

Pursuant to the Article 65, paragraph 1 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 21.03.2019. brought the following

RULEBOOK ON INTERNATIONAL MOBILITY OF TEACHING AND NON-TEACHING STAFF

Basic provisions

Article 1

The Rulebook on international mobility of teaching and non-teaching staff (hereinafter: the Rulebook) regulates the basic principles and procedures regarding international mobility of teaching and non-teaching staff which is realized at the Technical College of Applied Studies in Kragujevac (hereinafter: the College).

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

The rules regulated by the Rulebook on international mobility of teaching and non-teaching staff can equivalently be applied on teaching and non-teaching staff mobility within the Republic of Serbia.

Basic terms

Article 2

Mobility – a temporary stay of teaching or non-teaching staff at higher education or partner institution abroad for the purposes of teaching or professional training.

Higher education institution – university, faculty, college or science/research institute.

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

Home/Sending institution – higher education institution where the employee has a full-time employment;

Host/Receiving institution – institution in which the employee is on mobility;

Outgoing staff – teaching and non-teaching staff employed by Technical College of Applied Studies in Kragujevac taking part in a mobility program;

Incoming staff – teaching and non-teaching staff of the institution coming to Technical College of Applied Studies in Kragujevac.

Mobility Period – a time period during which a mobility is realized;

Professional Work/Training Agreement – is an agreement which stipulates the responsibilities and activities that the employee will realize at the Host institution. The agreement is signed by the employee, Staff Mobility Coordinators and Director of the College.

Professional Work/Training Certificate – is a document issued by the Host institution with the details about professional work/training and achieved results.

Confirmation of Arrival/Departure – a document in which the Host institution confirms the mobility period.

Staff Mobility Coordinator/s – A person/team authorized by the College to do professional and administrative tasks regarding staff mobility and sign mobility documents.

Forms and basis of mobility

Article 3

The strategic goal of the College is to promote international cooperation through staff mobility as an integral part of the process of internationalization of higher education, in accordance with internationally accepted documents, national documents relevant in this field, and general acts of the College. Two-way staff mobility, both incoming and outgoing, is realized at Technical College of Applied Studies in Kragujevac, based on:

1. participation of the College in international programs and projects;
2. bilateral or multilateral agreements signed between the College and other higher education or partner institution abroad.

Principles of staff mobility

Article 4

Staff mobility at Technical College of Applied Studies in Kragujevac is carried out in accordance with the following principles:

1. promoting two-way mobility;
2. recognizing mobility period;
3. equal treatment of all the participant in the mobility without discrimination on any basis;
4. other principles in accordance with the European system of higher education that promote mobility.

Realizing staff mobility

Article 5

Staff mobility refers to the stay of staff of the College as the Home institution at the Host institution abroad and return to work at the Home institution at the end of mobility period with the following goals:

1. teaching;
2. professional training;
3. inter-institutional cooperation and cooperation in international projects.

The teaching and non-teaching staff with an employment contract at Technical College of Applied Studies is eligible for mobility.

Selection of a mobility candidate

Article 6

Manner of application, conditions, documents required for application, method of selecting candidates, the duration of the mobility period, the rights and obligations of staff in mobility and other issues are regulated by an inter-institutional agreement.

If the conditions and manner of selection of the candidates are not prescribed by the agreement referred to in paragraph 1 of this Article, the selection is carried out by the Staff Mobility Coordinators of the College, taking into account in particular:

1. Quality of proposed work plan;
2. Significance of the proposed mobility for the professional development of a candidate;
3. Strategic interest of the College;
4. Number of mobilities completed so far, advantage being given to a candidate with a smaller number of previously achieved mobilities.

If the agreement referred to in paragraph 1 of the Article envisages for the College to submit a unique ranking list of candidates, the selection shall take into account:

1. Previous selection of candidates from Study programs
2. Diversity of areas from which a candidate comes
3. Strategic goals of the College
4. The total number of completed mobilities on a specific Study program with priority being given to a Study program with fewer previously achieved mobilities.

Decision making

Article 7

The Host institution decides on the acceptance of the candidate, issuing a Confirmation of Arrival/Departure with a precisely determined period of mobility.

Based on the acceptance from paragraph 1 of this article, the Director of the College makes a decision to approve the staff member's mobility.

Obligations of the staff involved in mobility

Article 8

Upon return to the Home institution, outgoing staff who participated in mobility are obliged to submit a report on completed mobility, and other documents in accordance with the requirements of inter-institutional agreement.

Outgoing staff who participate in the mobility program are obliged to have a travel and health insurance policy during the period of mobility, unless specified otherwise by the agreement referred to in the paragraph 1 of this Article.

Financial support of staff mobility is regulated by the agreement referred to in the paragraph 1 of this Article.

Expert and administrative support

Article 9

Expert and administrative support to staff mobility at the College is carried out by Staff Mobility Coordinator/s.

Incoming teaching and non-teaching staff

Article 10

Incoming staff that participate in the mobility program and come to the College are selected by institutions the College cooperates with. The College is obliged to issue Confirmation of Arrival/Departure and Professional Work/Training Certificate. Both documents are issued in English.

Staff Mobility Coordinators

Article 11

Staff Mobility Coordinators are appointed by the Teaching and Professional Council on College Director's proposal for the period of three years.

Article 12

Staff Mobility Coordinators are authorized to:

1. Sign mobility documents,
2. Select candidates for staff mobility, if conditions and methods of selection of candidates are not stipulated by the inter-institutional agreement.
3. Perform other tasks stipulated by this Rulebook.

TRANSITIONAL AND FINAL PROVISIONS
Article 13

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

No:

DIRECTOR
PhD Nikola Radivojević