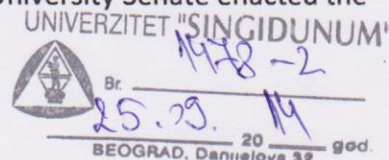


Pursuant to Article 52 of the Singidunum University Statute, the University Senate enacted the following decision at the meeting held on September 22, 2014:



PROTOCOL FOR ERASMUS BILATERAL AGREEMENTS BASED ON ACADEMIC STAFF AND STUDENT MOBILITY STRATEGY AT SINGIDUNUM UNIVERSITY

This Protocol for Erasmus Bilateral Agreements regulates the process of conclusion of *Inter-Institutional Agreements* at Singidunum University within the new EU programme for education, training, youth and sport for 2014-2020 titled Erasmus + Programme, i.e., within the following segment: *Key Action 1 – Learning Mobility of individuals- Mobility projects for higher education students and staff*. All inter-institutional agreements need to be approved by the European Commission, i.e., Erasmus+ national agency in the programme country and are the key segment of mobility projects for higher education students and staff between institutions from programme and partner countries. Selection of candidates shall be carried out according to the following criteria:

1. **Singidunum University**, as a higher education institution in the Republic of Serbia, is **classified as a partner country institution within Erasmus + programme**. The Republic of Serbia belongs to the Region 1 (Western Balkans group of Partner Countries).

The template for the Inter-institutional Agreements is available in electronic form on the official Erasmus+ site within the section: *Inter-institutional agreement 2014-20 between Programme Countries and Partner Countries*. The Rector of Singidunum University or an authorized person can sign Inter-institutional agreements on behalf of the University.

2. By concluding inter-institutional agreements, **Singidunum University guarantees that it will comply with all the principles stipulated by the ECHE- Erasmus Charter for Higher Education**, in particular the following:

- Respect in full the principles of non-discrimination of foreign and domestic students and staff involved in mobility;
- Ensure full recognition for satisfactorily completed activities during mobility period and, where possible, traineeships in terms of credits awarded (ECTS or compatible system) based on previously concluded study agreements between the host institution and the sending institution. Ensure inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements - Diploma Supplement or equivalent (refers to domestic students on an exchange programme).
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities during the mobility

period, regardless of its duration. Based on the main principles of the Erasmus Charter for Higher Education, Singidunum University and its affiliate members, undertake to comply with all the segments stipulated in those inter-institutional agreements.

Inter-institutional agreements initiated and concluded by Singidunum University shall be guided by the quality principles, previous positive experience in cooperation with foreign institutions, as well as the University Strategic Plan.

- 3. Agreements with foreign institutions can be initiated by Singidunum University International Office, with the approval or at the request of the Rector, or by the faculties within the University, i.e., academic staff at the University by submitting cooperation proposals to the University International Office.**

If such initiative for conclusion of inter-institutional agreements is taken by Singidunum University affiliate members, cooperation proposals need to be signed by the dean of that affiliate institution. The International Office submits the proposal to the Rector for resolution and furthers the procedure in case of positive response.

Formal initiative for conclusion of inter-institutional agreements for non-academic staff should be taken by the head of that organizational unit. The procedure is the same as for the academic staff and student mobility.

- 4. The process of evaluation of the received proposals and conclusion of agreements shall be completed within the shortest possible time, depending on the amount and quality of received proposals. It is necessary to submit completed agreements containing the following information: name, phone number and e-mail of the key person (can be more than one), ISCED Code, agreement validity period, level of study, expected number of students/professors/staff and mobility period. This information is required for both parties to the Agreement.**
- 5. Prior to submitting cooperation proposals, it is necessary to check whether the institution with which the University wishes to establish cooperation has equivalent courses in English or all courses are conducted in the official language of that country. It is also necessary to inquire whether there are special requirements for Erasmus students, such as specific requirements concerning the knowledge of the language of the host country etc.**
- 6. Each institution within Singidunum University initiating conclusion of agreements is obliged to nominate at least one person to assume the role of Erasmus + institutional academic coordinator and one person to assume the role of Erasmus + administrative coordinator.**

Erasmus+ institutional academic coordinator is responsible for the compatibility assessment of study programmes, conclusion of study agreements and compliance with

all other student mobility aspects specified within the Singidunum University Proceedings on student mobility and recognition of ECTS credits gained during the mobility period.

The Institutional academic coordinator should have one more member in its team for each study programme encompassed by the agreement.

Erasmus+ administrative coordinator is responsible for technical verification and keeping records of all Erasmus + agreements signed by Singidunum University or its member institutions.

All members of Singidunum University are obliged to notify the University's International Office in writing about any appointment, dismissal and replacement of Erasmus+ institutional academic coordinator.

Further steps in defining the procedure for the realization of inter-institutional agreements signed by the rector of Singidunum University are the responsibility of the University's International Office that is to act in agreement with the recommendations and procedures of the European Commission concerning the cooperation between programme and partner countries.

This Protocol comes into force on the date of its enacting and publishing on the official University website and shall be distributed to all faculties within the University.



**PRESIDENT OF SINGIDUNUM
UNIVERSITY SENATE
RECTOR**


Prof. Milovan Stanišić, Ph.D.