the study programmes being compared.

The Academic ECTS Coordinator conducts the comparison of study programmes, courses, and recognition of ECTS credits, grades and duration of work traineeship in cooperation with the Commission for the analysis of recognized and differential exams from other higher education institutions of the College.

For completed and passed courses at the Receiving Institution, ECTS credits and grades are recognized in accordance with

the study programme at the Home Institution.

If the course has only been attended, and the exam has not been passed at the Receiving Institution, the Home Institution will allow the student to take the exam in the related course upon their return, without the obligation to re-attend lectures and exercises.

When the selected courses are compatible with the study programmes of the home institution, the Home Institution will recognize them as passed. If the course are not compatible, the Home Institution will enter the information on the completed courses and achieved ECTS credits in the Diploma Supplement.

If the grading systems at the Receiving Institution and the Home Institution are not identical, the reconciliation will be performed by comparing the distribution of transitional grades and grading tables at the Receiving Institution and the Home Institution. Grades that cannot be converted into grades of the Home Institution will be recorded in the original form and will not be included in the grade point average at the end of the studies.

## **INCOMING STUDENT MOBILITY**

### **Rights and Obligations of Incoming Students**

#### **Article 23**

An Incoming Student arriving to study at ICEPS through the Mobility Programme may spend part of their study programme at ICEPS, as a Receiving Institution, while retaining student status at their Home Institution.

During the period of mobility at ICEPS, the Incoming Student will be exempted from paying tuition at ICEPS. The Incoming Student has all the rights and obligations of a regular ICEPS student.

### **Student Information**

#### **Article 24**

In order to provide information to interested Incoming Students, ICEPS as a Receiving Institution publishes, on their website, an information package on study opportunities, containing basic information about the Receiving Institution, types and levels of study, list and content of study programmes, course catalogue (course title, description, ECST credits, semester, language in which classes are held, learning outcomes, etc.), as well as other information of importance for Incoming Students.

The information package is published in Serbian and English.

### **Selection and Decision on Applications of Incoming Students**

#### **Article 25**

The selection of Incoming Students is carried out by their Home Institution according to their own Rulebook on Mobility and Competition.

The interested Incoming Student applies to ICEPS by submitting the Application Form, Transcript of Records from the study programme of the Home Institution, and the proposal of the Learning Agreement for Study, which must be certified by the signature of the authorized person of the Home Institution.

The application of an interested Incoming Student will be decided on by the Academic ECTS Coordinator of ICEPS.

Selected students are obliged to submit the application to the ICEPS Office for International Cooperation, no later than 15 June for arrival in the winter semester, or 15 December for arrival in the summer semester.

In the event of accepting the application of an Incoming Student, the Receiving Institution will sign a Learning Agreement for Study with the Incoming Student, which can be accompanied by an Invitation Letter at their request.

In the event that the application of an interested Incoming Student is not accepted, the student will be provided with an explanation in writing.

### **Student Status in the Mobility Period**

#### **Article 26**

The Office is in charge of organizing the arrival and reception of Incoming Students. ICEPS undertakes to organize classes in a foreign language for Incoming Students in accordance with the capacity of their teachers and associates in the form of consultative classes.

The Incoming Student will be obliged to regulate the temporary residence in the Republic of Serbia with the competent authorities and to regulate health insurance during the period of Mobility. ICEPS will provide assistance to the Incoming Student in terms of acquiring necessary documents (visa, insurance, etc.) and accommodation.

## Completion of the Mobility Period

### Article 27

Upon completion of the Mobility Programme, ICEPS, as the Receiving Institution, is obliged to issue the Incoming Student with a Certificate of Length of Residence and a Transcript of Records, or a Certificate of Work Traineeship in English within 7 days after completing the last exam i.e. after the last day of traineeship.

## III MOBILITY OF TEACHING AND ADMINISTRATIVE STAFF

### Achieving Mobility

#### Article 28

The mobility of teaching and administrative staff is achieved through the residence of ICEPS employees (whose Home Institution is ICEPS) at the Receiving Institution abroad and their return to work at the Home Institution after the expiration of the Mobility Period, in order to:

1. Teach;
2. Complete professional development;
3. Achieve interinstitutional cooperation and cooperation on international projects.

The right to participate in Mobility Programmes is granted to teaching and administrative staff who are employed based on employment contracts at ICEPS.

The length of residence is determined in the public competition for the Mobility Programme, published by the Office. The competition determines the type of mobility, as well as the manner of applying for candidates, mandatory elements of the application, criteria for candidate selection, the manner of announcing the results of the competition, and the procedure of appeal against the results of the competition.

The Public Competition must highlight the deadlines for submitting applications, as well as the guidelines for the preparation of the application and contact details of the appointed person from the Office in charge of assisting interested candidates in preparing their applications.

All received applications are documented and archived internally by the Office regardless of the outcome of the Competition. The selection of candidates for participation in the Mobility Programme is the responsibility of the Commission for the Selection of Candidates for Participation in the Mobility Programme (hereinafter referred to as the Commission), whose members are appointed by the General Manager of ICEPS.

The members of the Commission are representatives of the College Management Board and the Office, and, if necessary, the General Manager may also include teachers from certain study departments or other persons they consider competent.

Unless otherwise specified in the Competition, one person may attend several Mobility Programmes during one academic year, but priority is generally given to persons who did not attend Mobility Programmes in the current or previous study years.

### Candidate Application Procedure

#### Article 29

The application procedure for candidates begins by completing the Application Form for Participation in the Mobility Programme (hereinafter referred to as Application Form).

The Application Form must be submitted within the deadline specified in the Competition, printed and signed by hand.

In addition to the Application Form, it is necessary to enclose the following:

1. Signed and certified *Mobility Agreement* (candidate and Receiving Institution);
2. Completed *Form on the Mobility Experience Dissemination Plan*;
3. Evidence of employment at the institution showing that the candidate has concluded an *Employment Contract/Temporary Employment Contract* that will be valid for the entire duration of the residence at the foreign higher education institution;
4. Signed and certified consent on the absence of the candidate from the workplace in the period envisaged for the implementation of the Mobility Programme;
5. Photocopy of a valid passport (it is mandatory to check the expiration date of the passport).

The completed Application Form and listed documentation are to be submitted within the deadline to the e-mail address stated in the Competition.



## **Criteria for the Selection of Candidates**

### **Article 30**

The selection of candidates for the Mobility Programme is the responsibility of the Commission.

The decision on the selection of candidates is made based on the following criteria:

1. Completeness of the Application Documentation;
2. Quality and content of the curriculum (from the Mobility Agreement);
3. Method of dissemination of experience upon the return to the Home Institution, benefit for further work at the Home Institution (from the Form on the Mobility Experience Dissemination Plan);
4. Contribution of the candidate in establishing cooperation through the Mobility Programme.

When selecting candidates, the Commission will give preference to candidates who have not participated in any of the mobility programmes, as well as to candidates who demonstrate a willingness to actively promote the knowledge and positive experiences gained during the Mobility Programme.

The Selection Decision will be published on the ICEPS website or on the ICEPS bulletin board.

The Selection Decision will be sent to the e-mail address from the Application Form to all candidates who have applied for the Competition.

Candidates who participated in the Competition have the right to appeal the Selection Decision (results of the Competition).

Upon expiry of the deadline for appeals, ICEPS will finalize their selection of candidates with the Receiving Institution and submit the necessary documentation in accordance with their Rulebook on Mobility or other documents of the institution governing this process. In the event that the application of an interested candidate is not accepted by the Receiving Institution, the student will be provided with an explanation in writing.

## **Procedure for Appealing the Decision on the Selection of Candidates for Mobility Programmes**

### **Article 31**

An appeal may be filed with the Office against the Decision on the Selection of Candidates for the Mobility of Teaching and Administrative Staff. An appeal will be resolved by the Commission for resolving appeals to the results of application procedures for competitions, appointed by the General Manager of ICEPS.

The deadline for filing an appeal is 8 days (eight) from the announcement of the results of the Competition on the ICEPS website. The appeal must be sent to the e-mail address of the Office with the title of the e-mail "Appeal to the Decision on the Selection of Candidates for Participation in the Mobility Programme".

The deadline for resolving the appeal is 5 (five) working days from the date of its receipt.

## **Incoming Teaching and Administrative Staff**

### **Article 32**

The selection of incoming teaching and administrative staff to participate in the Mobility Programme is conducted by their Home Institution.

The Academic ECTS Coordinator of ICEPS decides on the application of the interested incoming teaching and administrative staff.

The mobility of incoming teaching and administrative staff is organized by the Office.

The purpose of the arrival of the teaching staff from foreign higher education institutions to ICEPS may be teaching or professional development, while for administrative staff it is professional development.

For the purpose of planning and realising the incoming mobility of teaching and administrative staff from foreign partner institutions, the Mobility Agreement for the Purpose of Teaching and the Mobility Agreement for the Purpose of Professional Development will be used.

For teaching or administrative staff from foreign higher education institutions participating in the Mobility Programme, ICEPS will issue a Certificate on the Length of Residence at the Receiving Institution in English.

## **Obligations of Employees Participating in Mobility**

### **Article 33**

Upon returning to their Home Institution, the employee who participated in a Mobility Programme will submit a Report on Achieved Mobility, as well as other documents provided for in the Inter-Institutional Agreement.

Employees participating in the Mobility Programme must obtain travel health insurance during the Mobility Period, unless otherwise provided for in the Inter-Institutional Agreement.

Financial support for employee mobility will be regulated by an Inter-Institutional Agreement.

#### **IV ACADEMIC, PROFESSIONAL AND ADMINISTRATIVE SUPPORT FOR MOBILITY**

##### **Mobility Support**

###### **Article 34**

Academic, professional and administrative support for the mobility of ICEPS students, teaching and administrative staff is provided by the Office.

Within the Office, the Academic ECTS Coordinator is in charge of academic support in particular.

##### **Office for International Cooperation**

###### **Article 35**

The Office performs tasks related to the realization of mobility, namely:

1. Coordinates ICEPS participation in international mobility programmes;
2. Publishes competitions for Outbound Students and provides information of relevance to students, teaching and administrative staff on opportunities for mobility;
3. Advises and provides professional assistance to outbound and Incoming Students;
4. Maintains a database of scholarships;
5. Performs other tasks provided for in this Rulebook.

##### **Academic ECTS Coordinator**

###### **Article 36**

The Academic ECTS Coordinator at the ICEPS level will be appointed by the President of the ICEPS Council.

The Academic ECTS Coordinator is authorized to:

1. Sign the Learning Agreement for Study, i.e. the Learning Agreement for Work Traineeship, i.e. the Mobility Agreement for Teaching and the Mobility Agreement for Professional Development;
2. Determine the outcomes achieved by the Outbound Student at the Receiving Institution and perform the academic recognition of the outcomes;
3. Decide on the application of an interested Incoming Student;
4. Select candidates for employee mobility, unless the conditions and method of selection of candidates are otherwise prescribed by an Inter-Institutional Agreement;
5. Perform other tasks provided for in this Rulebook.

#### **V TRANSITORY AND FINAL PROVISIONS**

###### **Article 37**

All terms in this Rulebook refer to the same gender regardless of whether they are used in the male or female gender and apply equally to the male and female gender.

###### **Article 38**

This Rulebook will enter into force on the eighth day after its publication on the bulletin board or the ICEPS website.

Belgrade,

College of Professional Studies – International Centre of  
Professional Studies, Belgrade  
President of the Council



*Jovana Bulatović*

Prof. Jovana Bulatović, PhD