



Pursuant to the Singidunum University Statute, article 52, University Senate enacted the following decision at the meeting held on September 22<sup>nd</sup> 2014:

## **Five-year Period (2015-2020) Action Plan for Academic Staff and Student Mobility Based on the Mobility Strategy at Singidunum University**

The ambition of Singidunum University is that global collaboration becomes a natural element of all the University's core activities, and that our students and academic staff develop a global outlook, intercultural awareness and necessary language skills. We believe that a strong international involvement is essential for achievement of goals regarding talent development, education, consultancy services and knowledge transfer, as outlined in the University's mobility strategy.

Measures for implementation of the mobility aims and targets will be presented in the following text. Singidunum University, as a learning-led University with a deep commitment to both professional excellence and multicultural inclusion, will add a substantial international dimension to its work during the planning period (2015-2020).

1. In order to recruit talented international students, and maintain a balanced flow of incoming and outgoing students, Singidunum University **will offer a sufficient number of degree programmes in English at the Bachelor's, Master's and PhD level**. The University will place special emphasis on developing new, research-based postgraduate programmes in collaboration with one or more international universities.
2. One of the main tasks of Singidunum University in the following period will be **promotion of international experience and intercultural competencies among its students**. This should be conducted through a number of workshops and meetings organised by the International Office of Singidunum University, where students will be able to meet and talk to their colleagues who participated in mobility programs, as well as to international students.
3. In order to **provide remote access to services for outgoing students**, International Office of Singidunum University will contact them on a regular basis, which will enable them to continue to feel part of the University's community even when they abroad.
4. According to the reports provided by the **International Office, the top management will, within certain period of time, design and adopt necessary measures to ensure balanced mobility** between incoming and outgoing students.
5. In order to develop the **University's international alumni network**, Singidunum University will stay in contact with the international graduates.

6. In order to widen the collaboration with higher education institutions worldwide, **Singidunum University will initiate contact with a number of potential partners and offer them bilateral and cooperation agreements.** The cooperation should be developed (as stated in the Strategy) at the level of teaching, design of common curricula, student exchange, as well as at the level of participation in international educational organizations, networks and university associations.
7. All students at Singidunum University should have an opportunity to include in their study programme a period of study or training completed abroad that provides full credit transfer. In particular, short-term mobility corresponding to less than 15 ECTS credit points or three months should be supported. For this purpose, the **University will offer professional guidance to its students related to the planning of a stay abroad and establish a smooth process for preliminary approval and credit transfers** of courses taken at a foreign university.
8. In order to attract and retain international students, **Singidunum University will undertake to shorten response time for international applications.**
9. Furthermore, **Singidunum University will develop service packages for incoming students** that will include assistance with accommodation, residence permits, the University's admission procedures, a mentor programme, introductory courses, Serbian lessons, career guidance, etc.
10. Also, the links between higher education institutions and authorities responsible for admission, including communication and exchange of information, will be strengthened. **Forming a link between foreign students and national admission authorities could be done via the International Office of Singidunum University.** Procedural demands for mobility should be facilitated which include: a time limit for the procedure, preferred access to embassies and procedures to apply for long-term visas and residence permits, clear information about procedural requirements.
11. **The cooperation between relevant actors** (International Office, University's authorities, national authorities, embassies), **will be enhanced through clear division of responsibilities and tasks** between different actors.
12. Singidunum University will launch initiatives abroad in order to attract talent at all levels, and will place special emphasis on **making the University more visible to potential postdoctoral scholars** and international students at Master's and PhD degree levels. The university will use many different forms of communication, which will be adapted to different relevant target groups in terms of their content and delivery.
13. **Procedures and certification for students admitted** from certain well-established universities and institutions **will be facilitated** at Singidunum University.

14. **Singidunum University will provide a University's website in English and publish online a detailed catalogue in English** for degree programmes containing all relevant academic and logistical information. Also, all procedures related to students' mobility will be published online in both Serbian and English.
15. Singidunum University **will organize Welcome days** on a regular basis to encourage interaction between incoming students and potential outgoing students.
16. **Singidunum University will create flexible curricula**, possibly including mobility windows of 30-60 credits to be obtained abroad.
17. Singidunum University will conduct careful selection of the partner institutions checking in advance **the equivalence or the compatibility of the study programs**.
18. As a prerequisite for mobility and internationalization, **Singidunum University will support the improvement of language capabilities of the teaching staff**. For this purpose, the University will apply a flexible and reasoned language policy and will support its lecturers in developing necessary language and intercultural skills.
19. In addition to this, the **University will encourage its staff to be involved in the new learning culture, which is challenging, creative and flexible** (as stated in the Strategy).
20. **The academic staff at Singidunum University will participate in the activities related to curriculum upgrade and synchronization** with curricula from other higher education institutions worldwide, which are recognized as potential partners in mobility process.
21. **Singidunum University will provide online information to its students on mobility funding, grants, loans and scholarships** provided by other countries, as well as improve the exchange of information regarding the portability of national grants and loans.
22. Singidunum University will attempt to develop other possibilities for mobility, such as virtual mobility and therefore, **enable non-mobile students to gain international experience at home**.
23. Singidunum University will encourage academic exchange **by participating in European education and mobility projects**, such as Erasmus and Tempus.
24. **International Office of Singidunum University will establish and maintain quality assurance system**, which will serve to monitor the number and diversity of outbound students, as well as other indicators related to students' mobility. The results of the analysis will be presented to the University's top management, so it can have an impact on future mobility actions.

25. **International Office will apply for membership in student exchange network** organisations related to students' mobility.
26. Singidunum University **will primarily aim to develop academic staff mobility, through renewed policy of hiring young lecturers**, who are expected to show interest, have plan and/or have already accomplished their stay abroad with the purpose of education and/or scientific research.
27. Also, the University will pay special attention to **promotion of international experience and intercultural competencies among its staff in the upcoming period**. The staff will be regularly informed about the expectations of the top management when it comes to personal and professional development.
28. **Accommodation will be offered and academic host will be at service** to all the incoming lecturers who have an official invitation to teach at Singidunum University.
29. **Academic staff is obliged to submit the detailed report regarding scientific/sabbatical leave** to the University's International Office. The report **should contain at least two new contacts** of academic staff at the visited institution which are established during the leave.
30. **Academic Promotions Committee will acknowledge and appreciate** the fact that a lecturer was included in academic mobility and has spent a certain period abroad for the purpose of research or/and professional development.

The herein mentioned Action Plan comes into force at the date of its enacting and publishing at the University web page and shall be delivered to all the faculties within the University.

PRESIDENT OF SINGIDUNUM  
UNIVERSITY SENATE  
RECTOR



Prof. Milovan Stanisic, Ph.D