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Pursuant to Article 4 and Article 41 of the Law on Higher Education (Official Gazette of RS 88/2017, 73/2018, 27/2018 - and other law, 67/2019, 6/2020 - and other laws, 11/2021 – authentic interpretation, 67/2021 and 67/2021 – other law and 76/2023) as well as Article 12, paragraph 7, Article 15, paragraph 1, item 9, and Articles 19, 20, Article 24, paragraph 16 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, Belgrade (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.

Article 2

ICEPS supports and promotes the mobility of students, teaching and administrative staff, 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.

Article 3

Individuals included in the Mobility Programme are required to follow the code of ethics and regulations of the school and the institutions where they undertake the mobility.

Basic Concepts

Article 4

Definition of Terms and Concepts used in the Rulebook:

Erasmus+ Programme is a European Union programme that supports individual international mobility of students, teaching and administrative staff (hereinafter referred to as the Mobility Programme).

Mobility is a temporary stay of students at a higher education institution abroad (for the purpose of learning, research or carrying out traineeship), as well as the teaching and administrative staff (for the purpose of teaching or attending training), or a temporary stay of students at a certain business entity (for the purpose of carrying out traineeship), as well as teaching or administrative staff (for the purpose of training).

Mobility Period is a period of time which a student, teaching or administrative staff member spends at the Receiving Institution for a specific type of mobility, after which they return to their Home Institution.

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.

Sending Institution, i.e. Home Institution is a higher education institution in which a student is enrolled, or in which teaching and administrative staff members are employed, and which is sending the selected candidate to the Mobility Programme at the institution abroad.

Receiving Institution, i.e. Host Institution is a higher education institution which accepts the selected candidate for the Mobility Programme.

Outbound Student, i.e. Outgoing Student is an ICEPS student who participates in the Mobility Programme and who performs part of their student obligations or learning traineeship at the Receiving Institution abroad, and afterwards returns to the Home Institution to complete the enrolled study programme.

Incoming Student is a student who participates in the Mobility Programme at ICEPS as a Receiving Institution, and afterwards returns to the Home Institution to complete the enrolled study programme.

Outbound Teaching and Administrative Staff, i.e. Outgoing Teaching and Administrative Staff are persons employed at ICEPS, selected to participate in the Mobility Programme at 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.

Learning Agreement – Student Mobility for Studies is an agreement that defines the study residence programme of the 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, will be the basis for recognition of the Mobility Period. The Learning Agreement for Studies is a three-way agreement concluded between the Home Institution, the Receiving Institution, and the student in the Mobility Programme.

Learning Agreement – Student Mobility for Traineeship is an agreement regulating the Learning Traineeship for a student at a higher education institution or business entity abroad. The Learning Agreement for Traineeship is a three-way agreement concluded between the Home Institution, the Receiving Institution, and the student in the Mobility Programme.

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

Mobility Agreement – Staff Mobility for Training is an agreement which outlines the training activity plan at the Receiving Institution for the teaching or administrative staff member in the Mobility Programme.

Agreement between Beneficiaries and Participants for Mobility of Individuals is an agreement defining the terms and conditions applied in the allocation of funds provided for the implementation of the student, teaching and administrative staff mobility, and which are disbursed by ICEPS to the mobility participant. The agreement is signed by the Mobility Programme participant and the ICEPS legal representative, as the beneficiary of the approved Mobility Project, and the agreement serves as the legal basis for the bank to disburse funds to the participant.

Incoming Students/Staff Application Form is an application document completed by the confirmed Incoming Student or staff member, which contains all the necessary information about them.

Acceptance Letter is a document issued by ICEPS to the confirmed Incoming Student or staff member, upon their request, as a certificate of acceptance to the Mobility Programme, before the start of the mobility.

Student/Staff Status Certificate is a document issued by ICEPS to the Incoming Student or staff member on the first day of arrival to ICEPS, which confirms their status and duration of stay at ICEPS, and which they can then use for identification purposes to a third person entity.

Transcript of Records is a document by which the Receiving Institution confirms the completion of the Mobility Programme established by the Learning Agreement for Studies, and the achieved results of the student, expressed through ECTS credits and a grade for each completed course.

Traineeship Certificate is a document by which the Receiving Institution or business entity, which accepted the student to the traineeship, confirms the completion of the Mobility Programme established by the Learning Agreement for Traineeship, and the student's achieved results, expressed through the acquired knowledge, skills and competencies, as well as the mentor's assessment.

Letter of Confirmation for Staff Training/Staff Teaching is a document by which the Receiving Institution confirms during which period the Incoming staff member partook in the mobility, as well as the activities they carried out, and what work experiences they acquired through the Mobility Programme.

Courses Catalogue is an overview of all ICEPS courses (code, curriculum, number of ECTS credits, expected learning outcome after the successful completion of pre-examination and examination obligations), as well as the courses available for attendance to the Incoming Student.

Academic Recognition of Mobility is the recognition process of passed exams, ECTS credits, and grades achieved by the student during the Mobility Programme.

ECTS Grading Scale are recommendations of the European Commission for the interpretation and understanding of the results achieved by the student during the Mobility Programme, and their conversion into ECTS credits and grades at 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 are recommendations of the European Commission for the interpretation and understanding of the results achieved by the student during the Mobility Programme, and their conversion into ECTS credits and grades at the Home Institution.

Mobility Types and Basis for Mobility Implementation

Article 5

The mobility programme can be implemented for:

1. Learning (Study Residence) – for students;
2. Traineeship – for students;
3. Teaching – for teaching staff;
4. Training – for teaching and administrative staff.

Article 6

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 Charter for Higher Education and approved mobility projects within the Erasmus+ Programme as a prerequisite);
2. Bilateral or multilateral agreements concluded between ICEPS and higher education institutions or business entities from abroad. Exceptions are mobility for the realization of traineeship for students, and attending training for teaching and administrative staff, where a bilateral agreement is not required, but an agreement on business-technical cooperation is.

Principles of Mobility

Article 7

The implementation 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.

Opening of the Competition for Candidate Application

Article 8

The selection process for Outbound Students, teaching and administrative staff is carried out through a public competition, which is based on a nondiscriminatory, coherent, and transparent approach, and published on the ICEPS website, forwarded to the target groups via e-mail notification, and announced on ICEPS social media.

The Public Competition determines the type of mobility, duration of stay, and the conditions for exercising the right to financial support, as well as the application method for candidates, mandatory elements of the application, criteria for candidate selection, the method of announcing the competition results, and the procedure for appeal against the competition results. The Public Competition must highlight the deadlines for submitting applications, as well as the guidelines for the preparation of the application.

The Competition shall be open for at least 14 days, and in the case of no candidates applying, the application deadline can be extended. All received applications shall be archived internally, regardless of the Competition's outcome.

The process of opening the Public Competition for Incoming Students, teaching and administrative staff is carried out by their Home Institution, in accordance with its internal rules and regulations. Before the implementation of the Competition, the Home Institution should check all necessary details and student accommodation capacity with ICEPS.

Role of the Office for International Cooperation

Article 9

The members of the Office for International Cooperation of ICEPS (hereinafter referred to as the Office) are the International Cooperation Coordinator, the Deputy International Cooperation Coordinator, the International Cooperation Assistant, the Academic ECTS Coordinator, and the Quality Assurance and Legal Affairs Coordinator. The Deputy International Cooperation Coordinator carries out all the duties of the International Cooperation Coordinator in case of temporary incapacity or absence of the International Cooperation Coordinator.

The Office provides academic, professional, and administrative support for the mobility of ICEPS students, teaching and administrative staff; and within the Office, the Academic ECTS Coordinator is specifically responsible for academic support.

The Office is in charge of opening the Public Competition for the application of outbound students, i.e. teaching and administrative staff for the participation in the Mobility Programme, based on the available funds for the Mobility Programme financing.

Office Members are obliged to provide assistance to incoming and outbound students, teaching, or administrative staff in the selection of the Receiving Institution, logistical support to students regarding travel, accommodation, obtaining visas

and insurance, as well as organizing the arrival and reception of Incoming Students. The Office is required to inform the Mobility participants on all possible additional requirements that may apply to them, in terms of the required use of uniforms, having mandatory vaccination, etc.

With each Mobility Programme participant who seeks their assistance, the Office is required to conduct an evaluation in terms of personal and professional development achieved during the mobility period, as well as to provide specific guidelines for preparing the application for participation in the programme.

Academic ECTS Coordinator **Article 10**

The Academic ECTS Coordinator is authorized to:

1. Sign the Learning Agreement for Studies, i.e. the Learning Agreement for Traineeship, i.e. the Mobility Agreement for Teaching, and the Mobility Agreement for Training for Outbound and Incoming Students, teaching and administrative staff;
2. Determine the outcomes achieved by the Outbound Student at the Receiving Institution, and perform the academic recognition of the mobility outcomes upon their return;
3. Decide on the application of the nominated Incoming Candidate;
4. Perform other tasks provided for in this Rulebook.

The Managing Director performs the function of the Academic ECTS Coordinator.

In cases of recognition of academic obligations acquired at another higher education institution, during the mobility period, in the event of temporary absence or incapacity, the Academic ECTS Coordinator in the aforementioned tasks will be replaced by the International Cooperation Coordinator.

Candidate Selection Process for Participation in the Mobility Programme **Article 11**

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).

Article 12

The members of the Commission are the International Cooperation Coordinator, the Student Services Coordinator, and the Academic ECTS Coordinator.

The Selection Decision will be published on the ICEPS website within 7 business days from the Competition closing; and all candidates who applied to the Competition will be sent the Selection Decision outcome to the e-mail address from the Application Form.

Article 13

The selection process for Incoming Students, teaching and administrative staff is carried out by their Home Institution in accordance with their internal rules and procedures; and the selected candidates shall be nominated to ICEPS no later than May 15th, for the arrival in the winter semester, i.e. October 15th for the arrival in the summer semester, by submitting the proposal of the Learning Agreement for Studies, i.e. the Learning Agreement for Traineeship, i.e. the Mobility Agreement for Teaching and the Mobility Agreement for Training, which must be certified with the signature of an authorized representative of the Home Institution.

In the event of the nominated candidate's rejection, ICEPS shall forward its explanation to the candidate's Home Institution in writing.

Appeal Procedure for the Candidate Selection Decision **Article 14**

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

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

The ICEPS Council makes the decision on the appeal.

The appeal shall be sent to the email address of the Administration 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) business days from the date of its receipt.

The ICEPS Council can affirm, modify, or dismiss the decision, and reverse the same for a re-decision.

II STUDENT MOBILITY

OUTBOUND MOBILITY

Entitlement to Application Submission and Conditions for Participation in the Mobility Programme

Article 15

Students from target groups listed in the Competition, which are determined by the study level (Bachelor or Master studies), study programme, and year of enrollment, are entitled to apply to the Public Competition

An ICEPS student may participate in the Mobility Programme for a maximum of 12 months within one study level.

The student selected to participate in the Mobility Programme must be regularly enrolled or re-enrolled in the academic year in which they apply for the Mobility Programme, along with meeting other qualifications specified in the Competition. Before the selected student departs for the Mobility Programme, their status is verified, as outlined in the internal procedure for mobility implementation.

Students participating in the Mobility Programme retain the status of ICEPS students for the duration of their stay abroad. During the Mobility Period, the ICEPS student is exempt from paying tuition at the Receiving Institution, but is not exempt from paying tuition at ICEPS.

Candidate Application Procedure

Article 16

In order to apply for participation in the Programme, it is necessary for the candidate to enclose the following documentation:

1. Completed Application Form for participation in the Mobility Programme;
2. Scanned version of a valid passport (checking the expiration date of the passport is mandatory – the passport should be valid for at least 3 months from the date of the mobility completion);
3. CV in Europass format;
4. Motivational letter up to one/one and a half A4 pages in length;
5. Certificate of passed exams containing information about the student's current status, along with grades and ECTS credits achieved during previous education (the Certificate is charged as per the current College price list featured on the website);
6. Certificate on the level of foreign language knowledge in which the study programme the candidate has applied for is conducted, no older than 3 years, demonstrating the required level specified in the Competition. The Competition may stipulate that the student does not have to enclose a Certificate, if they have achieved a grade no lower than 9 in the foreign language in which the mobility is conducted, during the first and second year of study. Optionally: in the case of failure to enclose the Certificate, or failure to set/meet requirements of passing the English language course, the candidate shall be invited to take a test of knowledge of the language at the expense of the College;
7. Signed Notice and consent to the collection and processing of personal data.

In addition to the abovementioned, the candidate may enclose supplementary documentation, if they belong to a target group for inclusion, and to apply for the right to additional financial support.

The listed documentation is to be submitted within the deadline to the e-mail address provided in the Competition.

Incomplete and untimely applications will not be taken into consideration.

Criteria for Candidate Selection and Scoring

Article 17

The decision on the selection of candidates for participation in the Mobility Programme will be adopted by the Commission based on the following criteria:

1. Candidate's GPA at the time of the application (based on the Certificate of passed exams);
2. The motivation for participation in the Mobility Programme and the benefits the candidate expects to gain from the participation (based on the Motivational letter);
3. Participation in international or extracurricular activities, or current, i.e. previous employment (based on the CV);
4. Knowledge of a foreign language in which the mobility is realized at the required level (based on the Certificate, or grade in the foreign language, or test).

Each criterion carries 25 points (100 points total), and the Commission makes the decision on assigning the number of points to students based on the listed selection criteria.

Candidate's GPA at the time of application

GPA (scale)	Number of points
6.00 – 6.49	5
6.50 – 6.99	10
7.00 – 7.99	15
8.00 – 8.99	20
9.00 – 10.00	25

The motivation for participation and the benefits the candidate expects to gain from the participation

Expressed motivation and benefits	Number of points
The motivational letter does not have convincing arguments for studying, or attending traineeship at the Host Institution, but clearly expresses benefits the candidate expects to gain from participating.	15
The motivational letter has convincing arguments for studying, or attending traineeship at the Host Institution, but does not clearly express benefits the candidate expects to gain from participating.	15
The motivational letter has convincing arguments for studying, or attending traineeship at the Host Institution, and clearly expresses benefits the candidate expects to gain from participating.	25

Participation in international or extracurricular activities, or current, i.e. previous employment

International and extracurricular activities include: participation in international conferences or events, additional College activities and initiatives, national and international competitions, work in the Student Parliament, international or domestic non-governmental organizations and associations, and alike.

Exceptional participation	Number of points
The candidate participated in either international or extracurricular activities and has no work experience.	15
The candidate participated in either international or extracurricular activities and has work experience.	20
The candidate participated in both international and extracurricular activities and has work experience.	25

Knowledge of a foreign language in which the mobility is realized at the required level

Language proficiency level	Number of points
A level on the Certificate or test which is lower than the minimum required proficiency level specified in the Competition, or a course grade lower than 9	10
The minimum required or higher language proficiency level than specified in the Competition on the Certificate or test, or a course grade of 9 and above	25

In the event of the same number of points obtained during the selection of candidates, the Commission will give preference to candidates who have not participated in any of the Mobility Programmes during studies, then 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.

Confirmation of the Selected Candidate and Collection of Necessary Documentation

Article 18

Upon expiry of the deadline for appeals, the Office will send an e-mail to the selected candidates with the list of documentation which needs to be delivered to complete their application, among which the most important documents are: The Learning Agreement for Studies or the Learning Agreement for Traineeship, Payment Instructions for the participant's foreign currency account, and Health Insurance.

ICEPS will finalize their selection of candidates with the Receiving Institution within deadline, and with 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 the selected candidate is not accepted by the Receiving Institution, the candidate will be provided with an explanation in writing.

Conclusion of the Learning Agreement for Studies and the Learning Agreement for Traineeship

Article 19

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

The Academic ECTS Coordinator is the representative of ICEPS authorized to sign the Learning Agreement for Studies or the Learning Agreement for Traineeship. The authorized person at the Receiving Institution shall sign the Agreement and send it to the Home Institution and the student as a scanned document.

The Learning Agreement for Studies or the Learning Agreement for Traineeship may only be amended with written consent of all signatories.

Upon return from the mobility, the student is required to bring the original of the signed Agreement to the Home Institution.

Health Insurance

Article 20

Students selected for the Mobility Programme to study are obliged to submit the health insurance policy to the Office, which covers the period of travel and stay during the mobility.

Students selected for the Mobility Programme to carry out traineeship are obliged to submit the health insurance policy to the Office, which covers the period of travel and stay during the mobility, liability, and accident insurance.

The health insurance costs are covered by the student, who selects the insurance company where they will take out the insurance.

Conclusion of the Agreement between Beneficiaries and Participants for Mobility of Individuals

Article 21

Before the conclusion of the Agreement between beneficiaries and participants for mobility of individuals, the mobility participant is obliged to submit the Payment Instructions for the foreign currency account, so as to include the bank account details in the Agreement, as well as the Health Insurance policy, the number of which will be included into the Agreement as well.

The signed Agreement shall be forwarded to the bank to execute the transaction, with the Learning Agreement for Studies or the Learning Agreement for Traineeship attached.

Before the departure to the mobility, a (larger) part of the total funds belonging to the participant, according to the rules of the Mobility Programme, shall be paid to the participant within the deadlines stipulated in the Agreement; while the rest (a smaller part of the total sum) shall be paid upon arrival from the mobility, and completion of the form through the online tool. In exceptional circumstances, stipulated by the Agreement, a payment of the full funds is possible before or after the departure to the mobility.

Academic Recognition of Mobility Outcomes

Article 22

Upon completion of the Mobility Programme, the student is obliged to submit to the Office of the Home Institution the Transcript of Grades or the Certificate of Completed Traineeship at the Receiving Institution, as well as the original of the signed and certified Learning Agreement for Studies or the Learning Agreement for Traineeship, no longer than 14 days upon return from the Mobility Programme.

Based on the Transcript of Grades, the recognition process of exams and ECTS credits obtained during studies shall be carried out; while based on the Traineeship Certificate, student's knowledge, skills, and competencies acquired during the traineeship in the Mobility Period shall be recognized.

The minimum number of ECTS credits a student is required to acquire during the Mobility Period for study purposes is 5 ECTS credits.

Academic recognition of mobility outcomes is carried out in accordance with the ICEPS Rulebook on the Recognition of Academic Obligations from Other Higher Education Institutions and Article 10 of this Rulebook.

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 results of the traineeship in cooperation with the Commission for the analysis of recognized and differential teaching obligations 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/or 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 courses are not compatible, the Home Institution will still enter the information on the completed courses and achieved ECTS credits in the Diploma Supplement.

If the student has completed the traineeship at the Receiving Institution (shown through the Traineeship Certificate), which is a requirement for taking the exam in a specific course at the Home Institution, the student will upon return to the Home Institution be required to pass the specific course exam without attending traineeship. Else (a passed exam, but not the completed traineeship shown through the Transcript of Grades), the student will be required to complete the traineeship at the Home Institution. The Academic ECTS Coordinator can decide differently upon looking into the curriculum of the Receiving Institution; but before departure, the student shall be informed of the rules which will be in place upon their return.

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 studies.

Upon the completion of the Mobility Programme, and no longer than 20 days after the completed mobility, the student is required to fill in an internal and external evaluation form in the online tool, where they will state their experience and impressions of the Mobility Programme. The completed evaluation form is a prerequisite for the payment of the remaining funds according to the deadlines in the Agreement between beneficiaries and participants for mobility of individuals.

Upon return to the Home Institution the student participating in the mobility will be interviewed on their impressions from the Mobility Programme, for the purpose of promoting the Programme and their affirmation as the Programme ambassador with photographs and other documents proving their mobility stay.

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

Incoming Student Information

Article 24

In order to provide information to interested Incoming Students, ICEPS as a Receiving Institution publishes on their website an updated 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, as well as other information of importance for Incoming Students.

The information package is published in English.

Preceding the Arrival to the Mobility Programme

Article 25

Before the mobility, the confirmed Incoming Student should have a signed Learning Agreement for Studies, i.e. a Learning Agreement for Traineeship with ICEPS and their Home Institution, as well as a completed Application Form containing all necessary information on the student.

Upon the student's request, an Invitation Letter can be provided.

During the Mobility Programme Stay

Article 26

ICEPS undertakes to organize classes in a foreign language for Incoming Students, for the courses agreed upon in the Learning Agreement for Studies, i.e. the Learning Agreement for Traineeship, in accordance with the capabilities of its teaching staff, in the form of full or consultative teaching for the given course, with or without traineeship included, depending on the course type.

The Incoming Student is obliged to arrange their temporary residence in the Republic of Serbia with the relevant authorities, and for that purpose a Certificate on the Status and Length of Stay at the Receiving Institution shall be issued to them.

During the mobility, the Incoming Student is obliged to have a valid Health Insurance, which covers the duration of travel and stay on the mobility. If the student is participating in a traineeship, the insurance must also include liability and accident coverage.

All students attending practical training at any of the ICEPS teaching bases are obliged to follow the necessary sanitary and immunological regulations prescribed by the applicable laws of the Republic of Serbia which regulate that area, and internal rules of the Institution which is accepting the students to the traineeship. Students will be informed of the necessary prerequisites before arrival, and these will be verified by the traineeship mentor upon arrival.

Incoming Students financed from the project funds approved for ICEPS are obliged to open a non-residents bank account upon arrival in the country, to which the funds they are entitled to will be deposited as soon as possible.

After Mobility Programme Completion

Article 27

ICEPS as the Receiving Institution is obliged to issue the Incoming Student a Transcript of Records, or a Certificate of Traineeship in English, within 7 business days after completing the last exam during the mobility period, i.e. after the last day of traineeship.

III MOBILITY OF TEACHING AND ADMINISTRATIVE STAFF

OUTBOUND MOBILITY

Entitlement to Application Submission and Conditions for Participation in the Mobility Programme

Article 28

The mobility of teaching and administrative staff is achieved through the residence of ICEPS staff members (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, with the aim of teaching or attending training.

The right to participate in mobility is granted to teaching and administrative staff members who are employed at ICEPS, at least until the end of the Mobility Programme.

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

In order to apply for participation in the Mobility Programme, it is necessary for the candidate to enclose the following documentation:

1. Completed Application Form for participation in the Mobility Programme;
2. Scanned version of a valid passport (checking the expiration date of the passport is mandatory – the passport should be valid for at least 3 months from the date of the mobility completion);
3. CV in Europass format;
4. Proposal of the Mobility Agreement for Teaching, i.e. the Mobility Agreement for Training;
5. Certificate of employment at the Home Institution which clearly states that the candidate is employed as teaching or administrative staff member for the whole duration of stay at the foreign institution;
6. For administrative staff: Approval of the candidate’s absence from their workplace during the period designated for the realization of the Mobility Programme, and the consent of a colleague who will fill in for them during their absence;
 For teaching staff: Confirmation that during period designated for the realization of the Mobility Programme they have no teaching obligations or activities (such as lectures, exams, thesis defense);
7. Certificate on the level of foreign language knowledge in which the Mobility Programme the candidate has applied for is conducted, no older than 3 years, demonstrating the required level specified in the Competition, or a certificate from a higher education institution as proof that the candidate is a foreign language teacher by education. Optionally: in the case of failure to enclose the Certificate or diploma, the candidate shall be invited to take a test of knowledge of the language at the expense of the College;
8. Signed Notice and consent to the collection and processing of personal data.

In addition to the abovementioned, the candidate may enclose supplementary documentation, if they belong to a target group for inclusion, and to apply for the right to additional financial support.

The listed documentation is to be submitted within the deadline to the e-mail address provided in the Competition.

Incomplete and untimely applications will not be taken into consideration.

Criteria for Candidate Selection and Scoring Article 30

The decision on the selection of candidates for participation in the Mobility Programme will be adopted by the Commission based on the following criteria:

1. General mobility goals, additional mobility value, and expected outcomes and impact on the professional development and candidate’s competencies (based on the Mobility Agreement);
2. Quality and content of the curriculum (based on the Mobility Agreement):
 - i. For teaching staff: curriculum content;
 - ii. For administrative staff: plan of activities to be realized during the Mobility Programme;
3. Contribution of the candidate to establishing cooperation through the Mobility Programme (based on the CV):
 - i. For teaching staff: teaching in a foreign language, presenting in a foreign language, or participation in international projects/work in an international environment;
 - ii. For administrative staff: giving administrative support, being an administrative mobility host, or participating in international projects/work in an international environment;
4. Knowledge of a foreign language in which the mobility is realized at the required level (based on the Certificate, or diploma, or test).

Each criterion carries 25 points (100 points total), and the Commission makes the decision on assigning the number of points to candidates based on the listed selection criteria.

General mobility goals, additional mobility value, and the expected outcome and impact on professional development and candidate’s competences

Goals, value, outcome and effect	Number of points
The candidate clearly outlines the goals and benefits which the Mobility Programme will bring to them, but provides a weaker explanation of the expected outcomes and impact on professional development and competences.	15

The candidate provides a weak description of goals and benefits which the Mobility Programme will bring to them, but outlines a clearer explanation of the expected outcomes and impact on professional development and competences.	15
The candidate clearly outlines goals and benefits which the Mobility Programme will bring to them, as well as the expected outcomes and effect on professional development and competences.	25

Quality and content of the curriculum

For teaching staff: curriculum content

For administrative staff: plan of activities to be realized on the Mobility Programme

Content and quality of curriculum or training activity plan	Number of points
The Mobility Agreement specifies teaching/training activities to be realized during the mobility period, but does not demonstrate the broader impact of individual mobility on the Home Institution.	15
The Mobility Agreement does not specify teaching/training activities to be realized during the mobility period, but demonstrated the broader impact of individual mobility on the Home Institution.	15
The Mobility Agreement specifies teaching/training activities to be realized during the Mobility Programme, and demonstrates the wider impact of individual mobility on the Home Institution.	25

Contribution of the candidate to establishing international cooperation through the Mobility Programme

For teaching staff: teaching in a foreign language, presenting in a foreign language, or participation in international projects/work in an international environment

For administrative staff: giving administrative support, being an administrative mobility host, or participating in international projects/work in an international environment

Contribution to establishing international cooperation	Number of points
The candidate taught or presented in a foreign language, or participated in international projects, or worked in an international environment.	25
The candidate participated in providing administrative support, or was an administrative mobility host, or participated in international projects, or worked in an international environment.	25

Knowledge of a foreign language in which the mobility is realized at the required level

Language proficiency level	Number of points
A level on the Certificate, or test, which is lower than the minimum required language proficiency level specified in the Competition.	10

The minimum required or higher language proficiency level than specified in the Competition, as demonstrated on the Certificate, or test, or a diploma from a higher education institution as proof of acquired foreign language professor education.	25
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In the event of the same number of points obtained during the selection of candidates, the Commission will give preference to candidates who have not participated in any of the Mobility Programmes, then 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.

Confirmation of the Selected Candidate and Collection of Necessary Documentation

Article 31

Upon expiry of the deadline for appeals, the Office will send an e-mail to the selected candidates with the list of documentation which needs to be delivered to complete their application, among which the most important documents are The Mobility Agreement for Teaching or the Mobility Agreement for Training, Payment Instructions for the participant's foreign currency account, and Health Insurance.

ICEPS will finalize their selection of candidates with the Receiving Institution within deadline, and with 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 the selected candidate is not accepted by the Receiving Institution, the candidate will be provided with an explanation in writing.

Conclusion of the Mobility Agreement Teaching and the Mobility Agreement for Training

Article 32

The staff members selected for the Mobility Programme for Teaching are obliged to sign the Mobility Agreement for Teaching in which general mobility goals, additional mobility value, and expected outcomes and impact on professional development and competences are stated, as well as the curriculum content. The Mobility Agreement for Teaching is concluded between the staff member, the representative of the Home Institution, and the representative of the Receiving Institution. The minimum number of teaching hours that the staff member is required to complete during the Mobility Programme is determined by the Erasmus+ Programme rules, and amounts to 8 hours a week.

The staff members selected for the Mobility Programme for Training are obliged to sign the Mobility Agreement for Training in which general mobility goals, additional mobility value, and expected outcomes and impact on professional development and competences are stated, as well as the activity plan. The Mobility Agreement for Training is concluded between the staff member, the representative of the Home Institution, and the representative of the Receiving Institution or business entity in which the Mobility Programme will be realized.

The Academic ECTS Coordinator is the representative of ICEPS authorized to sign the Mobility Agreement for Teaching or the Mobility Agreement for Training. The authorized person at the Receiving Institution shall sign the Agreement and send it to the Home Institution and the staff member as a scanned document.

The Mobility Agreement for Teaching or the Mobility Agreement for Training may only be amended with written consent of all signatories.

Upon return from the mobility, the staff member is required to bring the original of the signed Agreement to the Home Institution.

Health Insurance

Article 33

The staff members selected for the Mobility Programme to study are obliged to submit the health insurance policy to the Office, which covers the period of travel and stay during the mobility.

The health insurance costs are covered by the staff member who selects the insurance company where they will take out the insurance.

Conclusion of the Agreement between Beneficiaries and Participants for Mobility of Individuals

Article 34

Before the conclusion of the Agreement between beneficiaries and participants for mobility of individuals, the mobility participant is obliged to submit the Payment Instructions for the foreign currency account, so as to include the bank account details in the Agreement, as well as the Health Insurance policy, the number of which will be included into the Agreement as well.

The signed Agreement shall be forwarded to the bank to execute the transaction, with the Mobility Agreement for Teaching or the Mobility Agreement for Training attached.

Before the departure to the mobility, a (larger) part of the total funds belonging to the participant, according to the rules of the Mobility Programme, shall be paid to the participant within the deadlines stipulated in the Agreement; while the rest (a smaller part of the total sum) shall be paid upon arrival from the mobility, and completion of the form through the online tool. In exceptional circumstances, stipulated by the Agreement, a payment of the full funds is possible before or after the departure to the mobility.

Recognition of Mobility Outcomes

Article 35

Upon completion of the Mobility Programme, the staff member is obliged to submit to the Office of the Home Institution the Certificate of Completed Teaching or Training Mobility, as well as the original of the signed and certified Mobility Agreement for Teaching or Mobility Agreement for Training, no longer than 14 days upon return from the Mobility Programme.

Upon the completion of the Mobility Programme, and no longer than 20 days after the completed mobility, the staff member is required to fill in an internal and external evaluation form in the online tool, where they will state their experience and impressions of the Mobility Programme. The completed evaluation form is a prerequisite for the payment of the remaining funds according to the deadlines in the Agreement between beneficiaries and participants for mobility of individuals.

Upon return to the Home Institution, the staff member participating in the Mobility Programme must submit a Report on the Achieved Mobility in the form of an article with their impressions and photographs, as well as other documents proving their mobility stay.

The mobility outcomes can be recognized for the staff member through additional engagements, inclusion in foreign language teaching, or collaboration with colleagues, change in work position at the Home Institution in accordance with the acquired knowledge on the mobility, as well as other ways according to the Institution's needs.

The validation of mobility outcomes for staff members is carried out through the Europass certification, which is executed by the national agency of our country, upon request of the Home Institution and in cooperation with the Receiving Institution.

INCOMING MOBILITY

Preceding the Arrival to the Mobility Programme

Article 36

Before the mobility, the confirmed Incoming Staff member should have a signed Mobility Agreement for Teaching, i.e. Mobility Agreement for Training with ICEPS and their Home Institution, as well as a completed Application Form containing all necessary information on the staff member.

Upon staff member's request, an Invitation Letter can be provided.

During the Mobility Programme Stay

Article 37

The Incoming Staff member is obliged to arrange their temporary residence in the Republic of Serbia with the relevant authorities, and for that purpose a Certificate on the Status and Length of Stay at the Receiving Institution shall be issued to them.

During the mobility, the Incoming Staff member is obliged to have a valid Health Insurance, which covers the duration of travel and stay on the mobility.

Incoming Staff financed from the project funds approved for ICEPS are obliged to open a non-residents bank account upon arrival in the country, to which the funds they are entitled to will be deposited as soon as possible.

After Mobility Programme Completion

Article 38

ICEPS as the Receiving Institution is obliged to issue the Incoming Staff member a Certificate of Completed Mobility for Teaching or a Certificate of Completed Mobility for Traineeship, within 7 business days from the last day of the mobility.

IV TRANSITORY AND FINAL PROVISIONS

Article 39

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 40

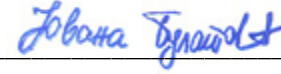
This Rulebook will enter into force on the day of publication on the ICEPS website.

Belgrade,



College of Professional Studies – International Centre of
Professional Studies, Belgrade

President of the Council



Prof. Jovana Bulatović, PhD