



УНИВЕРЗИТЕТ У КРАГУЈЕВЦУ
Број П. 01-4218
Датум 29.01.2015.
КРАГУЈЕВАЦ

Полазећи од стратешког циља Универзитета у Крагујевцу за подизањем укупног нивоа интернационализације високошколских јединица у његовом саставу, посебно у области мобилности студената и запослених на Универзитету, у оквиру новог програма Европске комисије ЕРАЗМУС +, чији су услов остваривања одобрени пројекти мобилности и активни интер-институционални уговори између Универзитета у Крагујевцу и партнерских универзитета из програмских земаља, који омогућавају пријављивање студената и запослених са Универзитета у Крагујевцу за стипендије у оквиру Кредитне мобилности Еразмус+ програма, као и пријем страних студената и запослених, а на основу члана 18., 29. и 104. Статута Универзитета у Крагујевцу, и члана 40. и 41. Пословника о раду Сената Универзитета у Крагујевцу, Сенат Универзитета у Крагујевцу, на седници одржаној 29. јануара 2015. године, донео је

П Р А В И Л Н И К

О ПРОЦЕДУРИ УЧЕШЋА УНИВЕРЗИТЕТА У КРАГУЈЕВЦУ У КРЕДИТНОЈ МОБИЛНОСТИ ПРОГРАМА ЕРАЗМУС+

I ОПШТЕ ОДРЕДБЕ

Члан 1.

Правилником о процедури учешћа Универзитета у Крагујевцу у кредитној мобилности Програма Еразмус +(Кључна активност 1: Пројекти мобилности за студенте и запослене у установама чланицама Универзитета у Крагујевцу), (у даљем тексту: Правилник) регулише се поступак закључивања интер-институционалних уговора између Универзитета у Крагујевцу и високошколских институција из програмских земаља, у оквиру новог програма Европске комисије за образовање, обуку, младе и спорт (2014- 2020) под називом Еразмус+, односно у његовом специфичном делу: Кључна активност 1 – кредитна мобилност студената и запослених (Key Action 1 – Learning Mobility of Individuals: Mobility projects for higher education students and staff), у даљем тексту: Кредитна мобилност.

II ИНТЕР-ИНСТИТУЦИОНАЛНИ УГОВОРИ

Члан 2.

У складу са правилима програма Еразмус +, која су дефинисана за кључну активност 1 – Кредитна мобилност, интер- институционални уговор (у даљем тексту: Уговор) у име Универзитета у Крагујевцу потписује ректор Универзитета, који се својим потписом истовремено обавезује на поштовање свих начела Еразмус повеље за високо образовање (ECHE – Erasmus Charter for Higher Education), у даљем тексту: Еразмус повеља.

Модел интер-институционалног уговора, из става 1. овог члана, дефинисан је од стране Европске комисије и саставни је део овог Правилника (Прилог бр. 1)

који је доступан у електронском облику на сајту Универзитета у Крагујевцу, као и на сајту програма Еразмус+, у делу: Inter-institutional agreement 2014-20 between Programme Countries and Partner Countries.

Члан 3.

Потписивањем Уговора, Универзитет у Крагујевцу и факултети у његовом саставу, обавезују се на поштовање основних начела Еразмус повеље:

- 1) забрану сваке дискриминације домаћих и страних студената и запослених, који су укључени у мобилност;
- 2) потпуно признавање ЕСПБ, оцена и резултата успешно остварених у току мобилности и њихово уношење у Додатак дипломи студентима Универзитета у Крагујевцу који су били на размени;
- 3) изједначавање статуса страног студента са домаћим буџетским студентом, у делу који се односи на трошкове школарине, уписа, полагања испита, приступа лабораторијама и библиотекама за стране студенте на размени током целокупног трајања кредитне мобилности, без обзира на дужину трајања кредитне мобилности.
- 4) обезбеђивање приступа основним информацијама на енглеском језику о студијским програмима на интернет презентацији Универзитета и факултета (које садрже информације о предмету/модулу, садржају, нивоу, обиму, језику на којем се похађа, могућност пружања интензивнијих консултација и доступност литературе на енглеском језику итд., за област/области на коју се Уговор односи);
- 5) пружања административне подршке и информација о визама, осигурању, смештају, језичкој подршци и другим организационим питањима страним студентима и запосленима који долазе на Универзитет у Крагујевцу, у оквиру Кредитне мобилности ;
- 6) пружања одговарајуће језичке подршке домаћим и страним кандидатима одабраним за мобилност у оквиру одобреног Уговора, у складу са расположивим финансијским средствима за ову намену;
- 7) обезбеђивање одговарајућег менторства студентима и запосленима који долазе на Универзитет у Крагујевцу;
- 8) равноправност студената и запослених који долазе на Универзитет у Крагујевцу, у погледу академске подршке и расположивих универзитетских/факултетских сервиса, у циљу њихове неометане интеграције у академску и ширу заједницу.

Члан 4.

Универзитет и његове чланице обавезни су да се при избору страног партнера, руководе принципима квалитета и усаглашености студијских програма, као и претходним позитивним искуствима у сарадњи са страним партнером, као и стратешким циљевима Универзитета.

Члан 5.

Број и врста мобилности уговарају се са партнерским универзитетима или факултетима из програмских земаља Уговором.

Уговором се може дефинисати мобилност без навођења конкретне студијске области, у циљу омогућавања већег обим мобилности студената и запослених, или уз навођење једне или више различитих студијских области.

У спровођењу Уговора из става 2. овог члана, Универзитет у Крагујевцу водиће се принципима најбоље праксе из претходних програма мобилности

(Erasmus Mundus Action 2), уз поштовање правила реализације кредитне мобилности, која се превасходно односи на обавезу закључивања уговора о учењу (Learning Agreement/Прилог бр. 2) у случају студената, односно уговора о мобилности (Staff Mobility for Teaching- Mobiliy Areement/ Прилог бр.3) у случају наставног особља, односно уговора о мобилности (Staff Mobility for Training- Mobiliy Areement/ Прилог бр.4) у случају ваннаставног особља.

Члан 6.

Закључење Уговора ректору може предложити свака чланица Универзитета или високошколска установа из програмске земље.

Предлог за закључење Уговора који подносе чланице Универзитета, упућује се ректору Универзитета у Крагујевцу на потпис посебним дописом декана факултета уз Уговор.

Изузетно, предлог за закључивање Уговора за мобилност ненаставног особља, може поднети руководиоца организационе целине ненаставног особља, уз писану сагласност органа пословођења.

Предлог за закључење Уговора који подноси високошколска установа из програмске земље упућује ректору, уз одговарајући предлог, Еразмус + координатор Универзитета.

Универзитет у Крагујевцу, односно ректор, може предложити универзитетима из програмских земаља, у складу са одредбама члана 5. овог Правилника, закључивање Уговора.

Члан 7.

Универзитет у Крагујевцу именоване у року од 7 дана од дана ступања на снагу овог Правилника једног Еразмус + координатора из реда проректора Универзитета и једног Еразмус + координатора из реда запослених у Стручној служби Универзитета.

Чланице Универзитета дужне су да пре упућивања предлога за закључење Уговора из члана 6. овог Правилника, званично именују најмање једног Еразмус+ координатора.

Члан 8.

О именовању, разрешењу и промени Еразмус+ координатора, чланице Универзитета писменим путем обавештавају Ректорат Универзитета у Крагујевцу, најкасније у року од 7 дана од дана именовања односно промене.

Еразмус + координатор надлежан је за:

- процену подударности студијских програма;
- потписивање уговора о учењу, односно уговора о мобилности за запослене;
- поштовање свих других аспеката мобилности студената регулисаних Правилником о мобилности студената и преношењу ЕСПБ бодова Универзитета у Крагујевцу;
- техничку проверу и евиденцију свих Еразмус+ уговора на нивоу чланице која га је именовала;
- да заједно са Еразмус + координаторима ректората Универзитета у Крагујевцу воде рачуна о реализацији пројеката мобилности, посебно у погледу поштовања основних начела Еразмус повеље наведених у члану 3. овог Правилника.

Препоручује се чланицама Универзитета да формирају интерне тимове (из редова академског и административног особља), задужене за одређену област (нпр. на нивоу департамана/катедре/одсека), а на челу са именованим Еразмус+ координатором.

Члан 9.

Процес закључивања Уговора који предлаже чланица Универзитета подразумева следеће:

1. Модел Уговора попуњава предлагач сарадње(прилог бр.1);
2. Еразмус+ координатор, који је именован за дату чланицу Универзитета, проверава све елементе Уговора,и уколико је потребно врши корекције, посебно водећи рачуна о балансу мобилности и заступљености различитих области/поља;
3. чланица Универзитета, након тога, доставља Уговор, у најмање 2 примерка, Одељењу за међународну сарадњу и праћење међународних пројеката Универзитета у Крагујевцу, које исти доставља ректору Универзитета у Крагујевцу на потпис;
4. по потписивању Уговора Одељење за међународну сарадњу и праћење међународних пројеката Универзитета у Крагујевцу, уноси Уговор у централну евиденцију свих Еразмус+ Уговора, и даље поступа у складу са препорукама и процедурама Европске комисије за сарадњу између програмских и партнерских земаља у Кредитној мобилности.

Члан 10.

Обавезује се Одељење за међународну сарадњу и праћење међународних пројеката Универзитета у Крагујевцу да, по потписивању Уговора којим није наведена мобилност у конкретној студијској области, или којим је утврђена сарадња у више различитих студијских области и давању сагласности Сената на исти, поред обавеза утврђених чланом 8. тачком 4. овог Правилника, учини Уговор доступним свим чланицама Универзитета и предузме све радње на реализацији мобилности дефинисане овим Уговором и квартално, писаним путем, извести ректора и Сенат Универзитета о предузетим радњама и оствареним резултатима.

III ПРЕЛАЗНЕ И ЗАВРШНЕ ОДРЕДБЕ

Члан 11.

На питања академског признавања периода мобилности примењују се одредбе Правилника о мобилности студената и преношењу ЕСПБ бодова Универзитета у Крагујевцу.

Члан 12.

Измене и допуне овог Правилника могу се вршити и по предлогу Европске комисије, посебно у делу који се односи на селекцију кандидата за мобилност, финансирање (стипендирање) одабраних кандидата и друга питања која су регулисана Правилником.

Члан 13.

Процедура реализације пројеката мобилности на основу потписаних уговора из члана 1. овог Правилника, којом се дају ближа упутства о реализацији преузетих обавеза при пријему страних студената, наставног и ваннаставног особља, обавеза при слању студената, наставног и ваннаставног особља Универзитета у Крагујевцу на мобилност, као и правила и услови за селекцију кандидата биће регулисани посебним актом.

Члан 14.

Прилози овог Правилника чине његов саставни део и као такви се користе приликом закључења интер-институционалних уговора на Универзитету у Крагујевцу.

Члан 15.

Овај Правилник ступа на снагу осмог дана од дана његовог објављивања на сајту Универзитета у Крагујевцу.


ПРЕДСЕДНИК СЕНАТА
Проф. др Слободан Арсенијевић, ректор



Образложење

Правни основ за доношење овог Правилника садржан је у члановима 18. и 29. Статута Универзитета у Крагујевцу којима је регулисано да у циљу остваривања интегративне функције Универзитет остварује сарадњу са високошколским установама у земљи и иностранству, чланом 104. Статута Универзитета у Крагујевцу којим је регулисана надлежност Сената Универзитета у Крагујевцу и члановима 40. и 41. Пословника о раду Сената Универзитета у Крагујевцу којима је ближе утврђена надлежност Сената за доношењем овог правног акта.

Разлози за доношење овог Правилника садржани су у потреби да се општим актом уреди поступак закључивања интер-институционалних уговора између Универзитета у Крагујевцу, као високошколске институције која припада категорији институција из партнерских земаља, и високошколских институција из програмских земаља, у оквиру новог програма Европске комисије под називом Еразмус +, односно у његовом специфичном делу: Кључна активност 1 – кредитна мобилност студената и запослених (Key Action 1 – Learning Mobility of Individuals: Mobility projects for higher education students and staff), који чине кључни део пројеката мобилности за студенте и запослене у високом образовању између институција у програмској и институција у партнерској земљи, а који претходно морају бити одобрени од стране националне агенције за Еразмус+ из програмске земље.

Одредбама овог Правилника регулисана је процедура учешћа Универзитета у Крагујевцу у кредитној мобилности Програма Еразмус +(Кључна активност 1: Пројекти мобилности за студенте и запослене у установама чланицама Универзитета у Крагујевцу), процедура достављања предлога и потписивања интер-институционалних уговора између Универзитета у Крагујевцу и партнерских високошколских установа из програмских земаља, и процедура именовања Еразмус + координатора у циљу правилне и квалитетне реализације пројеката мобилности.

Прилог 1: Модел интер-институционалног уговора

Erasmus+ Programme

**Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility**

**Inter-institutional¹ agreement 2014-20[21]²
between institutions from
programme and partner countries**

[Minimum requirements]³

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city⁴	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
[...]				

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher education institutions have to agree on the period of validity of this agreement.

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

B. Mobility numbers⁵ per academic year

[Paragraph to be added if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships* [Not relevant for 2015]

[*Optional: subject code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period.

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

Receiving institution [Erasmus code or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁷ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_the_charter_en.php

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow

⁶ See Common European Framework of Reference for Languages

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

mobile students to make well-informed choices about the courses they will follow.

- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Any additional requirements

[To be completed if necessary. Other requirements may be agreed on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

F. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term*	Spring term*
[Erasmus code or city]	[month]	[month]

[to be adapted in case of a trimester system or different seasons]*

- The receiving institution will send its decision within [x] weeks.
- A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
- Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

G. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁸. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information

⁸ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information

4. Housing

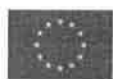
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature



Erasmus+

Higher Education
Learning Agreement form
Student's name

LEARNING AGREEMENT FOR STUDIES

The Student

Last name (s)		First name (s)	
Date of birth		Nationality ¹	
Sex [M/F]		Academic year	20../20..
Study cycle ²		Subject area, Code ³	
Phone		E-mail	

The Sending Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code ⁴	
Contact person ⁵ name		Contact person e-mail / phone	

The Receiving Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code	
Contact person name		Contact person e-mail / phone	

For guidelines, please look at Annex 1, for end notes please look at Annex 2.

**Section to be completed BEFORE THE MOBILITY****I. PROPOSED MOBILITY PROGRAMME**

Planned period of the mobility: from [month/year] till [month/year]

Table A: Study programme abroad

Component ⁶ code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion
			Total:

Web link to the course catalogue at the receiving institution describing the learning outcomes:*[Web link(s) to be provided.]*

Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad
 NB no one to one match with Table A is required. Where all credits in Table A are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines).

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS credits
			Total:

If the student does not complete successfully some educational components, the following provisions will apply:*[Please, specify or provide a web link to the relevant information.]***Language competence of the student**

The level of language competence⁷ in *[the main language of instruction]* that the student already has or agrees to acquire by the start of the study period is:

A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐

II. RESPONSIBLE PERSONS

Responsible person⁸ in the sending institution:

Name:

Function:

Phone number:

E-mail:

Responsible person⁹ in the receiving institution:

Name:

Function:

Phone number:

E-mail:

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

The student

Student's signature

Date:

The sending institution

Responsible person's signature

Date:

The receiving institution

Responsible person's signature

Date:

**Section to be completed DURING THE MOBILITY****CHANGES TO THE ORIGINAL LEARNING AGREEMENT****I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME**

Table C: Exceptional changes to study programme abroad or additional components in case of extension of stay abroad

Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component <i>[tick if applicable]</i>	Added component <i>[tick if applicable]</i>	Reason for change ¹⁰	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
					Total:

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme.

Approval by e-mail or signature of the student and of the sending and receiving institution responsible persons.

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:**New responsible person in the sending institution:**

Name:

Function:

Phone number:

E-mail:

New responsible person in the receiving institution:

Name:

Function:

Phone number:

E-mail:

**Section to be completed AFTER THE MOBILITY****RECOGNITION OUTCOMES****I. MINIMUM INFORMATION TO INCLUDE IN THE RECEIVING INSTITUTION'S TRANSCRIPT OF RECORDS**

Start and end dates of the study period: from [day/month/year] till [day/month/year].

Table E: academic outcomes at receiving institution

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits	Receiving institution grade
			Total:	

[Signature of responsible person in receiving institution and date]

II. MINIMUM INFORMATION TO INCLUDE IN THE SENDING INSTITUTION'S TRANSCRIPT OF RECORDS

Start and end dates of the study period: from [day/month/year] till [day/month/year].

Table F: recognition outcomes at the sending institution

Component code (if any)	Title of recognised component (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending institution grade, if applicable
		Total:	

[Signature of responsible person in sending institution and date]

Annex 1: Guidelines

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

It is recommended to use this template. However, if higher education institutions already have an IT system in place to produce the Learning Agreement or the Transcript of Records, they can continue using it. What is important is that all the information requested in this template is provided, no matter in which format, provided that it respects certain requirements outlined in the sections below.

How to use the Learning Agreement:

Before the mobility, it is necessary to fill in page 1 with information on the student, the sending and the receiving institutions and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3). On page 1, all the information mentioned will have to be encoded in the Mobility Tool. Institutions can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the two institutions, and names and contact details of the student and persons of contact in both the sending and receiving institutions.

The section to be completed **during the mobility** (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original mobility programme. This section and the section before mobility (pages 1 to 4) should always be kept together in all communications.

After the mobility, the receiving institution should send a Transcript of Records to the student and the sending institution (page 5). Finally the sending institution should issue a Transcript of Records (page 5) to the student or record the results in a database accessible to the student.

PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months of the agreed study programme that the student will carry out abroad.

The Learning Agreement must include **all the educational components to be carried out by the student** at the receiving institution (in table A) and it must contain as well the group of educational components that will be replaced in his/her degree by the sending institution (in table B) upon successful completion of the study programme abroad. Additional rows can be added as needed to tables A and B. Additional columns can also be added, for example, to specify the study cycle-level of the educational component. The presentation of this document may also be adapted by the institutions according to their specific needs. However, **in every case, the two tables A and B must be kept separated**, i.e. they cannot be merged. The objective is to make clear that there needs to be no one to one correspondence between the courses followed abroad and the ones replaced at the sending institutions. The aim is rather that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the sending institution, without having a one to one correspondence between particular modules or courses.



A normal academic year of full-time study is normally made up of educational components totalling 60 ECTS* credits. It is recommended that for mobility periods shorter than a full academic year, the educational components selected should equate to a roughly proportionate number of credits. In case the student follows additional educational components beyond those required for his/her degree programme, these additional credits must also be listed in the study programme outlined in table A.

When mobility windows are embedded in the curriculum, it will be enough to fill in table B with a single line as described below:

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS* credits
	<i>Mobility window</i>	...	<i>Total: 30</i>

Otherwise, the group of components will be included in Table B as follows:

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS* credits
	<i>Course x</i>	...	<i>10</i>
	<i>Module y</i>	...	<i>10</i>
	<i>Laboratory work</i>	...	<i>10</i>
			<i>Total: 30</i>

The sending institution must fully recognise the number of ECTS* credits contained in table A if there are no changes to the study programme abroad and the student successfully completes it. Any exception to this rule should be clearly stated in an annex of the Learning Agreement and agreed by all parties. Example of justification for non-recognition: the student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.

Since the recognition will be granted to a group of components and it does not need to be based on a one to one correspondence between single educational components, the sending institution must foresee which provisions will apply if the student does not successfully complete some of the educational components from his study programme abroad. A web link towards these provisions should be provided in the Learning Agreement.

In all cases, the student will report via the on-line EU survey on the full recognition by the sending institution of his/her credits achieved abroad based on what has been agreed in Table B (or table D in case of changes during the mobility) and its possible annexes.

The student will commit to reach a certain **level of language competence** in the main language of instruction by the start of the study period. The level of the student will be assessed after his/her selection with the Erasmus+ online assessment tool when available (the results will be sent to the sending institution) or else by any other mean to be decided by the sending institution. A recommended level has been agreed between the sending and receiving institutions in the inter-institutional agreement. In case the student would not already have this level when he/she signs the Learning Agreement,

he/she commits to reach it with the support to be provided by the sending or receiving institution (either with courses that can be funded by the organisational support grant or with the Erasmus+ online tutored courses).

All parties must **sign the document**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

* In countries where the "ECTS" system it is not in place, in particular for institutions located in partner countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The section to be completed during the mobility is **needed only if changes have to be introduced into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

Changes to the mobility **study programme** should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad, in the light of the course catalogue that the receiving institution has committed to publish well in advance of the mobility periods and to update regularly as ECHE holder. However, introducing changes might be unavoidable due to, for example, timetable conflicts.

Other reasons for a change can be the request for **an extension of the duration** of the mobility programme abroad. Such a request can be made by the student at the latest one month before the foreseen end date.

These **changes to the mobility study programme should be agreed by all parties within four to seven weeks** (after the start of each semester). Any party can request changes within the first two to five-week period after regular classes/educational components have started for a given semester. The exact deadline has to be decided by the institutions. The shorter the planned mobility period, the shorter should be the window for changes. All these changes have to be agreed by the three parties within a two-week period following the request. In case of changes due to an extension of the duration of the mobility period, changes should be made as timely as possible as well.

Changes to the study programme abroad should be listed in table C and, once they are agreed by all parties, the sending institution commits to fully recognise the number of ECTS credits as presented in table C. Any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties. Only if the changes described in table C affect the group of educational components in the student's degree (table B) that will be replaced at the sending institution upon successful completion of the study programme abroad, a revised version should be inserted and labelled as "Table D: Revised group of educational components in the student's degree that will be replaced at sending institution". Additional rows and columns can be added as needed to tables C and D.

All parties must confirm that the proposed amendments to the Learning Agreement are approved. For this specific section, original or scanned signatures are not mandatory and an approval by email may be enough. The procedure has to be decided by the sending institution, depending on the national legislation.

RECOGNITION OUTCOMES

The receiving institution commits to provide the sending institution and the student with a **Transcript of Records** within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student's results at the receiving institution.

The Transcript of Records from the receiving institution will contain at least the minimum information requested in this Learning Agreement template. Table E (or the representation that the institution makes of it) will include all the educational components agreed in table A and, if there were changes to the study programme abroad, in table C. In addition, grade distribution information should be included in the Transcript of Records or attached to it (a web link where this information can be found is enough). The actual start and end dates of the study period will be included according to the following definitions:

- The **start date** of the study period is the first day the student has been present at the receiving institution. For example, this could be the start date of the first course/first day at work, a welcoming event organised by the receiving institution, or language and intercultural courses; this may include attending language courses organised or provided by other organisations than the receiving institution if the sending institution considers it as a relevant part of the mobility period abroad.
- The **end date** of the study period is the last day the student has been present at the receiving institution and not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a Transcript of Records, without further requirements from the student, and normally within five weeks. The sending institution's Transcript of Records must include at least the information listed in table F (the recognition outcomes) and attach the receiving institution's Transcript of Record.

In case of mobility windows, table F may be completed as follows:

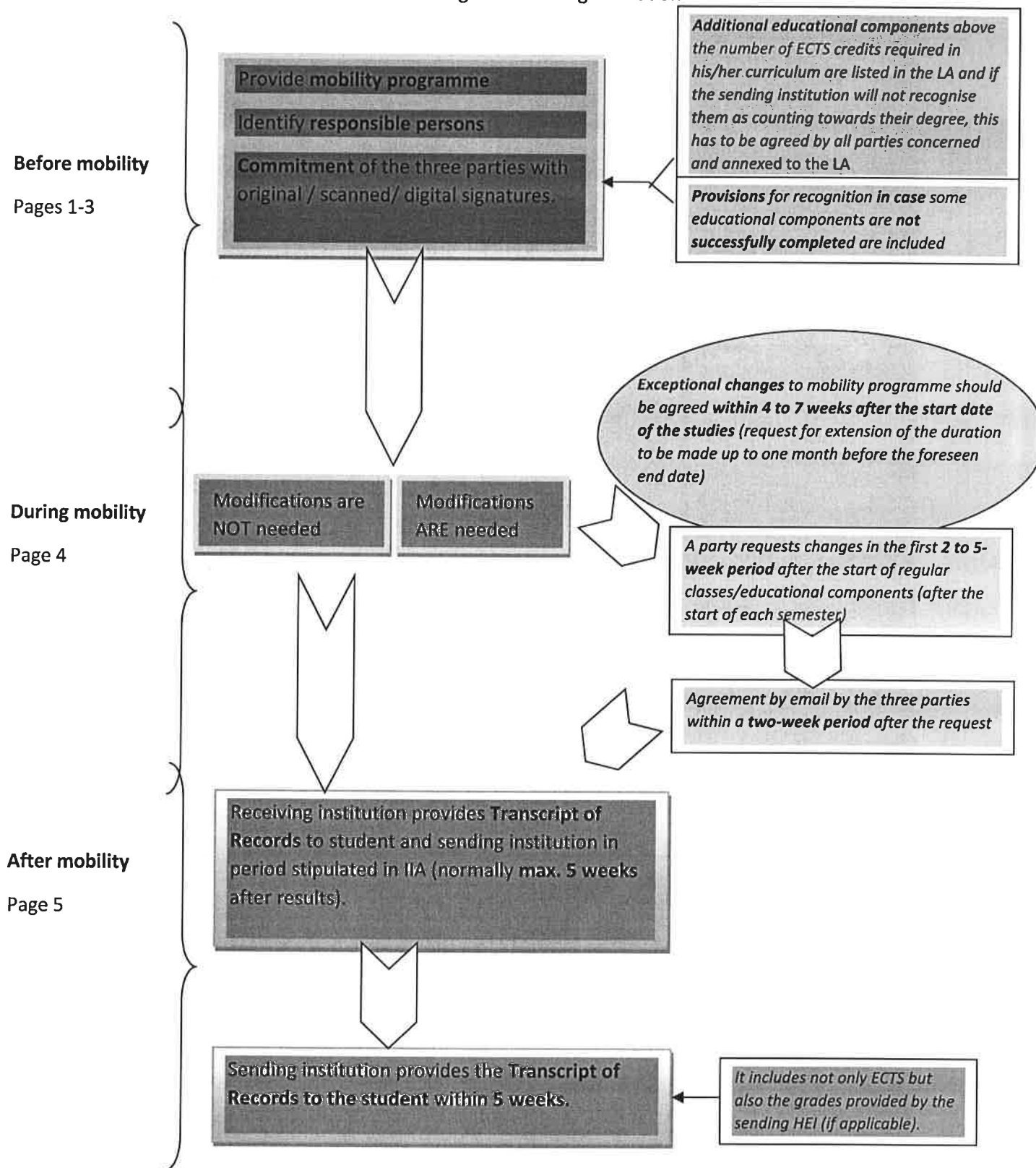
Component code (if any)	Title of recognised component (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending institution grade, if applicable
	<i>Mobility window</i>	<i>Total: 30</i>

Where applicable, the sending institution will translate the grades received by the student abroad, taking into account the grade distribution information from the receiving institution (see the methodology described in the ECTS Users' Guide). In addition, all the educational components will appear as well in the student's Diploma Supplement. The exact titles from the receiving institution will also be included in the Transcript of Records that is attached to the Diploma Supplement.



Steps to fill in the Learning Agreement for Studies

Page 1 – Information on the student and the sending and receiving institution





Annex 2: End notes

¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

² **Study cycle:** Short cycle (EQF level 5) / bachelor or equivalent first cycle (EQF level 6) / master or equivalent second cycle (EQF level 7) / doctorate or equivalent third cycle (EQF level 8).

³ The ISCED-F 2013 search tool available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the sending institution.

⁴ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁵ **Contact person:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

⁶ An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

⁷ For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁸ **Responsible person in the sending institution:** an academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.

⁹ **Responsible person in the receiving institution:** an academic who has the authority to approve the mobility programme of incoming students and is committed to give them academic support in the course of their studies at the receiving institution.

¹⁰ **Reasons for exceptional changes to study programme abroad:**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
A1) Previously selected educational component is not available at receiving institution	B1) Substituting a deleted component
A2) Component is in a different language than previously specified in the course catalogue	B2) Extending the mobility period
A3) Timetable conflict	B3) Other (please specify)
A4) Other (please specify)	

Прилог бр. 3: Уговор о мобилности за наставно особље (Staff Mobility for Teaching- Mobiliy Areement)

GfNA-II-B-IV-I-Erasmus+ HE Mobility agreement teaching – version June 2014



Erasmus+

**Higher Education
Mobility Agreement form
Participant's name**

**STAFF MOBILITY FOR TEACHING
MOBILITY AGREEMENT**

The Teacher

Last name (s)		First name (s)	
Seniority ¹⁰		Nationality ¹⁰	
Sex [M/F]		Academic year	20../20..
E-mail			

The Sending Institution/Enterprise

Name		Size of enterprise ¹⁰ (if applicable)	
Erasmus code (if applicable)		Department/unit	
Address		Country/ Country code ¹⁰	
Contact person name and position		Contact person e-mail / phone	
Type of enterprise: NACE code ¹⁰ (if applicable)			

The Receiving Institution

Name		Department/unit	
Erasmus code (if applicable)			
Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	

For guidelines, please look at the end notes on page 3.



Higher Education
Mobility Agreement form
Participant's name

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the teaching activity: from [day/month/year] till [day/month/year]

Duration (days):

☐ Additional day for travel needed directly before the first day of the activity abroad

☐ Additional day for travel needed directly following the last day of the activity abroad

Subject field¹⁰:

Level: Short cycle (EQF level 5) ☐; Bachelor or equivalent first cycle (EQF level 6) ☐; Master or equivalent second cycle (EQF level 7) ☐; Doctoral or equivalent third cycle (EQF level 8) ☐

Number of students at the receiving institution benefiting from the teaching programme:
.....

Number of teaching hours:

Overall objectives of the mobility:

Added value of the mobility (both for the institutions involved and for the teacher):

Content of the teaching programme:

Expected outcomes and impact (not limited to the number of students concerned):



Erasmus+

**Higher Education
Mobility Agreement form**
Participant's name

II. COMMITMENT OF THE THREE PARTIES

By signing¹⁰ this document, the teacher, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teacher.

The teacher will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teacher and receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

The teacher

Name:

Signature:

Date:

The sending institution/enterprise

Name of the responsible person:

Signature:

Date:

The receiving institution

Name of the responsible person:

Signature:

Date:

Прилог бр. 4 - Уговор о мобилности ваннаставног особља (Staff Mobility for Training- Mobiliy Areement)

GfNA-II-B-Annex IV-I-Erasmus+ HE Staff mobility agreement training – version June 2014



Erasmus+

**Higher Education
Mobility Agreement form
Participant's name**

STAFF MOBILITY FOR TRAINING

MOBILITY AGREEMENT

The Staff Member

Last name		First name	
Seniority ¹⁰		Nationality ¹⁰	
Sex [M/F]		Academic year	20../20..
E-mail			

The Sending Institution

Name		Department/unit	
Erasmus code (if applicable)			
Address		Country/ Country code ¹⁰	
Contact person name and position		Contact person e-mail / phone	

The Receiving Institution / Enterprise

Name		Size of enterprise ¹⁰ (if applicable)	
Erasmus code (if applicable)		Department/unit	
Address		Country/ Country code	
Contact person, name and position		Contact person e-mail / phone	
Type of enterprise: NACE code ¹⁰ (if applicable)			

For guidelines, please look at the end notes on page 3.

GrNA-II-B-Annex IV-I-Erasmus+ HE Staff mobility agreement training – version June 2014



Erasmus+

**Higher Education
Mobility Agreement form**
Participant's name

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the training activity: from [day/month/year] till [day/month/year]

- ☐ Additional day for travel needed directly before the first day of the activity abroad
- ☐ Additional day for travel needed directly following the last day of the activity abroad

Overall objectives of the mobility:

Added value of the mobility (both for the institutions involved and for the staff member):

Activities to be carried out

Expected outcomes and impact:

II. COMMITMENT OF THE THREE PARTIES

By signing¹⁰ this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement. The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

The staff member

Name:

Signature:

Date:

The sending institution/enterprise

Name of the responsible person:

Signature:

Date:

The receiving institution

Name of the responsible person:

Signature:

Date:

GfNA-II-B-Annex IV-I-Erasmus+ HE Staff mobility agreement training – version June 2014

**Erasmus+****Higher Education
Mobility Agreement form**
Participant's name

¹ **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

² **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

³ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁴ **Size:** according to the number of staff, the enterprise should be defined as small (1-50), medium (51-250) or large (>251).

⁵ The top-level NACE sector codes available at http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

⁶ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.