

Pursuant to the Article 41, paragraphs 2 and 3 of the Law on Higher Education ("Official Gazette of the Republic of Serbia", No. 88/2017, 27/2018 - other law and 73/2018) and article 41, paragraph 1, item 25) and Article 91, paragraph 3 of the Statute of Technical College of Applied Studies in Kragujevac, the Teaching and Professional Council at the session held on the 21.03.2019. brought the

RULEBOOK ON INTERNATIONAL MOBILITY OF STUDENTS AND TRANSFER OF ECTS CREDITS

Basic Provisions

Article 1

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

The College supports and promotes student mobility as an integral part of the process of internationalization of higher education in accordance with positive legal regulations and generally accepted European standards.

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

The rules regulated by the Rulebook on international mobility of students can equivalently be applied on student mobility within the Republic of Serbia.

Basic terms

Article 2

Student mobility – a study visit and professional practice (internship) that students realize at higher education or other partner institutions abroad.

Higher education institution – a university, faculty, college, science and research institute.

Partner institution – a firm or a company the College has signed a cooperation agreement with.

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

Host/Receiving institution – a higher education institution, or other partner institution in which the student is on mobility;

Outgoing student – a student of the College who realizes his/her mobility (studies or professional practice) at a higher education or other partner institution abroad;

Incoming student – a foreign student who realizes his/her mobility (studies or professional practice) at the College;

Inter – institutional agreement is the agreement signed between the College and a foreign higher education or partner institution. Inter – institutional agreements between the College and foreign higher education or partner institutions related to mobility programs regulate the rights and obligations in terms of providing conditions for studying or professional practice and information on accommodation for visiting students in the host country. Through the agreement institutions commit themselves to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of organization and management of mobility, in particular the recognition of the credits awarded to students by higher education or partner institutions.

Period of mobility – time period during which the student is on international mobility, in the country or abroad.

Study visit plan – a document in which the student proposes, when applying for an exchange program, courses that he/she plans to take, or other activities (e.g. research, etc.) that he/she plans to realize at the Host institution. If a student is admitted to an exchange program on the basis of a Study visit plan, a Learning agreement has to be drawn up. The Study visit plan must be signed by the student and Student Mobility Coordinators.

Learning Agreement – is an agreement for the student of the first or second level of studies which stipulates the obligations and activities that he/she will realize at the Host institution. Learning agreement is three-sided and is signed between the Home institution, Host institution and the student participating in mobility.

Study and Research Agreement is an agreement for a student of the second level of studies which stipulates obligations and activities that will be realized at the Host institution. Study and Research Agreement is three-sided and is signed by the Home institution, Host institution and the student participating in mobility.

Training and Quality Commitment Agreement – is an agreement for a particular student which stipulates the program of professional practice at an institution abroad.

Transcript of Work – a certificate in which the institution provides detailed information on the completed professional practice and the results that the student achieved.

Transcript of Records – a document in which a higher education institution provides detailed data on the results (grades, ECTS credits) that the student achieved. The Transcript of records has to be issued as an official document in the English language.

Student Mobility Coordinators – a team appointed and authorized by the College for signing mobility documents, conducting a procedure of recognition of the mobility period, and preparation of the proposal on Decision on the recognition of the mobility period.

International Relations Team – a team comprised of the Head officer, Project manager, Student Mobility Coordinators, Staff Mobility Coordinators, Inter-institutional Coordinator, Social Life Coordinators, and Student Affairs Coordinator, authorized for conducting tasks and duties regarding international cooperation.

Recognition of mobility period – the procedure for making decisions on recognition of successfully taken exams and ECTS credits and grades that the student obtained during exchange.

Harmonized grading – a grade for which, in the process of recognition of the mobility period, it is found to be equivalent to the grade the student obtained at the Host institution.

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

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

Course Catalogue – an overview of courses available at a higher education institution (code, syllabus, number of ECTS credits, expected learning outcomes after successful completion of pre-exam and exam obligations).

Student mobility

Article 3

Within this Rulebook, student mobility implies the study or professional practice during a given period of time at the Host institution abroad, after which the student returns to the Home institution and continues the initially enrolled study program.

Student mobility includes a study visit or professional practice at the first and second level of studies at the College.

Student mobility is primarily realized within institutional exchange programs and on the basis of international agreements of the College and higher education and partner institutions.

The College aims at two-way mobility of students which implies study visit/professional practice of students at the Host institution abroad, and at the same time study stay/professional practice of foreign students at Technical College of Applied Studies in Kragujevac.

Duration of mobility period

Article 4

The provisions of this Rulebook are primarily applied to student mobility in duration of at least one semester, but this does not preclude the application of the same provisions in the event of a shorter duration of mobility period.

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

Mobility documents

Article 5

Basic documents that student mobility is based on are:

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

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

Study Visit Plan

Article 6

Study visit plan is a document in which a student proposes the courses that he/she intends to take at the Host institution (or other activities which he/she plans to realize during the mobility period) when applying for an exchange program.

Study visit plan is not a compulsory document for mobility, but is made in cases when a particular exchange program requires it. Study visit plan has an informative character and its purpose is to inform the Host institution about the planned activities of the student applying for exchange.

Study visit plan is signed by the student and the competent Student Mobility Coordinators of his/her Home institution and it is composed before the student submits the application documents for a particular mobility program.

If a student is accepted for an exchange program, a Learning agreement will be drawn up, based on the Study visit plan.

Learning Agreement

Article 7

Under Learning agreement, the contracting parties (student, the Home institution and Host institution) specify the courses that a student plans to take, or other activities (e.g. research), which a student plans to accomplish during his or her stay at the Host institution.

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

Learning agreement should be in line with the submitted Study visit plan (if the Study visit plan was foreseen in the application documentation), but the necessary changes are permitted.

By signing the Learning agreement, the Home institution gives approval to a student for outgoing mobility and for attendance of selected activities, and guarantees recognition of ECTS credits and grades obtained during exchange.

By signing the Learning agreement, the Host institution confirms that the contracted activities are part of the existing curriculum, expresses the consent to accept the students for exchange, and accordingly, approves the attendance and realization of the selected activities.

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

- course code – if applicable in the Host institution
- course syllabus;
- course title or activities that the student has chosen (Course title);
- number of ECTS credits for each course or activity at the Host institution.

Learning agreement for outgoing students is signed within the College by a student, authorized person at the College and Student Mobility Coordinators. Responsible person for mobility at the Host institution also signs the agreement.

Learning agreement for incoming students is signed by a student, Student Mobility Coordinators and authorized person at the College. The person responsible for mobility at the Home institution of the incoming student also signs the agreement.

The contracting parties, as a rule, sign the Learning agreement before the student mobility period, unless the Host institution decides otherwise.

Learning agreement can be subsequently changed only with the consent of all signatories, and all changes must be made in writing. It is not compulsory to circulate papers with original signatures; scanned copies of signatures or digital signatures may be accepted.

Amendments to the Learning agreement are integral part of the Learning agreement and are filled in and signed only in case when the student proposes changes subsequently and only if all the contracting parties give assent to these changes.

Changes to the Learning Agreement contain the following information:

- course code - if applicable in the Host institution
- course syllabus
- course title or activities chosen by a student
- a note that the course is deleted (deleted course) or whether a new course is added (added course)
- number of ECTS credits

Study and Research Agreement

Article 8

Under Study and research agreement, the contracting parties (student, the Home institution and Host institution) specify obligations and activities that the student of the second level of studies will realize on exchange.

The requirements of Article 7 of this Rulebook relating to the Learning agreement are equivalently applied to the Study and research agreement.

Training / Research / Teaching Plan

Article 9

Training / Research / Teaching Plan is a document in which a student proposes activities that he/she plans to realize during the mobility period in the Host institution. The provisions of the Articles 6,7 and 8 of the Rulebook equivalently apply on this document.

Training and Quality Commitment Agreement

Article 10

Under Training and Quality Commitment Agreement, the student, the Home institution and Host institution specify the content and quality of professional practice for students. This document determines the outcomes of professional practice in terms of acquired knowledge, skills and competences, establishes a detailed program of professional practice, specifies student tasks, and presents a monitoring and evaluation plan.

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

By signing the Training and Quality Commitment Agreement, the Host institution undertakes to enable realization of professional practice in a manner determined by the agreement, make an agreement or other legal act that is relevant for student professional practice in accordance with the positive legal regulations of the country concerned, appoint a mentor for the student who is on professional practice, provide practical support to the student in terms of insurance and integration into a new environment.

By signing the Training and Quality Commitment Agreement, the student undertakes to successfully realize professional practice, respect the rules of the Host institution, communicate to the Home institution changes to the agreement and submit a report on the achieved professional practice.

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

Transcript of Records

Article 11

Transcript of records is a certificate of successfully taken exams issued by the Home institution as an official document.

Apart from the data referring to a student, Transcript of records must contain information on exams, obtained grades and the number of ECTS credits per course, duration of the study program, and other additional information if considered relevant.

Transcript of records should also include an explanation of the method of the grading system and a distribution system (national credit distribution system). After the completion of the mobility

period, the College is obliged to issue a copy of the Transcript of records in English to incoming students as evidence of their realized activities.

In order for students to apply for mobility programs, the College is obliged to issue a copy of the Transcript of records to its students upon their request.

Transcript of Work

Article 12

Transcript of work is a document in which the Host institution provides information on the completed professional practice and the achieved results of a student.

Decision on the Recognition of Mobility Period

Article 13

The Decision on the recognition of mobility period is a legal act in which the authorized body determines the method of recognition of the successfully taken exams, i.e. ECTS credits and grades that the student obtained during the mobility period.

Obligatory elements of the Decision from the previous paragraph are:

- information about the student, the Host and Home institution
- courses that the student passes in the Host institution (with the obtained ECTS credits and grades)
- courses from the Home institution that will be replaced by the courses the student has taken in the Host institution, that is, recognized as passed at the Home institution
- courses that the student has taken during exchange, which cannot be replaced, and will be listed as elective activities / courses in the Diploma Supplement
- the method of grade equivalence
- the remaining responsibilities that the student must meet in order to fulfill the obligations envisaged by the relevant semester or year (in cases when the student has not achieved enough ECTS credits during exchange)
- other data that the relevant Student Mobility Coordinators consider essential in a particular case.

Student status during mobility period

Article 14

While on exchange at the Host institution, the student retains the status of a student in the Home institution.

During the period of mobility, the student does not interrupt the studies, but neither does his/her status remain in hibernation at the Home institution, since it is assumed that the student has completed his obligations in the Host institution.

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

A student financed from the budget of the Republic of Serbia does not lose his status for the duration of mobility period. A student who belongs to the category of self-financing students, during the mobility period, continues to pay a fixed tuition fee to his/her Home institution.

At the written request of a student, the Home institution grants him / her a hibernation status in accordance with the general legal act of the Home institution.

Recognition of mobility period

Article 15

A student who was on exchange on the basis of the signed Learning agreement has the right to recognition of the results he/she has achieved in at Host institution at his/her Home institution, after the end of the mobility period.

Recognition of the mobility period is a procedure in which the Student Mobility Coordinators determine the results achieved by the student on exchange and prepare a proposal of Decision on the manner of recognition of taken exams (ECTS credits and grades), all of which is determined in the Decision on the recognition of the mobility period.

The student is obliged to submit to the authorized Student Mobility Coordinators in due time all relevant documents related to the realized mobility (written request, Learning agreement, Study and research agreement, Training and quality commitment agreement, Transcript of records, Transcript of work, document on the grading system in the Host institution (if this information is not an integral part of the Transcript of records), as well as copies of these documents.

Student Mobility Coordinators are obliged to evaluate the results achieved by the student during mobility and to prepare a proposal of Decision on the recognition of mobility period and submit it to the College Director at least 7 days prior to the beginning of the semester in which the student continues the program at his/her Home institution.

The College Director is obliged to sign Decision on the recognition of mobility period at least three days prior to the beginning of the semester in which the student continues the program at his/her Home institution and to submit the Decision to the student and Student Affairs Office in due time for the purpose of regulating all the necessary administrative details regarding realized mobility.

The student can make a complaint on Decision on the recognition of mobility period to the Teaching and Professional Council in the period of 15 days from the day of receiving the Decision. The Teaching and Professional Council makes a decision on the complaint within 15 days from the day the complaint was submitted. The decision of the Teaching and Professional Council about complaint is final.

If administrative procedure from the paragraphs 4 and 5 of this Article is not complete in the stated period, the Home institution is obliged to enable student to continue his/her studies without entering the mobility data, and to complete the procedure in the shortest period of time.

Provisions on recognition of the mobility period

Article 16

Recognition of results (ECTS credits and grades) obtained during mobility period is based on the principles of transparency, flexibility and justice in accordance with the criteria and conditions for transfer of ECTS credits prescribed by the general act of the higher education institution, that is, the inter-institutional agreement between the College and higher education and partner institutions.

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

Flexibility principle implies a realistic approach to recognition of the results obtained during exchange. Full content equivalence of study programs of the Home institution and Host institution in which the student is on exchange is impossible. For this reason, the basic method of recognition of the mobility period is focused on similarities and learning outcomes, rather than differences between the study programs that are being compared. The emphasis is on knowledge that the student acquires from a certain field on exchange, which does not have to be identical, but related to the knowledge that he would acquire from a particular course at the Home institution.

Student Mobility Coordinators in charge of recognition of the mobility period are guided by the principle of justice, as a generally accepted legal principle.

The essence of mobility is to enable the student to realize activities at the Host institution and to recognize his/her period of mobility as if it was achieved at the Home institution.

A student who did not pass all the exams stipulated in the Learning agreement at the Host institution or did not obtain the necessary 30 ECTS credits per semester, but who attended the appropriate classes, has the right to take the exam from the semester during which he was on exchange at his Home institution, without additional pre-exam obligations.

Comparison and assessment of study program similarities

Article 17

Comparison and assessment of the similarity of courses between the Home institution and Host institution is performed by Student Mobility Coordinators of the Home institution guided by the principle of flexibility.

Student Mobility Coordinators are exclusively competent to sign basic mobility documents (referred to in Article 5, paragraph 5, items 2-8 of this Rulebook) and their possible amendment.

Student Mobility Coordinators independently estimate the similarities between the courses that the student has suggested to attend in the appropriate document, however, if necessary, Student Mobility Coordinators can demand the advice from the Director, heads of study programs and/or the professor in charge of a particular course before the student mobility period.

It is recommended to fully recognize the courses that the student has taken at the Host institution, if they are interchangeable by the courses that the student would normally take at his/her Home institution. Interchangeability stands for similarity of scientific fields, acquired

knowledge as well as the outcomes of mastered study material (outcomes of the learning process).

Full recognition from the previous paragraph implies that after returning from mobility, the student has no additional obligations (such as writing a term paper, taking a written test / part of the exam, etc.) from the course which has been replaced by the course he has taken at the Host institution, based on the Decision on recognition of the mobility period.

In the case of the professional practice program for students, the programs that were realized as professional practice and data on the institution where the student realized the professional practice, will enter the Diploma Supplement.

Transfer and recognition of obtained ECTS credits and grades

Article 18

The basic criterion for transfer and recognition of ECTS credits and grades obtained during the mobility period is the outcome of the learning process, in accordance with the following recommendations:

1. Recognition of a course that the student has attended and passed at the Host institution, and which is related, i.e. similar to the course at the Home institution, is done in such a way that it will be interpreted that the student has passed the course envisaged by the study program of his/her Home institution. The student is recognized the course title, ECTS credits and the number of classes of the related course he/she has at the Home institution, regardless of the fact whether the course that the student attended on exchange had more or less ECTS credits.

2. Possibility of "replacing" the passed course with the course of the Home institution applies both to compulsory and elective courses. In the Diploma Supplement, section 6.1 (additional student information) it will be indicated that the particular course was taken on exchange at the relevant higher education institution abroad and the exact course title (in the original language), original grade, ECTS credits, and the grading system of the Host institution, will be provided exactly as these data are listed in the Transcript of records.

3. If the content of the attended and taken course on exchange in relation to the outcome of the learning process significantly deviates from the related course at the Home institution, or if the course that the student has taken on exchange does not exist at all at the Home institution, then the data on the taken course and the achieved results in the Host institution, will be registered in the Diploma Supplement, in the original language and in its original form (in the column: "Taken courses / activities not envisaged by the study program for obtaining diploma"). In the section 6.1 of the Diploma Supplement (additional student information) it will be indicated that the particular course was taken on exchange; the name of the relevant higher education institution and the grading system of the Host institution, will be provided exactly as these data are listed in the Transcript of records.

4. Student grades obtained at the Host institution should be recognized after the mobility period. If the grading system in the Host institution is not identical to the one in the Home institution, grades are converted into the grades of the Home institution in accordance with the ECTS Grading Table of the European Commission, that is, ECTS Grading Scale.

5. Harmonized grades from the course that the student has taken during exchange, are recognized as being taken at the Home institution, and are calculated into the average grade at the Home

institution. Student's grades for courses that are not "replaced" by related courses of the Home institution, but are indicated in the original form in accordance with paragraph 1, item 3 of this Article, are not calculated into the average grade.

6. ECTS credits and grades of courses referred to in paragraph 1, items 1 and 2 of this Article shall be treated like any other course that the student has taken at the Home institution (ECTS credits are counted into the ECTS credits obtained under the study program).

7. ECTS credits of the course referred to in paragraph 1, item 3 of this Article shall not be included in the number of ECTS credits within the study program, but in the total number of ECTS credits obtained.

Interpretation and conversion of student grades obtained during the mobility period

Article 19

A student is recognized the grade that he/she has obtained on exchange from the course that can be replaced by the course from the Home institution in such a way that, if the grading systems in the Host institution and the Home institution are not the same, the grade that the student obtained on exchange will be converted into a grade that would match this grade at the Home institution (the so-called "harmonized grade").

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

It is recommended that higher education institutions carry out grade harmonization in line with the ECTS Grading Table.

The College will make a model for transfer and harmonization of grades with the partner counters with whom it cooperates in mobility programs.

Appointment of Student Mobility Coordinators and members of International Relations Team

Article 20

Student Mobility Coordinators and members of International Relations Team are appointed by the Teaching and Professional Council on College Director's proposal for the period of three years.

Transitional and final provisions

Article 21

The provisions of this Rulebook, equivalently apply on the mobility of students, for the purpose of professional practice.

The supplements of the Rulebook are its integral part.

Article 22

The Rulebook shall enter into force on the 8th day from the date of publication on the notice board of the College.

Number:

Director of the College:
PhD Nikola Radivojević

TRANSCRIPT OF RECORDS / FORM

YEAR: 20__/20__

FIELD OF STUDY: _____

NAME OF THE HOME INSTITUTION:

Visoka tehnička škola strukovnih studija u Kragujevcu / Technical College of Applied Studies in Kragujevac

Student Mobility Coordinators:

Tel.:

Fax:

E-mail:

DATA ABOUT STUDENT

First Name:

Last Name:

Date and place of birth:

Sex: M/F

Student's ID number:

Current address:

Tel:

E-mail:

NAME OF THE HOST INSTITUTION:

.....

Faculty/ Department of:.....

City:

Country:

Student Mobility Coordinator at the relevant department:

.....

Tel.:

Fax:

E-mail:

Course Code (1)*	Title of the course	Duration of course (2)*	Local grade (3)*	ECTS credits (4)*
1.....
2.....
3.....
4.....
5.....
6.....

	to be continued on a separate sheet			Total:
--	--------------------------------------------	--	--	-----------------

Date: _____ Signature of Director/administration officer: _____ Stamp of institution _____

NB: This document is not valid without the signature of Director/ administration officer and the official stamp of the institution

Legend:

***(1) Course code:** Refer to the Course catalogue

***(2)**

Duration of course:

Y = 1 year

1S= 1 semester

1T=1 term/trimester

2S= 2 Semesters

2T=2 terms/trimesters

***(3) Grading:**

a) Description of the institutional grading system:

Local Grade	Grade description
10	Outstanding
9	Excellent
8	Very Good
7	Good
6	Sufficient

b) Grading distribution at the study program (please specify) (For this section please refer to ECTS Users' Guide, Annex 3)

Local Grade	ECTS Grades	Grade description	Percentage
10	A	Outstanding	10%
9	B	Excellent	25%
8	C	Very Good	30%
7	D	Good	25%
6	E	Sufficient	10%

***(4) ECTS credits:**

1 year	= 60 credits
1 semester	= 30 credits
1 term/trimester	= 20 credits

**A MODEL OF DECISION ON
RECOGNITION OF MOBILITY PERIOD**

Technical College of Applied Studies in Kragujevac

Date: _____

No: _____

A student: _____ (Student's ID number: _____)

Study program: _____

A year of studies during which a student was on mobility: _____

Semester / semesters that student spent on mobility/professional practice: autumn/spring semester in the year _____/_____

Mobility period (for mobility shorter than one semester): from _____ to _____

Host institution: _____

The purpose of mobility: _____

Pursuant to the Article 15, paragraph 5 of the Rulebook on international mobility of students and transfer of ECTS credits, No 01-_____ from _____, and Proposal by Student Mobility Coordinators, No 01-_____ from _____, Director of Technical College of Applied Studies in Kragujevac brings a

DECISION ON THE RECOGNITION OF MOBILITY PERIOD

By which the following is determined:

I) Courses that the student _____ (first name and last name), passed at the Host institution, that meet the criteria for being completely recognized and replaced by relevant courses at the Home institution:

	A course passed at the Host institution	The number of ECTS the student gained at the Host institution	The number of classes attended at the Host institution	The grade gained at the Host institution	The course at the Home institution replaced by the course completed during mobility	The number of ECTS recognized	The number of classes recognized	Recognized, that is, harmonized grade
1								
2								
3								

II) Courses that the student passed at the Host institution, that cannot be replaced by a similar course at the Home institution, that is, elective courses independently selected and passed by the student during mobility that will be notified in the Diploma Supplement:

	A course passed at the Host institution	The number of	The number of	The grade gained at
--	-----------------------------------------	---------------	---------------	---------------------

	(in the original language)	ECTS credits the student gained at the Host institution	classes attended at the Host institution	the Host institution
1				
2				
3				

In order to realize all responsibilities foreseen by the study program for the period the student spent on mobility, the student _____ (first name and last name) should complete the following courses:

	Course title	Number of classes	ECTS points
1			
2			
3			

EXPLANATION

The student _____ (first name and last name) after the mobility period, presented all the necessary documents to Student Mobility Coordinators, for the purpose of recognition of completed courses at the Host institution during mobility period.

Student Mobility Coordinators, in line with the Rulebook on international mobility of students and transfer of ECTS credits, and presented documents, determined the results achieved during mobility and presented to the College Director a proposal on bringing a Decision on the recognition of mobility period.

In accordance to the aforesaid, the College Director decided as in conclusion of this Decision.

Information on legal remedy:

The student can submit a complaint on Decision on the recognition of mobility period to the Teaching and Professional Council in the period of 15 days from the day of receiving the Decision.

COLLEGE DIRECTOR
PhD Nikola Radivojević

Supplements:

1. Document 1
2. Document 2
3. Document 3...

Submit to:

1. Student
2. Student Affairs Office
3. Archive.