

**RULEBOOK
ON INTERNATIONAL MOBILITY
OF STUDENTS, TEACHING AND NON-TEACHING STAFF
WITHIN THE ERASMUS+ PROGRAM**

Banja Luka, November 2020

Pursuant to Article 6, paragraph 7 of the Law on Higher Education of the Republic of Srpska (Official Gazette of the RS 67/20), the University Senate, at its session held on November 6, 2020, adopted the following:

**RULEBOOK
ON INTERNATIONAL MOBILITY
OF STUDENTS, TEACHING AND NON-TEACHING STAFF
WITHIN THE ERASMUS+ PROGRAM**

GENERAL PROVISIONS

Article 1

The Rulebook on International Mobility of Students, Teaching and Non-Teaching Staff within the Erasmus+ Program (hereinafter: the Rulebook) regulates the implementation of the Erasmus+ International Mobility Program (hereinafter: Erasmus+ Mobility Program) and basic principles of mobility, as well as the rights and obligations of Pan-European University "APEIRON" Banja Luka (hereinafter: the University), students, staff (teaching and non-teaching) and other issues important for the implementation of the Erasmus+ Mobility Program.

Article 2

All persons involved in the organization and implementation of the Erasmus+ Mobility Program at the University are required to comply with the provisions of the Erasmus Charter for Higher Education (ECHE), and the code of ethics of the University and institutions in which they exercise mobility.

General terms

Article 3

Erasmus+ - European Union program to support education, training, youth and sport in Europe

Erasmus Charter for Higher Education (ECHE) - a document that sets out the basic principles for participation in activities under the Erasmus+ program.

Student mobility - Study stay and professional practice that students have at universities, i.e. institutions abroad.

Sending/Home Institution - A higher education institution (university or faculty) or university institute where teaching and non-teaching staff are employed and which refers students, teaching and non-teaching staff for exchange.

Receiving/Host Institution - A higher education institution or institute where students, teaching and non-teaching staff achieve mobility within the Erasmus+ program.

Outgoing student - A student of a university (faculty) who realizes his/her mobility (studies or professional practice) at a university or institution abroad.

Incoming student - A student of a university from abroad who realizes his/her mobility (studies or professional practice within the Erasmus+ exchange) at the University.

Outgoing staff includes teaching and non-teaching staff employed at the University on the basis of an employment contract and selected to participate in the Erasmus+ exchange program.

Incoming staff are persons employed at a foreign institution who have been selected to participate in the Erasmus+ exchange program at the University as the host institution.

Endorsement Letter is a document by which the home institution gives consent to the student for mobility at the host institution.

Work plan is a form for an employee that contains a plan for professional development at the host institution. By signing the work plan by the superior at the home department, the employee is granted mobility, while the signing of the work plan by the host institution confirms the realization of the work plan upon completion of the mobility.

Teaching plan is a form of employees that contains a plan for teaching at the host institution. By signing the teaching plan by the superior at the home department, the employee is granted mobility, while the signing of the teaching plan by the host institution confirms the realization of the work plan upon completion of the mobility.

Staff mobility refers to the temporary stay of employees of the home institution at the host institution for the purpose of teaching, professional development (professional training according to the "job-shadowing" model, i.e. monitoring the work of colleagues, scientific meetings, seminars, workshops, training courses abroad (except conferences) and observation and training periods at the partner institution.

Mobility period - The time horizon during which the student, teaching and non-teaching staff are on exchange, ie on professional practice abroad.

Study plan - A document by which a student, when applying for an exchange program, proposes teaching areas, i.e. subjects that he/she plans to take, i.e. proposes other academic activities (research, etc.) that he/she plans to implement in the receiving institution.

Mobility Agreement is a grant agreement that regulates mutual rights and obligations and other issues of importance for mobility for the contracting parties and defines the amount and conditions of the award of funds. Depending on the mobility activity, the Agreement is concluded for study and/or professional practice between the University and the student selected to participate in the mobility program, or between the University and the staff selected to participate in the exchange program. An integral part of the agreement is the relevant Learning Agreement, i.e. the Staff Mobility Agreement.

Learning Agreement - A contract which defines the academic activities (obligations) for a student of undergraduate or master's studies that will be realized in the receiving institution and which is the basis for recognizing mobility upon return to the home institution. The learning agreement is tripartite and is concluded between the home institution, the receiving institution and the student who is a participant in the mobility.

Training Agreement and Quality Commitment is a contract which, within the Erasmus+ program for an individual student, contracts a professional internship program at the host institution/employer) and which is the basis for recognizing mobility upon return to the home institution.

Study and Research Plan - A contract which determines the obligations and academic activities of a doctoral student to be realized in the receiving institution and which is the basis for recognizing mobility upon return to the home institution. The Study and Research Plan is tripartite and is concluded between the home institution, the host institution and the student as a consumer of mobility.

Transcript of Records - A document issued by a host institution to a student (mobility consumer) upon completion of mobility in terms of detailed data on realized academic results expressed in ECTS credits or some other evaluation systems.

Transcript of Grades is also issued by the home institution before the mobility, and contains data on the realized program and the achieved results of the student at the enrolled study. The transcript of grades in international mobility must be issued as an official document and in English.

Transcript of Work - A document by which the host institution provides detailed information on completed internship and student results.

Academic recognition of the mobility period - The procedure by which it is decided on the recognition of passed exams and grades achieved by the student in the exchange.

Harmonized grade - A grade which, in the process of academic recognition of the mobility period, is determined to be equivalent to the grade given by the student at the receiving institution.

Course catalog - Overview of faculty subjects (code, content, number of ECTS credits, expected learning outcomes after the realized mobility in terms of successfully mastering pre-examination and examination obligations.

LLP (Lifelong Learning Program) - The Lifelong Learning Program is a European Community program aimed at all levels of education and professional development.

Professional, administrative and technical support organized by Erasmus+

Mobility Program

Article 4

The mobility program within the Erasmus+ program at the University level is coordinated and implemented by the Office for International Cooperation with the assistance of the Vice-Rector for Scientific Research and International Cooperation, the Selection Commission and the Complaints Commission and the Deans of all faculties.

Members of the Selection Commission and the Appeals Commission are appointed by the Rector of the University for a term of 2 years. If any of the appointed members wishes to apply for the competition, the Rector shall appoint a temporary replacement member for that competition.

Academic Coordinator for the international exchange of students and staff is selected from among the teaching staff for a period of two (2) years, with the possibility of appointment for a period of another

two (2) years. The competencies of the Academic Coordinator include, but are not limited to:

- signing a learning agreement,
- preparation of exchange agreements for the purposes of teaching and/or research and/or staff training,
- monitoring the results of student exchange and processing the obtained data,
- recognition of the period of mobility in cooperation with the Vice-Rector for International Cooperation and the Commission for the Recognition of Examinations of the Faculty at which the student is enrolled
- preparation of reports on the verification and harmonization of mobility programs
- issuing a mobility certificate for incoming staff

Verification of the study program and description of courses that the student (outgoing or incoming) chose to attend at the host institution and its compatibility with the curriculum of the home institution before coming to mobility, passed courses and achieved ECTS credits of outgoing and incoming students after the mobility, and the duration of the mobility is the responsibility of the Academic Coordinator and the Exam Recognition Commission.

Based on the report and relevant documentation from the host institution, the Commission for Recognition of Examinations makes a Decision on the recognition of the study period spent at the host institution, total ECTS credits and transcript of grades or certificate of completed internship.

The Academic Coordinator for International Student and Staff Exchanges provides support for all academic issues to outgoing and incoming students and staff. In the absence of the Academic Coordinator for international exchange of students and staff, the obligations of the Coordinator are taken over by the head of the study program, where the outgoing student is studying, or where the incoming student and/ or staff wants to come to the exchange.

Administrative Coordinator for international exchange is selected from among administrative staff for a period of two (2) years, with the possibility of appointment for a period of another two (2) years. The responsibilities of the administrative Coordinator include, but are not limited to

- informing students and staff about opportunities in the field of international cooperation,
- provision of information relating to the exchange of students and staff,
- providing support regarding administrative issues, including assistance in organizing accommodation, obtaining a visa, residence permit, health insurance, etc.

Institutional Coordinator for the Erasmus+ program is selected from among the administrative staff for a period of two (2) years, with the possibility of appointment for a period of another two (2) years. The responsibilities of the Institutional Coordinator include but are not limited to

- informing students and staff about opportunities in the field of international cooperation,
- special provision of information related to the exchange of students and staff,
- the Institutional Coordinator is authorized to provide information to the National Agency for Mobility and EU Programs and the competent agency of the European Commission upon request.
- coordination of activities within the Erasmus KA1 program

- coordination of activities within applications for Erasmus KA2 projects
- coordination of activities within applications for Erasmus Jean Monnet projects

Implementation of the Erasmus+ Mobility Program

Article 5

Student mobility within the Erasmus+ Mobility Program refers to:

- Study stay (studying) during a certain period at the host institution abroad in accordance with the conditions of the Erasmus+ Mobility Program, after which the student returns to the home institution (university or faculty) and continues the originally enrolled study program.
- Professional internship of students at a foreign host institution during a certain period at the host institution abroad in accordance with the conditions of the Erasmus+ Mobility Program, after which the student returns to the home institution (university or faculty) and continues the originally enrolled study program.
- Other activities envisaged by the Erasmus+ Mobility Program

Student mobility includes study stay, i.e. realization of professional practice within basic, master's and doctoral studies.

Mobility of teaching and/or non-teaching staff within the Erasmus+ Mobility Program refers to:

1. Teaching (for teaching staff)
2. Training - professional development (for teaching and non-teaching staff)
3. Other activities envisaged by the Erasmus+ Mobility Program

Mobility programs, inter-institutional Erasmus+ agreements and mobility competitions announced by the University have clearly set conditions for application, the method of application for the selection of candidates and, depending on them, carry out the procedure and approve mobility.

Conditions for participation in mobility programs are adopted in accordance with the Erasmus+ rules, which are precisely defined in the announced competition for participation in activities according to a specific mobility project within Erasmus+.

The mobility of incoming and outgoing students and incoming and outgoing teaching and non-teaching staff for the purpose of learning for an individual is carried out on the basis of previously concluded Erasmus+ agreements, i.e. according to the rules of the National Agency.

The Mobility Program is financed in accordance with the rules of the Erasmus+ program set by the European Commission and the national agency in charge of the implementation of EU programs at the national level (Agency for Mobility and EU Programs). Funding rules are regulated in the Agreement for financial support for Erasmus+ mobility, and payments are made to the bank account of the

participants with whom the agreement has been concluded.

Non-refundable financial support is awarded to participants (students/staff) in accordance with the conditions and which are published in the University competition and are binding for all participants in the Erasmus+ Mobility Program.

Participants whose physical, mental or health situation is such that their participation in mobility activities would not be possible without additional financial support, have the right to request additional financial support according to the special rules of the Erasmus+ Mobility Program for people with special needs.

Participants referred to in paragraph 7 of this Article, after the selection in an internal competition in which they indicated that they are applying for additional support for special needs, are instructed to fill in a special application form published on the website of the Agency for Mobility and EU Programs (AMPEU) and submit additional documentation. Following the application, the National Agencies decide to award additional financial support depending on the funds available. Participants should take into account the deadline for submitting these applications.

Upon completion of the mobility program, participants are required to submit a final report in accordance with previously received instructions.

Erasmus+ Interinstitutional Agreement

Article 6

The Erasmus+ Interinstitutional Agreement regulates cooperation between partner institutions on student and staff mobility within the Erasmus+ program.

Interinstitutional agreements can be signed by two or more higher education institutions, thus enabling mobility between groups of institutions.

The Interinstitutional Agreement shall be implemented in accordance with the guidelines and procedures for concluding interinstitutional agreements within the Erasmus+ program.

The decision to accept the Interinstitutional Agreement is made by the Rector of the University on the recommendation of the Office for International Cooperation.

The Interinstitutional Agreement is administered by the Institutional Coordinator for the Erasmus program, in accordance with the rules of the Erasmus+ program, the agreement is introduced in the protocol and a scanned agreement in accordance with the rules of the Erasmus+ program is acceptable. The Institutional Coordinator submits a copy of the signed interinstitutional agreement to the foreign institution and notifies the web administrator for the publication of information on the signed agreement on the University website.

Mobility application procedure and candidate selection

Article 7

The candidate selection process is carried out through an internal competition which the University publishes on its website.

The competition determines the conditions for exercising the right to financial support, the criteria for selecting candidates, the application procedure, the procedure for selecting candidates, the method of publishing the results, the amount of financial support and the mandatory content of the application documentation.

After the completion of the procedure, the Selection Committee is obliged to compile a list of selected and rejected candidates as well as a waiting list if there are conditions for that, based on the points awarded during the selection of candidates. The result of the work of the commission is the minutes in which all the details related to the candidate selection procedure are stated.

Criterion, method of candidate selection

Article 8

The selection of candidates is carried out by the Selection Committee for the implementation of the Erasmus+ competition appointed by the Rector of the University.

The final selection criteria are determined by the Commission before the announcement of the competition and on the basis of the recommendations of the National Agency for Mobility and EU Programs and the provisions of the concluded Erasmus interinstitutional agreement.

Student mobility

Article 9

Referral or admission of outgoing and incoming students for the purpose of studying within the framework of mobility according to the Erasmus+ program is carried out exclusively on the basis of previously concluded inter-institutional agreements between the University and the host institution.

Students themselves choose the institutions for going to mobility, according to their own choice, they apply after the announcement of the competition for mobility within the Erasmus+ program.

The outgoing student is independently informed about the subjects on the website of the institution where he/she wants to realize mobility, and in agreement with the Academic Coordinator, he/she chooses the subjects that he/she will listen to at the host institution.

Conditions for participation in mobility

Article 10

Full-time and part-time students of the University can participate in the mobility program in accordance with the formal criteria prescribed by the European Commission and the National Agency for Mobility and EU Programs

Unless otherwise provided by the rules of the Erasmus+ program, students who have enrolled in at least the second year of study at the time of the exchange have the right to apply.

Students must also meet all the requirements listed in the competition.

Mobility duration

Article 11

Erasmus+ study mobility for an individual may last for a minimum of three (3) months and a maximum of twelve (12) months, for the purpose of an internship for a minimum of two (2) and a maximum of twelve (12) months at the host institution, after which the student continues the study program at the home institution.

Student mobility documents

Article 12

The basic documents that define and establish the mobility of University students are:

- Mobility Agreement
- Study Plan;
- Learning Agreement;
- Learning and Research Agreement;
- Training/Research/Teaching Plan;
- Training Agreement and Quality Commitment;
- Transcript of Grades;
- Certificate of Completed Professional Practice;
- Decision on Academic Recognition of the Mobility Period.

Mobility Agreement

Article 13

A mobility agreement is a grant agreement that regulates mutual rights and obligations and other issues of importance for mobility for the contracting parties and defines the amount and conditions of the award of funds. Depending on the mobility activity, the Agreement is concluded for study and/or professional practice between the University and the student selected to participate in the mobility program, or between the University and the staff selected to participate in the exchange program. An integral part of the Agreement is the relevant Learning Agreement, i.e. the Staff Mobility Agreement.

Study Plan Article 14

A Study Plan is a document that defines a student exchange program, proposes courses that he/she plans to take in the host institution (or some other activities that he plans to implement during the mobility period).

The study stay plan is signed by the student and the competent Academic Mobility Coordinator of his/her home institution and it is created before the student submits the competition documentation for a certain mobility program.

Based on the Study Stay Plan, a Learning Agreement is made.

Learning (Professional Practice) Agreement Article 15

Learning Agreement is a mobility document for undergraduate and graduate students.

By Learning Agreement, the contracting party (student, faculty and host institution) defines the subjects that the student plans to take, or other academic activities (e.g. research,...), which the student plans to realize during his/her study stay in the host institution.

The Learning Agreement should be compatible with the submitted Study Plan with the possibility of some correction.

By verifying the Learning Agreement, the home institution authorizes the student to go on mobility and attend selected academic programs (professional internships) and guarantees the recognition of ECTS credits and grades obtained in the exchange.

By verifying the Learning Agreement, the receiving institution confirms that the contracted academic activities are an integral part of the existing curriculum, agrees to accept the student for exchange and accordingly approves the implementation of selected academic programs and activities.

The Learning Agreement is also drawn up in English and it must state precisely:

- Course unit code;
- Names of courses, i.e. academic activities for which the student has opted (Course unit title);
- Number of ECTS credits for each subject or activity in the host institution (Number of ECTS credits).

The Learning Agreement of outgoing students is signed by the student, the rector, the dean and the competent academic ECTS Coordinator.

The Learning Agreement of incoming students is signed by the student, the competent academic ECTS Coordinator, the dean and the rector, unless otherwise provided by the Agreement.

The contracting parties sign the Learning Agreement before the student goes on the exchange, unless the receiving institution decides otherwise.

The Learning Agreement may be subsequently amended only with the consent of all signatories and all corrections (any changes) must be in writing.

Amendments to the Learning Agreement are an integral part of the Learning Agreement, which is defined and signed only if the student subsequently proposes changes and if all contracting parties agree.

Amendments to the Learning Agreement contain the following information:

- Course unit code - if there is a numbering of program contents in the receiving institution;
- Course unit title;
- mark of selection of subjects to be eliminated (Deleted course unit) or new subject added (Added course unit);
- Number of ECTS credits.

Learning and Research Agreement

Article 16

The contracting parties (student, home institution and host institution) define the academic activities that the doctoral student will carry out on the exchange by the Learning and Research Agreement.

The provisions of Article 15 of this Rulebook relating to the Learning Agreement shall apply by analogy to the Learning and Research Agreement.

Training/Research/Teaching Plan

Article 17

The Training/Research/Teaching Plan is a document that the doctoral student proposes the activities he /she plans to implement during the exchange period in the receiving institution.

The provisions of Articles 15, 16 and 17 of this Rulebook shall apply by analogy to this document.

Training Agreement and Quality Commitment

Article 18

The student, home institution and host institution define the content and quality of the student's professional practice by the Training Agreement and Quality Commitment.

The Training Agreement and Quality Commitment determines the outcome of professional practice in

terms of acquired knowledge, skills and competencies, professional practice program, student work tasks, monitoring and evaluation plan.

By signing the Training Agreement and Quality Commitment, the home institution undertakes to define the outcomes of professional practice, assist the student in choosing the institution - host, select students based on defined criteria, provide logistical support to students in terms of travel, accommodation, visa and insurance, to perform academic recognition of the period of student mobility and realization of evaluation with the student in terms of personal and professional development achieved during the period of mobility.

By signing the Training Agreement and Quality Commitment, the host institution undertakes to enable the realization of professional practice in the manner specified in the Contract, draw up a specific legal act relevant to the professional practice of the student, provide practical support to the student in terms of insurance and adaptation to a new environment.

By signing the Training Agreement and Quality Commitment, the student undertakes to successfully implement professional practice, respect the rules of the host institution, notify the home institution of any changes to the contract and submit reports on the implemented professional practice.

The provisions of Article 14 of this Rulebook, which refer to the Learning Agreement, also apply to the Training Agreement and Quality Commitment.

Amendments to the Learning Agreement/Study Agreement for the purpose of professional practice

Article 19

The Learning Agreement/Study Agreement for the purpose of professional practice can be changed only with the consent of all signatories, and amendments to the contract must be defined in writing on special forms. Amendments to these Agreements can generally be signed within 30 days of the start of student mobility.

The extension of the end of the mobility must not exceed a maximum of 12 months of the total duration of the mobility per study level. If funds are available, the student may be granted a grant for an extended period of time, if not, the student's status during the extended period will be zero-grant student.

The additional period must follow immediately after the current mobility period, provided that there must be no gaps unless approved by the National Agency.

Transcript of Grades

Article 20.

Transcript of Grades is a certificate of passed exams issued by the home institution in the form of a formal document.

The transcript of grades, in addition to data on the student, also contains data on the titles of passed exams, obtained grades and the number of achieved ECTS credits by subjects, data on the duration of the study program, as well as other information necessary for mobility.

The transcript of grades must also contain the methodology of grading and scoring (national scoring system).

At the end of the mobility period, the faculty or the University is obliged to issue a transcript of grades to the incoming student as a confirmation of the realized academic activities (also in English).

Certificate of Completed Professional Practice

Article 21.

A certificate of completed professional practice (Transcript of Work) is a document by which the host institution provides information about the completed professional practice and the achieved results of the student.

Decision on Academic Recognition of the Mobility Period

Article 22.

The decision on the academic recognition of the mobility period is a legal act by which the competent Academic Coordinator defines the methodology for the recognition of passed exams, i.e. ECTS credits and grades that the student received during the mobility period.

Indispensable elements of the solution from the previous paragraph are:

- data on the student, host institution and home institution,
- courses that the student passed in the receiving institution with ECTS credits and grades obtained,
- courses from the home institution that will be replaced by courses that the student passed in the host institution,
- courses that the student has passed on the exchange, which cannot be replaced, but are entered in elective activities/courses in the Diploma Supplement,
- method of equivalence of grades,
- other obligations that the student must perform in order to fulfill the obligations provided by the relevant semester, i.e. academic year,
- other data considered that the Academic Coordinator considers necessary.

Student insurance and obtaining a visa

Article 23

Students participating in the Erasmus+ Mobility Program before going on mobility are obliged to obtain and own a private and health insurance policy, accident insurance and possible workplace liability insurance (in case of professional practice) during the mobility, if by special agreement or requirements the host institution it is not specified otherwise.

Article 24

Students participating in the Erasmus+ program are required to obtain a visa themselves before going on a mobility if it is required.

Student status during mobility

Article 25

The student retains the status of a University student while on an exchange, i.e. professional practice in the host institution.

During the period of mobility, the student does not interrupt his/her studies and his/her status does not stand still in the home institution, because it is considered that the student has realized his/her academic obligations in the host institution.

Students who have been selected for the Erasmus+ Mobility Program on the basis of a competition are required to enroll in an academic year or regulate their status at the University.

Students participating in the Erasmus+ Mobility Program are required to pay the costs of studying at the University.

Unless otherwise specified by the Erasmus+ program within the selected program at the host institution, the student must enroll in at least 25 ECTS credits for a shorter period, relatively less, in one semester.

In case the student at the host institution does not achieve the number of ECTS indicated in the Learning Agreement, the difference of ECTS credits will be realized after returning to the home institution in accordance with the previous agreement with the Academic Coordinator before going to mobility and the Learning Agreement and in accordance with this Rulebook and the Rules of Studying at the University.

Cases in which a student at a foreign institution has not fulfilled the agreed obligations may be a reason for a refund of financial support in full or in part. This does not apply to students who have not fulfilled their obligations due to force majeure or other extraordinary circumstances in accordance with the rules of the Erasmus+ program.

Academic recognition of the mobility period

Article 26

The University student who was on the exchange, on the basis of the Learning Agreement, claims the

right to all the results he/she achieved in the host institution, which is verified by the Commission for Recognition of Exams and administered by the Academic Coordinator of the University.

The student is obliged to provide the competent Academic Coordinator, within 15 days after returning from the program, with relevant data related to the realized mobility:

- written request,
- Learning Agreement/Learning and Research Agreement/Training Agreement and Quality Commitment,
- transcript of grades,
- certificate of completed professional practice,
- a document on the grading system in the host institution.

The Exam Recognition Commission, with the help of the Academic Coordinator, is obliged to make a Decision on the Academic Recognition of the Mobility Period within seven days before the beginning of the semester in which the student continues the program in the home institution, and to submit it to the student and student service for further action.

If the procedure from the previous paragraph is not completed within the above defined deadline, the home institution is obliged to allow the student to continue his/her studies without entering the specified data and to complete the mentioned procedure as soon as possible.

Comparison and evaluation of similarity of study programs

Article 27

The Academic Commission for Recognition of Examinations and the Academic Coordinator compare and assess the similarity of the subjects of the home institution and the host institution, check the obligations from the Learning Agreement with a transcript of grades certified by the host institution.

When comparing the comparability of study programs and subjects, when recognizing ECTS credits, grades and periods of mobility, i.e. professional practice, the Academic Commission for Recognition of Exams is obliged to take into account the achieved learning outcomes at the host institution and enable recognition of ECTS credits, grades and professional practice. When comparing and judging on compatibility, the Academic Commission and the Academic Coordinator start from the principle of maximum flexibility.

The Academic Commission compiles the Decision on Recognition, which is signed by the Dean of the faculty where the student is enrolled.

Transfer and recognition of acquired ECTS credits and grades

Article 28

The basic criteria for the transfer and recognition of ECTS credits and grades acquired during the mobility period is the outcome of the learning process. This is implemented in accordance with the following recommendations:

1. Recognition of a course that the student attended and passed in the host institution, and which is related, i.e. in which the overlap in the program is at least 70%, is interpreted in such a way that the student passed the course provided by the study program of the home institution. The student is recognized ECTS credits and the fund of classes that is related to the subject at the home institution, regardless of the number of ECTS credits. In case the course is attended and not passed at the host institution, the home institution can take the exam without returning to the student. the subject in question within the deadlines in accordance with the Study Regulations.
2. The possibility of “replacing” the subjects of the home institution refers to compulsory and elective subjects. The Diploma Supplement will indicate the fact that a particular subject has been exchanged at a relevant higher education institution abroad and will state the exact name of the subject (in the original language), the original grade, ECTS credits and the grading system of the institution, exactly as these data are given. in the Transcript of Grades.
3. If the content of the completed and passed course in terms of the outcome of the learning process significantly deviates from a related subject in the home institution or if the course that the student passed for the exchange does not exist at all in the home institution, then the data on the passed course and achieved results in the host institution to enter in the Diploma Supplement, in the original language and in the original form.
4. If a student at a foreign higher education institution for any reason has chosen courses that are incompatible or not in the study program of the home institution, he/she is obliged to pass all courses that he did not attend at the home institution.
5. The grades achieved in the host institution are recognized. If the grading systems in the host institution and the home institution are not identical, the grades are converted into the grades of the home institution in accordance with the ECTS grading table of the European Commission (ECTS Grading Table) and the ECTS Grading Scale.
6. Harmonized grades from the subjects that the student passed on the exchange, which are recognized as having passed them in the home institution, are included in the average grades in the home institution. Grades received by the student for subjects that are not "replaced" by related subjects of the home institution, but are in the original form indicated in accordance with paragraph 1, item 3 of this Article, are not counted in the average grade.
7. ECTS credits and grades from paragraph 1, items 1 and 2 of this Article are treated like any other subject that the student passed to the home institution (ECTS credits are counted in ECTS credits acquired within the study program).
8. ECTS credits of the course referred to in paragraph 1, item 3 of this Article are not included in the number of ECTS credits within the study program, but in the total number of acquired ECTS credits.
9. Academic recognition of the mobility period for a student who has achieved at least 30 ECTS credits per semester on the exchange can be done by the method of substituting the semester for the semester. The student is recognized for the ECTS credits he/she received on the exchange and the exams he/she passed on the exchange, in their original form, without replacing the subject with a similar subject of the

home institution and without converting the grade into the appropriate grade of the home institution. ECTS credits earned by the student on the exchange are counted in the number of ECTS credits within the study program. Grades received by the student on the exchange are not taken into account when calculating the average grade achieved during the studies. Course names that the student passed during the exchange, ECTS credits and grades that the student received during the exchange are entered and the index and Diploma Supplement in their original or original form.

10. If the student does not fulfill the obligations stipulated by the Study Agreement and if he/she does not achieve a sufficient number of ECTS credits required to continue his studies at the home institution, the University is obliged to recognize the entire mobility period and individual passed subjects listed in the Transcript of Grades which will be listed in the Diploma Supplement and decide which courses the student will take in the current semester in order to gain a sufficient number of ECTS credits for further studies or enrollment in the next academic year.

11. Based on the Certificate of completed internship and the Certificate of length of stay at the host institution, the University is obliged to recognize the student the entire period of mobility for the purpose of internship and award ECTS credits in accordance with the number of ECTS credits determined for internship within the study program. The period of mobility should be stated in the Supplementary Study Certificate.

12. If the internship is not an integral and obligatory part of the student's study program, the University is obliged to enter the data on the completed internship in the Supplementary Study Certificate, and according to the decision may assign the student the number of ECTS credits for the internship abroad.

13. The registration of recognized subjects, points, grades and professional practice is carried out as follows:

- the name of the course, achieved grades, ECTS credits, achieved procedures and professional practice are entered in the student document, ie the additional study document,
- the names of the subjects are entered in the B/H/S language, and wherever this is not possible in the original language with an indication of the subject they are replacing or as a separate elective subject,
- for subjects that are not recognized as part of the program, the grade is entered in its original form in the additional information of the supplementary study document,
- the completed professional practice is entered in the form as stated by the employer in the certificate of professional practice,
- a note is entered in the supplementary study certificate where and when the courses were passed, i.e. the professional internship was completed.

14. Based on the received Decision on recognition of the study period spent at the host institution, the student service of the University enters the necessary data (subject name, achieved grades, ECTS credits, date and place of taking the exam) in accordance with the valid rules of the University.

15. The University is obliged, within a reasonable time, and not later than 10 days before the beginning

of the semester in which the student continues the program at the home institution, to enter the data in the student document. If it is not possible to do so within the specified period, the home institution is obliged to allow the student to continue their studies without entering the specified data.

Interpretation and conversion of grades obtained by the student during the period of mobility in the host institution

Article 29

The grade obtained by the student during the exchange from the subject that can be replaced by the subject 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 received by the student in the exchange corresponds to the assessment in the home institution, i.e. the grade is harmonized.

The process of harmonization of grades is carried out in accordance with the ECTS guide issued by the European Commission (ECTS User's Guide).

The University harmonizes grades in accordance with the ECTS Grading Table.

Decision on academic recognition of the mobility period

Article 30

Upon returning from the exchange, the student is handed the documentation in accordance with Article 15, paragraph 2 of this Rulebook. The Academic Commission makes a Decision on academic recognition of the mobility period or a Decision on non-recognition of the mobility period.

It must be clear from the decision on the recognition of the mobility period whether the student meets the conditions for enrollment in the next semester, defense of the final thesis or completion of education. The decision not to recognize mobility must be reasoned.

INCOMING STUDENT MOBILITY

Incoming students within the Erasmus+ Mobility Program

Article 31

At the request of the student, and in accordance with the institutional agreement, the University as the host institution will enter into a Learning/Professional Practice Agreement with the student and the corresponding home institution. The Learning Agreement is signed by the incoming student, the competent Academic Coordinator, and the host institution. The Professional Practice Agreement is signed by the incoming student, the competent ECTS Coordinator and the host institution, i.e. the employer. The Learning/Professional Practice Agreement can be amended only with the consent of all signatories, and all changes must be in writing.

Article 32

The Academic Coordinator is responsible for the admission of incoming students to the University, and monitoring the implementation of the plan of incoming student mobility programs, while the Administrative Coordinator is in charge of the organization of arrival and administration.

Conditions for achieving mobility at the University

Article 33

Unless otherwise decided by the Erasmus+ Mobility Program or an institutional bilateral agreement on international cooperation, the incoming student may participate in the mobility if he/she meets the following conditions:

1. is nominated for mobility at the University by the home institution of the incoming student,
2. sent the complete application documentation by the deadlines set by the University,
3. meets the criteria of the University on the knowledge of the language in which classes will be held at the University,
4. was accepted by the University Selection Commission,
5. meets other conditions determined by the mobility program and the institutional bilateral agreement on international cooperation.

Article 34

The selection of incoming students is carried out by their home institution, and the Decision on admission to the University is made by the Student Selection Commission.

Registration of incoming students at the University

Article 35

Application of Erasmus+ incoming students to the University:

- Erasmus+ incoming students who want to spend a period of mobility for the purpose of studying at the University must be nominated by its home institution,
- Erasmus+ incoming students are required to send their applications to the Commission by the deadlines listed on the University website,
- Erasmus+ incoming students who come for the purpose of doing an internship are not obliged to respect the stated application deadlines, but the deadlines set by the institutions in their offers of internships,

- The application of Erasmus+ incoming students must contain a properly completed application form, nomination of the home institution (so-called Endorsement Letter), curriculum vitae in Europass CV format, copy of ID card or passport, transcript of grades, proof of language proficiency, proposal of Learning Agreement for the purpose of studying with the listed subjects that they intend to listen to at the University, ie the proposal of the Learning Agreement for the purpose of performing professional practice and color photography,
- The application must be filled in on the forms for Erasmus+ incoming students located on the University website and together with other necessary documents sent to the Administrative Coordinator for International Cooperation by regular mail and sent scanned by e-mail to the e-mail address: cvk@apeiron-edu.eu
- Upon receipt of applications, the Administrative Coordinator electronically sends the student a welcome guide with useful information.

Incoming students who come to the University within other mobility programs are required to fill out applications in accordance with the rules and deadlines set by the Erasmus+ Mobility Program.

Arranging the mobility period of the incoming student

Article 36

Incoming students are required to submit an application to the Administrative Coordinator for International Cooperation no later than June 10 for the winter semester or the entire academic year, or by November 10 for the summer semester.

The Administrative Coordinator is obliged to submit the received application with the proposal of the Learning Agreement for the purpose of studying, ie the proposal of the Learning Agreement for the purpose of performing professional practice to the Academic Coordinator for International Cooperation immediately, and no later than 7 days from the date of receipt. Admissions Committee of an incoming student or a report refusing to accept an incoming student.

The Academic Coordinator is obliged to check the compliance of the plan and program of the planned mobility activities, to make a report on the basis of which the Commission decides on the admission of the incoming student. The report should be submitted to the Commission, which will give its consent in case of acceptance. In case of non-admission of an incoming student, the Commission writes a report with an explanation of the refusal to accept an incoming student.

No later than fifteen (15) days from the day of receipt of the application referred to in paragraph 2 of this Article, the Academic Coordinator is obliged to submit to the Administrative Coordinator the consent of the Commission on admission of students. If the administrative coordinator does not receive the approval of the Academic Coordinator within the specified period, it is considered that the consent has been given. Rejection of an incoming student must be justified.

Article 37

Upon receipt of the consent or report, the Administrative Coordinator shall submit to the home institution a letter of acceptance or a report on rejection.

The University also awards an Erasmus+ Student Charter to students from partner countries of their choice for the competition and the conclusion of the Learning Agreement, which states all the rights and obligations of students during mobility.

Article 38

The incoming student must receive information from the Administrative Coordinator electronically on time, and no later than fifteen (15) days before the beginning of the mobility, on the content of his/her study stay, schedule of lectures or consultative classes as well as syllabi of selected subjects in the language of contact. subject teachers.

An Erasmus+ incoming student who comes for the purpose of an internship must receive information about the content of his/her internship and the contact details of the mentor electronically on time, and no later than 30 days before the start of the mobility.

Upon receipt of the signed original Learning/Professional Practice Agreement by the home institution and the student, they are signed by the President of the Commission and the Rector, after which the Administrative Coordinator delivers them to the incoming student.

The Administrative Coordinator is obliged to inform the subject teachers whose subjects the student has chosen in time about the arrival of the student.

The incoming student may amend the study agreement once, within 30 days from the date of arrival at the University and with the consent of all contracting parties.

Admission of incoming students

Article 39

The Administrative Coordinator is obliged to coordinate the admission, arrival and accommodation of students who come to the University within the exchange program and refer them to the Academic Coordinator who monitors their teaching and other obligations and rights.

Upon arrival at the University, the incoming student is obliged to contact the Administrative Coordinator where he will receive instructions for application, enrollment and the necessary documents and will receive a sheet for enrollment of grades of the so-called incoming student, the so-called exchange student's record sheet, internet access information and instructions for enrolling in the booklet.

Rights and obligations of the incoming student during the stay

Article 40

The incoming student is enrolled in the Student Service of the University, and a student document is issued to him/her.

The incoming student has the rights and obligations of a full-time student of the University, unless otherwise determined by a bilateral agreement.

In accordance with the rules of the Erasmus+ program, the incoming student is exempted from paying tuition fees at the University for the duration of the mobility.

The incoming student is obliged to independently apply for a residence permit in BiH before arriving at the mobility, i.e. upon arrival in BiH at the corresponding police station.

The procedure for obtaining a residence permit must be available on the University website in BiH language and in English.

Accommodation for incoming students

Article 41

The University is not obliged to provide accommodation to incoming students unless otherwise agreed or determined by the mobility program.

The university can help organize and find accommodation.

Classes and exams for incoming students

Article 42

Classes for incoming students who do not attend classes in BiH language are conducted as organizationally as possible, in English or can be conducted as consultative classes.

Taking the exam is possible for incoming students according to the rules of taking the exam and the Rules of Study as well as domestic students, and according to the agreement and instructions with the subject teacher.

Article 43

After the achieved mobility, the University as the host institution issues to the student a Transcript of Grades, i.e. a certificate of professional practice or a certificate of duration of stay certified by the Erasmus Commission.

Article 44

Grades of incoming students with the corresponding ECTS credits are required by the subject teachers to be entered on the list of incoming student grades (the so-called Exchange student's record sheet) according to the valid grading system at the University.

Based on the list for enrollment of incoming student grades, the Academic Coordinator issues a transcript of grades and ECTS credits earned at the University in BiH language and English.

The Academic Coordinator is obliged to issue a certificate to the incoming student confirming the period spent at the University.

If required by the rules of the mobility program or institutional bilateral agreements on international cooperation involving student mobility, the Academic Coordinator is obliged to send a transcript of grades and ECTS credits earned at the University and a Certificate confirming the period spent at the University.

STAFF MOBILITY OUTGOING STAFF MOBILITY

Article 45

Mobility of University staff (hereinafter: staff) refers to a stay at the host institution abroad, the duration of which is determined by the Competition for the Mobility Program, after which the employee returns to the home institution.

Unless otherwise specified, staff mobility at partner institutions is achieved exclusively on the basis of inter-institutional Erasmus+ mobility agreements for teaching purposes concluded between universities and foreign higher education institutions from program countries that agree to the principles set out in the Charter by signing the inter-institutional agreement.

Article 46

Staff in mobility includes:

1. Teaching staff (persons in scientific-teaching and professional title, i.e. in the associate title of assistant who are employed at the University on the basis of an employment contract valid for the entire duration of mobility).
2. Non-teaching staff (professional and administrative staff) employed at the University on the basis of an employment contract valid for the entire duration of the mobility.

External associates employed on the basis of an employment contract do not qualify for mobility/ financial support for the purpose of staying at a foreign higher education institution.

The process of applying for mobility and selecting candidates

Article 47

Mobility programs, institutional bilateral agreements on international cooperation and mobility competitions announced by the University have clearly defined conditions for application, method of application and criteria for selection of candidates, on the basis of which the selection procedure is carried out.

Unless otherwise specified in the mobility program, the number of mobility that an employee may receive within one academic year is not limited to one mobility.

The application for mobility must contain the curriculum referred to in Article 3 or the work plan referred to in Article 3 signed by the dean or rector who authorizes the mobility of the employee with his/her signature.

Article 48

The University Selection Committee will select the candidates according to the staff selection criteria published with the text of the competition for the award of grants for staff mobility for the purpose of teaching/training on the University website.

Duration of mobility

Article 49

The duration of mobility depends on the rules of the mobility program, the provisions of the institutional bilateral agreements on international cooperation and the provisions of the interinstitutional Erasmus+ agreements. The exact criteria for the duration of the mobility will be published in the competition on the official website of the University.

The duration of mobility within the Erasmus+ program is clearly determined by the work/ teaching plan.

The initiated activity must be maintained in continuity, and cannot be interrupted, unless there are justified reasons for that.

Extension of the period of mobility in the activities of professional development and teaching is possible only for justified reasons and with the prior permission of the National Agency.

The total duration of the activity must not exceed two months.

Employee insurance and obtaining visas abroad

Article 50

The outgoing employee is obliged to obtain and own travel and health insurance abroad and accident insurance that covers the period of mobility, unless otherwise specified. The insurance is regulated by the employee independently and at his/her own choice, unless the rules of the mobility program, the foreign host institution or the conditions for obtaining a residence permit or visa for a foreign country require otherwise.

Financing mobility within the Erasmus+ program

Article 51

Erasmus+ mobility is financed in accordance with the applicable rules of the Erasmus+ program of the European Commission and the Agency for Mobility and EU programs and assigned projects for the implementation of mobility.

Funding rules as well as the amount of non-refundable financial support are determined by the rules of individual mobility programs, competitions or bilateral institutional agreements on international cooperation.

The conditions and manner of awarding financial support are published within the competition and are binding for all beneficiaries of support.

The basic criteria for awarding grants to finance staff mobility under the Erasmus+ program are determined by the University Commission, in accordance with the applicable rules of the Erasmus+ program and the Agency for Mobility and EU Programs.

For this purpose, funds are not approved for participation in conferences, scientific or professional gatherings, unless otherwise specified by the Erasmus+ program.

The granting of financial support within the Erasmus+ individual mobility program, as well as other rights and obligations of the outgoing employee and the University are regulated by the Grant Agreement for Erasmus+ staff mobility signed by the President of the Election Commission, Rector and Employee and the Teaching Mobility Agreement. A mobility agreement for training purposes is also signed by a representative of the host institution.

Obligations upon return from mobility

Article 52

In the case of the Erasmus+ program, the employee is obliged to submit the following documents in the printed version (registered by mail or in person, signed) and in electronic form to the Administrative Coordinator no later than 30 days from the day of return from the host institution:

1. Work/teaching plan signed and certified by the responsible person at the foreign institution,
2. A statement (certificate) of a foreign institution confirming the duration of stay at the foreign institution and clearly stating the dates of arrival and departure to/ from the host institution,
3. Final report,
4. Documentation related to travel expenses,
5. Other documents at the request of the University, determined by the mobility program or subsequently requested by the Coordinator.

In case of non-performance of obligations, the employee is obliged to submit a written explanation to the Administrative Coordinator with clearly stated reasons for non-performance of obligations.

Based on the documentation from paragraph 1 of this Article, the Academic Commission shall issue a Decision on the recognition of staff mobility.

Failure to fulfill the obligations from paragraph 1. and 2. of this Article shall be considered a serious breach of employment obligations.

Cases in which staff at a foreign institution have not fulfilled their agreed obligations may be grounds for reimbursement of financial support in full or in part. This does not apply to staff who have not fulfilled their obligations due to force majeure or other extraordinary circumstances.

INCOMING STAFF MOBILITY

Article 53

Teaching and non-teaching staff participating in the exchange program and coming to the University as the host institution are selected and registered by the home higher education institution that has an interinstitutional Erasmus+ agreement with the University according to the rules of the national agency and Erasmus+ Mobility Program.

The purpose of incoming staff mobility may be to hold classes or training.

Incoming staff register their arrival at the University according to the instructions published on the University website.

The University is not required to provide accommodation for staff unless otherwise agreed, but may assist incoming staff in finding accommodation if they request assistance.

The University may request a reservation of accommodation for incoming staff according to the request form for booking accommodation for guest staff, which clearly states who bears the cost of accommodation.

Upon arrival, the form filled in and signed by the Vice-Rector for International Cooperation for the records of guest staff must be submitted to the Administrative Coordinator.

The University is obliged to record the visit of incoming staff in the records of incoming staff.

Article 54

The University is not obliged to cover the costs of incoming staff, unless otherwise agreed according to the rules of the Erasmus+ Mobility Program.

Article 55

At the end of the period of incoming staff mobility, the Academic Commission issues a certificate of attendance within the staff mobility program in English, and certifies the work plan, i.e. curriculum, and submits copies to the Administrative Coordinator for official records.

TRANSITIONAL AND FINAL PROVISIONS

Article 56

This Rulebook enters into force after its adoption by the University Senate, on the eighth day from the day of its publication on the notice board of the University.

