

Number: 4712 / 14-12

Date: 19/11/2014

According to Article 31 of the Law on Higher Education of the Republic of Serbia ( "RS Official Gazette", No. 76 / 2005.97 / 2008.44 / 2010 and Article 67 of the Statute of the State University of Novi Pazar, the Senate of SUNP at its session held on 19th November 2014, adopts

## **REGULATION OF STUDENTS 'MOBILITY AND TRANSFER OF ECTS CREDITS**

### **I. GENERAL PROVISIONS**

#### Article 1

This regulation sets the basic principles of students' mobility and transfer of ECTS credits

#### Article 2

State University of Novi Pazar (hereinafter: the University) realizes inter-university cooperation and promote student mobility and the internationalization of its higher education through students' exchange.

The exchange can take place through programs of international exchange or based on any other agreements or contracts.

#### Article 3

The basic criteria for the recognition and transfer of ECTS is an outcome of a learning process that is defined by the study program.

### **II. SYSTEM OF ECTS CREDITS**

#### Article 4

ECTS ( "European Credit Transfer System", which acronym is ECTS) represents a numerical value used to assess student engagement necessary to overcome:

- subject as a whole,
- all subjects,
- academic year,
- complete studying .

#### Article 5

Undergraduate academic studies consist of 240 ECTS and last 4 years.

Integrated studies consist of 300 ECTS and last 5 years.

Specialist academic studies consist of 60 ECTS after the previously completed graduate academic studies.

Master academic studies consist of 60 ECTS, with previously completed the basic academic studies of 240 ECTS

Doctoral studies consist of 180 ECTS, after previously completed studies of at least 300 ECTS at the undergraduate and graduate academic studies.

#### Article 6

Student's total engagement consists of active teaching (lectures, exercises, practical courses, seminars, etc.), independent work, tests, exams, final papers, voluntary work in the local community and other forms of engagement.

#### Article 7

All forms of active teaching, including the exam form a whole. Credits can be gained in the framework of the educational activities provided for each subject, but is recognized only after the student passes the course exam. The credits gained for particular subjects are included in the sum of credits required to complete each year or a certain level of study.

#### Article 8

The scope of study programs taught in one academic year is 60 ECTS credits and corresponds to the average of student engagement in a 40 hour work week during the school year.

### **III MOBILITY AT THE UNIVERSITY**

#### Article 9

Student of the State University of Novi Pazar (hereinafter: student) can provide part of the study program of the same level or type of study in another study program of the same or other department, in the manner prescribed by an act of the University.

Part of the study program a student, referred to paragraph 1 of this Article, realizes in another study program, may include one or more subjects.

Upon completion of the part of study program, the student continues studies and transfers ECTS credits to another study program for successfully completed courses.

In the process of recognition of ECTS, University assesses whether the student has acquired the knowledge and skills sufficiently for recognition of exams. By recognition of exams the mark during the exam has also been recognized.

### **IV MOBILITY BETWEEN UNIVERSITY AND ANOTHER HIGHER EDUCATION INSTITUTIONS IN THE COUNTRY OR ABROAD**

#### Article 10

University Student can complete part of study program at another higher education institution in the country and abroad (hereinafter: outgoing student) for one semester, but no longer than two semesters or more precisely one academic year.

Student from other higher education institutions can complete part of study program at the University (hereinafter: incoming student) for one semester, and maximum up to two semesters or one academic year.

#### Article 11

University puts an information package on its website in both Serbian and English language to describe in detail the administrative and academic support to outgoing and incoming students, participants in exchange.

#### Article 12

Basic documentation enabling mobility, transfer and recognition of ECTS credits consists of the following forms composed in Serbian and English language :

- 1) Form 1 - Student applications,
- 2) Form 2 - Learning Agreement,
- 3) Form 3 - Transcript.

Forms referred to in paragraph 1 of this Article are an integral part of the Regulation.

#### Article 13

The basic criteria for the recognition of ECTS is an outcome of a learning process that is defined by the study program.

Outgoing or incoming student upon completion of the part of study program at another higher education institution, continues his/her studies at the home institution and transfer ECTS credits, which are recognized on the basis of an agreement between the University and another institution of higher education on the mutual recognition of credits.

#### Article 14

The agreement referred to in Article 13 of the Regulation defines the mutual rights and obligations related to conditions of the studying and stay of incoming student in the host country. The agreement should contain determined: costs of accommodation, transport, health insurance, food, and other expenses that an incoming student has during his/her stay in the host country.

#### Article 15

The agreement is signed by the Rector of the University and authorized person from another higher education institution.

#### Article 16

Regulation shall enter into force on the day of its adoption by the Senate and will be available on the website of the University.

President of Senate

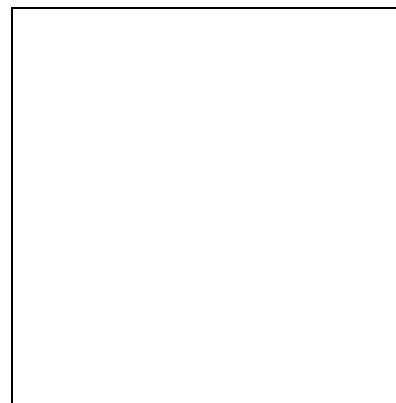
Prof.Dr Miladin Kostić

Председник Сената  
проф. др Миладин Костић



**STUDENT APPLICATION FORM**  
**ФОРМУЛАР ЗА ПРИЈАВУ СТУДЕНТА**

ECTS – EUROPEAN CREDIT TRANSFER SYSTEM  
ECTS/ЕСПБ – ЕВРОПСКИ СИСТЕМ ПРЕНОСА БОДОВА



**Photograph/Фотографија**

*This application should be completed in BLACK in order in to be easily copied and/or telefaxed/  
Формулар треба попунити масним словима ради лакшег копирања или слања факсом.*

**SENDING INSTITUTION/ИНСТИТУЦИЈА КОЈА ШАЉЕ (МАТИЧНА ИНСТИТУЦИЈА)**

Name and full address/назив и пуна адреса: .....

Academic year/Школска година: 20../20..

Field of study/Област студија:.....

**Department coordinator/ Koordinator departmana**

Name and surname/име и презиме:.....

Telephone/Телефон: .....

Telefax/Факс:.....

Email box/Емаил адреса:.....

**Institutional coordinator/Координатор институције**

Name and surname/име и презиме:.....

Telephone/Телефон: .....

Telefax/Факс:.....

Email box/Емаил адреса:.....

**Students personal data/лични подаци студента**

**To be completed by the student applying/попуњава студент који подноси пријаву**

Name and surname/Име и презиме: .....  
 Date of birth/Датум рођења: .....  
 Place of birth/Место рођења: .....  
 Sex/Pol: .....  
 Nationality/Националност:.....  
 Current address/Садашња адреса: .....  
 Permanent address if different/Стална адреса уколико се разликује:.....  
 Phone/телефон:.....

**LIST OF INSTITUTIONS WHICH WILL RECEIVE THIS APPLICATION FORM/  
 ЛИСТА ИНСТИТУЦИЈА КОЈИМА ЈЕ УПУЋЕНА ОВА ПРИЈАВА  
 (in order of preference/по редоследу приоритета)**

Institution	Country	Period of study from..to	Duration of stay (month)	No of expected ECTS credits
Институција	Земља	Период студирања од..до	Трајање боравка Бодова	Број очекиваних ЕЦТС (месеци)

1) .....  
 2) .....  
 3) .....

Name and surname of student/Презиме и име студента:.....  
 Sending institution/Институција која шаље:.....  
 Country/Земља:.....

Briefly state of reason why do wish to study abroad /Укратко навести разлоге због којих желите да студирате у иностранству:  
 .....  
 .....

**LANGUE COMPETENCE/ПОЗНАВАЊЕ ЈЕЗИКА**

Mother tongue/Матерњи језик:.....

Langue of instruction at home institution if diferent/Језик предавања на матичној институцији ако је различит:.....

Other leanguages/ Други језици	I am currently studying this language/ I have suffucient Сада учим тај језикknowledge to folow lecture/ Имам довољно знања if I had some extra preparation/ да пратим наставуУз додатне припреме, имао	I would have sufficient knowledge to folow lectures
	бих довољно знања да пратим наставу	

Yes/Да	No/He		Yes/Да	No/He		Yes/Да	No/He
C.....	o		o			o	o
D.....	o		o			o	o

**WORK EXPERIENCE RELETED TO CURRENT STUDY (IF RELEVANT)/  
 РАДНО ИСКУСТВИ ПОВЕЗАНО СА САДАШЊИМ СТУДИЈАМА (УКОЛИКО ЈЕ БИТНО)**

Type of work/Тип радног искуства: .....  
 Firm, organization/Фирма, организација: .....

Dates/Датуми: .....  
Country/Земља: .....

PREVIOUS AND CURRENT STUDY/ПРЕТХОДНЕ И САДАШЊЕ СТУДИЈЕ

Diploma/degree for which you are currently studying / Диплома/академски степен на студијама које су у току:

.....

Number of highereducation study years prior to departure abroad/Број година студирања пре одласка у иностранство:

.....

Have you already been studying abroad/Да ли сте већ студирали у иностранству:

.....

If yes, when, at which? / Уколико јесте, када и у којој институцији?

.....

The attached Transcript of records includes full details of previous and current higher education study. Details not known at time of application will be provided at a later stage/

Приложени препис оцена садржи све детаље претходних и текућих студија. Детаљи који нису познати у време подношења пријаве биће достављени касније.

Do you wish to apply for mobility grant to assist to-wards the additional cost of your study period abroad?/

Да ли желите да поднесете захтев за доделу стипендије за покривање додатних трошкова за време студирања у иностранству:

Yes/ДаNo/Не

RECEIVING INSTITUTION/ИНСТИТУЦИЈА КОЈА ПРИМА, ДОМАЋИН

We hereby acknowledge receipt of application, the proposed learning agreement and the candidate's Transcript of records/

Овим потврђујемо да смо примили пријаву, предлажемо уговор о учењу и препис оцена студената који се пријављује.

The above-mentioned provisionally accepted at student is our institution/

Претходни студент је

a) temporarily accepted at our institution/привремено примљен у нашу институцију

b) not accepted at our institution/није примљен у нашу институцију

Departmental coordinator's signature/Institutional coordinator's signature

Потпис координатора департмана Потпис координатора институције

.....  
Date/ДатумDate/Датум .....

.....

**LEARNING AGREEMENT**  
**УГОВОР О УЧЕЊУ**

**ECTS – EUROPEAN CREDIT TRANSFER SYSTEM**  
**ECTS/ЕСПБ – ЕВРОПСКИ СИСТЕМ ПРЕНОСА БОДОВА**

Academic year/Школска година: 20../20..  
Field of study/Област студија:.....  
Name of student/Име и презиме студента:.....  
Sending institution/Институција која шаље, матичма:.....  
Country/Земља:.....

**DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD/LEARNING AGREEMENT**  
**ДЕТАЉИ ПРЕДЛОЖЕНОГ ПРОГРАМА СТУДИРАЊА У ИНОСТРАНСТВУ/УГОВОРА О УЧЕЊУ**

Receiving institution/Институција која прима, домаћин: .....  
Country/Земља:.....  
Course unit code (if any) and page no. of the information package/Шифра предмета/курса (ако постоји) и број стране у информационом пакету:.....  
Course unit title (as indicated in the information package)/Назив предмета/курса )како је назначено у информационом пакету):.....  
Number of ECTS credits/Број ЕЦТС бодова: .....  
-if necessary, continue the list on a separate sheet/уколико је потребно, списак наставит на засебној страници

Student's signature/Потпис студента

.....

Date/Датум

.....

**SENDING INSTITUTION/ИНСТИТУЦИЈА КОЈА ШАЉЕ, МАТИЧНА**

We confirm that the proposed programme of study/learning agreement are approved.

Потврђујемо да је предложен програм студирања/уговор о учењу прихваћен.

Departmental coordinator's signature/Institutional coordinator's signature

Потпис координатора департмана Потпис координатора институције

.....

Date/ДатумDate/Датум .....

.....

**RECEIVING INSTITUTION/ИНСТИТУЦИЈА КОЈА ПРИМА, ДОМАЋИН**

We confirm that the proposed programme of study/learning agreement os approved.

Потврђујемо да је предложен програм студирања/уговор о учењу прихваћен.

Departmental coordinator's signature/Institutional coordinator's signature

Потпис координатора департмана Потпис координатора институције

.....

Date/ДатумDate/Датум .....

.....

Name of student/Име и презиме студента:.....

Sending institution/Институција која шаље, матичма:.....

Country/Земља:.....

CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMME/LEARNING AGREEMENT/

ИЗМЕНА О ПРВОБИТНОМ ПРЕДЛОЖЕНОМ ПРОГРАМУ СТУДИРАЊА/УГОВОРА О УЧЕЊУ  
to be filled in only if appropriate/попуњава се само ако има измена

Course unit code (if any) and page no. of the information package/Шифра предмета/курса (ако постоји) и број стране у информационом пакету:.....  
Course unit title (as indicated in the information package)/Назив предмета/курса )како је назначено у информационом пакету):.....  
Deleted course unit/Изоостављен предмет/курс:.....  
Added course unit/Додат предмет/курс:.....  
Number of ECTS credits/Број ЕЦТС бодова: .....  
-if necessary, continue the list on a separate sheet/уколико је потребно, списак наставит на засебној страници

Student's signature/Потпис студента

.....

Date/Датум

.....

SENDING INSTITUTION/ИНСТИТУЦИЈА КОЈА ШАЉЕ, МАТИЧНА

We confirm that the proposed programme of study/learning agreement are approved.

Потврђујемо да је предложен програм студирања/уговор о учењу прихваћен.

Departmental coordinator's signature/Institutional coordinator's signature

Потпис координатора департмана      Потпис координатора институције

.....

Date/ДатумDate/Датум .....

.....

RECEIVING INSTITUTION/ИНСТИТУЦИЈА КОЈА ПРИМА, ДОМАЋИН

We confirm that the proposed programme of study/learning agreement os approved.

Потврђујемо да је предложен програм студирања/уговор о учењу прихваћен.

Departmental coordinator's signature/Institutional coordinator's signature

Потпис координатора департмана      Потпис координатора институције

.....

Date/ДатумDate/Датум .....

.....



**TRANSFER SYSTEM/PREPIS OCENA****ECTS – EUROPEAN CREDIT TRANSFER SYSTEM  
ECTS/ЕСПБ – ЕВРОПСКИ СИСТЕМ ПРЕНОСА БОДОВА**

Academic year/Школска година: 20../20..

Field of study/Област студија: .....

Name of sending institution/Назив институције која шаље, матична: .....

Faculty/Department of/Факултет/Департман: .....

ECTS departmental coordinator/ECTS координатор факултета/департамента: .....

Tel: .....

Fax: .....

Email box: .....

Name and surname of student/Име и презиме студента: .....

Date and place of birth/Датум и место рођења: .....

Sex/Пол: .....

Matriculation date and No/Датум уписаи уписни број: .....

Name of receiving institution/Назив институције која прима, домаћин: .....

Faculty/Department of/Факултет/Департман: .....

ECTS departmental coordinator/ECTS координатор факултета/департамента: .....

Tel: .....

Fax: .....

Email box: .....

Course unit code 1/Шифра предмета/курса: .....

Title of the course unit/Назив предмета/курса: .....

Duration of course unit 2/Трајање: .....

Local grade 3/Домаћа оцена: .....

ECTS grade/ЕЦТС оцена: .....

ECTS credits/ЕЦТС бодови: .....

Total/Укупно: .....

*-to be continued on a separate sheet/наставити на засебној страници*

1, 2, 3, 4, 5, see explanation on back page

1, 2, 3, 4, 5, погледати приложено објашњење

Degree awarded/Диплома: .....

Издата диплома/академски степен: .....

Date/Датум: .....

Signature of registrar/dean/rector/administration officer/ Потпис овлашћеног лица: .....

Stamp of institution/Печат институције: .....

NB: This document is not valid without the signature of registrar/dean/rector/administration officer and the official stamp of the institution.

Напомена: Овај документ није пуноважан без потписа овлашћеног лица и званичног печата институције.

I. Course unit code/Шифра предмета курса: .....

Refer to the ECTS information package/Унети шифру назначену у ЕЦТС информационом пакету

II. Duration of course unit/Трајање предмета/курса: .....

Y = 1 full academic year/1 цела школска/академска година

1S = 1 semester/ 1 семестар

1T = 1 term/trimester/ 1 триместар

2S = 2 semesters/2 семестра

2T = 2 terms/trimesters/ 2 триместар

### III. Description of institutional grading system/Опис система оцењивања институције која издаје диплому:

.....  
.....  
.....

#### 1. ECTS grading scale/ЕЦТС скала оцењивања:

ECTS GRADE/ЕЦТС ОЦЕНА:            A            B            C

% of successful students normally achieving the grade/

% студената који положи испит са одређеном оценом:

A 10 – Excellent – outstanding performance with only minor errors/одличан, изузетан успех са незнатним грешкама

B 25 – Very good – above the average but some errors/врло добар, изнад просека, али са неким грешкама

C 30 – Good – generally sound work with a number of notable errors/ добар, уопштено добар рад, али са доста грешака

D 25 – Satisfactory-fair bit with significant shortcomings/задовољавајући, солидан, али са значајним недостатцима

E 10 – Sufficient – performance meets the minimum criteria/довољан, задовољава минималне критеријуме

Fx Fail-some more work required before the credit can be awarded/потребан рад за успешно окончање

F Fail-considerable further work is required/недовољан, потребно знатно више рада.

#### 1. ECTS credits/ЕЦТС бодови:

1 full academic year/1 цела школска/академска година            60 credits/60 бодова

1 semester/ 1 семестар            30 credits/30 бодова

1 term/trimester/ 1 триместар            20 credits/20 бодова