

NOVI SAD
SCHOOL OF BUSINESS
Teaching Council
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Based on art. 4. 41, paragraph 3., and 118, paragraph 4. of Law on Higher Education ("Official Gazette of RS", no. 88/77, 27/18 - other law, 73/18, 67/19, and 6/20 - other law) and the article 85. of the Statute of the Novi Sad School of Business, the Teaching Council of the School, at the session held on June 18, 2020, year, adopted:

ERASMUS RULEBOOK

FOR MOBILITY OF STUDENTS, TEACHING AND NON-TEACHING STAFF AT NOVI SAD SCHOOL OF BUSINESS

GENERAL PROVISIONS

Article 1

This Rulebook regulates the basic principles of the mobility of incoming and outgoing students, teaching and non-teaching staff of Novi Sad School of Business (hereinafter: The School) within the Erasmus Programme, the type and duration of mobility, the application process, the rights and obligations of students, teaching and non-teaching staff and other important issues for the implementation of mobility within the Erasmus Programme.

BASIC CONCEPTS

Article 2

Some of the basic concepts used in this Rulebook are defined as follows:

ERASMUS Programme is a Programme of individual international mobility (hereinafter: Mobility Programme) at the higher education level.

Student Mobility refers to any period of time a student spends abroad at a higher education institution for educational, research or traineeship (work placement) purposes.

Inter-institutional Agreement is an agreement on international cooperation within the Erasmus Programme concluded between or carried out by the School and a partner institution of higher education in another country. This agreement determines the field of cooperation and the number of students, teaching and non-teaching staff who are to participate in the exchange.

Sending / Home Institution is a higher education institution at which the student is enrolled, and where the teaching and non-teaching staff are employed.

Receiving / Host Institution is a higher education institution at which the participant carries out their mobility activities.

Outgoing Student is a student of the School participating in the Mobility Programme who completes some of their degree or work placement requirements at the receiving institution.

Incoming Student is a student who participates in the Mobility Programme at the School as a receiving institution.

Outgoing Teachers and Staff are persons employed by the School under a contract of employment who have been selected to participate in the Mobility Programme at the receiving institution.

Incoming Teachers and Staff are persons employed by a foreign higher education institution who have been selected to participate in the Mobility Programme at the School as a receiving institution.

Learning Agreement for Studies is an agreement that sets out the Programme of studies to be followed by an outgoing student at the receiving institution and which is the basis for the recognition of the mobility activities of the outgoing student after the completion of the Mobility Programme.

Learning Agreement for Traineeship is a contract that defines a traineeship Programme to be completed by an outgoing student at a receiving institution /enterprise and which is the basis for the recognition of the mobility activities of the outgoing student after the completion of the Mobility Programme.

Transcript of Records is a document in which a higher education institution provides detailed information on the student's mobile activities and achieved results, expressed in ECTS credits and local grades for each subject. The Transcript of Records is an official document issued by the Registrar and can be issued in English as well.

Transcript of Work (Traineeship Certificate) is a document in which the receiving institution/ enterprise provides detailed information on the student's mobility activities and achieved results.

Certificate of Attendance is a document in which the receiving institution attests the duration of the mobile participant's activities.

Mobility Agreement - Staff Mobility for Teaching is an agreement which defines a Programme of teaching activities for an outbound member of the teaching staff.

Mobility Agreement - Staff Mobility for Training is an agreement which stipulates the activities to be undertaken by an outgoing member for the purpose of receiving training.

TYPES OF MOBILITY PROGRAMME

Article 3

The Mobility Programme can take the following forms:

- Student Mobility for Studies;
- Student Mobility for Traineeship;

- Teaching Staff Mobility for Teaching;
- Teaching and Non-Teaching Staff Mobility for training.

IMPLEMENTATION AND ORGANISATION OF A MOBILITY PROGRAMME

Article 4

Mobile activities are to be undertaken as stipulated in the inter-institutional agreement except for traineeship activities.

Article 5

The procedure for the selection of students, teaching and non-teaching staff is specified in the Call for Applications.

It describes the requirements for exercising the right to financial support, the application process, mandatory fields, the selection procedure, the manner of publishing the election results and the appeal procedure.

Call for Applications is posted on the School's website and the School's noticeboard.

The Role of the Office for International Cooperation and Projects in the mobility programme

Article 6

The Office for International Cooperation and Projects of the School (hereinafter: the Office) is in charge of announcing a call for applications for the selection of students, teaching or non-teaching staff to participate in the Mobility Programme.

The selection procedure of students, teaching, and non-teaching staff to participate in the Mobility Programme is undertaken by the Office, following the requirements specified in the call.

The following members constitute the Office: Head of Office, Mobility Coordinator, Project Coordinator, Administrative assistant, Academic Assistant, and other members. The Head of the Office reports to the Assistant Director for International Cooperation on all relevant activities related to Office.

Members of the Office are obliged to assist students, teaching and non-teaching staff in the choice of the receiving institution, help with travel arrangements, accommodation, visas, and insurance. The Office members are also expected to help mobile participants evaluate the level of their personal and professional development attained during the mobility period.

STUDENT MOBILITY

Article 7

Student mobility within the framework of the Mobility Programme refers to the mobility period for studies or traineeship at a receiving institution/enterprise, after which the student returns to the home institution and completes their degree requirements.

Student mobility may also refer to a mobility period for studies or traineeship at a receiving institution during undergraduate studies at the receiving institution.

Application requirements and eligibility conditions for the Erasmus Mobility Programme

Article 8

Students of the undergraduate and master's studies at the School have the right to apply for the Mobility Programme. Undergraduate students have the right to apply on the condition that they have at least one year left towards their degree at the moment of applying for the exchange. First-year undergraduate students can only apply for the Mobility Programme for Traineeship.

The selection criteria relate to students' academic achievement, the required level of the foreign language proficiency to cope with the courses from the start, and a letter of motivation.

Recognition of mobility period

Article 9

Upon completion of the Mobility Programme, the receiving institution or business entity is obliged to issue a copy of the Transcripts of Records /Work.

The Transcript of Records must contain data on the student, a list of successfully completed courses (exams passed), the obtained local grades and the number of ECTS credits achieved for each course, the duration of the Mobility Programme and other information if considered relevant.

Transcripts of Records /Work is the basis for the recognition of achieved learning outcomes and ECTS credits during mobility.

Participation in the Mobility Programme is recorded in the Diploma Supplement.

OUTGOING MOBILITY

Rights and obligations of outgoing students

Article 10

Students participating in the Mobility Programme retain the status of a student at the School during their stay abroad. A student who has been selected to participate in the Mobility Programme is obliged to regularly enroll in the academic year, and to fulfill all of the necessary administrative requirement at the School for the semester preceding his departure. For the duration of the Mobility Programme, the student is exempted from paying tuition fees at the receiving institution.

Learning /Traineeship Agreement

Article 11

Students selected for the Mobility Programme for Studies are obliged to sign the Learning Agreement, specifying the names of the courses the student will attend and other

activities they are required to complete during the mobility period, as well as the number of ECTS credits for each course or activity successfully completed.

The learning agreement is concluded between the student, the representative of the receiving institution, and the representative of the sending institution.

Students selected for the Mobility Programme for Traineeship are obliged to sign a Learning Agreement for Traineeship, stating the duration of the work placement, the activity plan, the learning outcomes, data on mentoring and achieved results that will be recognised by the home institution at the end of the mobility.

Learning Agreement for Traineeship is concluded between a student, a representative of the home institution, a representative of the host institution, or the enterprise where the work placement will take place.

The School representative authorised to sign the Learning Agreement for Studies /Traineeship is Assistant Director for International Cooperation.

Learning Agreement for Studies /Traineeship may be changed only in writing with the consent of all the signatories.

DURATION OF MOBILITY

Article 12

Student can participate in mobility programme for a maximum of 12 months at each level of studies.

Upon completion of the Mobility Programme, the student is obliged to submit a Transcript of Records/Traineeship and a Certificate of Attendance to the Mobility Coordinator at the receiving institution.

Recognition of learning outcomes and ECTS credits

Article 13

Recognition of learning outcomes and ECTS credits earned during the mobility period is based on the principles of transparency, flexibility, and fairness. A flexible approach in recognising the results achieved during the mobility period implies looking for similarities between courses, acquired knowledge and learning outcomes, rather than differences in the study Programmes being compared.

ECTS credits and grades for the courses taken at the receiving institution are recognised in accordance with the study Programme at the home institution. If there is a discrepancy between the grading systems used at home and a host institution, grades are converted into the grades of the home institution by comparing the distribution of grades in accordance with ECTS Grading Table issued by the European Commission. If grades cannot fit into the home institution's grading system, they are entered in the original form and are not included in the average grade calculated at the end of the studies.

If a student has attended a course but has not passed the exam at the receiving institution, the home institution will allow the student to sit an exam in a related subject upon their return, without the obligation to re-attend lectures and resit exams.

The Mobility Coordinator conducts the comparison of the study programmes, subjects, and recognition of ECTS points, grades, and duration of professional practice in collaboration with the Committee for Equivalence of Study Programmes and recognition of exams from other higher education institutions of the School.

When selected courses are compatible with the study programmes of the home institution, they are automatically recognised. If the courses are not equivalent, the home institution must report the data on the exams passed and the ECTS credits earned in the Diploma Supplement.

Information about traineeship is always entered in the Diploma Supplement.

Recognised subjects, credits, grades and traineeship are also recorded in a student's document issued by the home institution.

Application procedure for candidates

Article 14

The application procedure for candidates begins by filling out the *Application Form for the Study Stay* (hereafter: Application Form). The Application Form is submitted within the deadline specified in the text of the Open Competition, printed and signed by hand.

In addition to the Application Form, it is necessary to enclose the following:

1. CV ("*Europass*" format);
2. Motivational letter;
3. Recommendation letter;
4. Transcript of records, grades and ECTS points achieved in the previous schooling;
5. Photocopy of the valid ID card, student logbook, and valid passport (be sure to check the expiration date of the passport).

Submit the competition documentation in person or send it by registered mail to the address of the School.

Criteria for candidate selection

Article 15

The selection of candidates for Erasmus mobility is the responsibility of the Commission for the Selection of the Candidates for Mobility (hereafter: Commission), whose members are appointed by the Director of the School.

The Decision of the Selection of the Candidate for Mobility (hereafter: Selection Decision) is made based on the following criteria:

1. Completeness of the open competition documentation;
2. An average grade of the candidate up to submitting the application for mobility;
3. Knowledge of the language in which the study programme the candidate applied to is performed;

4. Knowledge of English (written and oral);
5. Motivational letter;
6. Interview;
7. The readiness of the candidate to promote acquired knowledge and experiences during and after mobility, both within the School and on the broader community.

When selecting candidates, the Commission will give preference to the candidates who did not participate in any of the mobility programmes during their studies, then to the candidates who show a willingness to actively promote knowledge acquired during mobility, as well as to the candidates who are willing to promote the importance of environmental protection, contributing to raising ecological awareness.

The Decision on the Selection will be published on the School's website, as well as on the Erasmus bulletin board.

The Decision on the Selection will be sent to all candidates who have applied for the Competition, to the email addresses listed in the Application.

Candidates who participated in the competition have the right to appeal the Decision on Selection (results of the Competition)

Appeal procedure against the Decision on the selection of candidates for mobility

Article 16

An appeal against the Decision on the Candidate Selection for the Student Mobility can be submitted with the Office for International Cooperation and Projects. The complaint is resolved by the Commission for Resolving Complaints related to the results of the applications for the competition, which is appointed by the Director of the School.

The deadline for submitting the appeal is 8 days from the announcement of the results of the Competition. The complaint is submitted in the written format, in-person to the Office for International Cooperation and Projects, or by registered mail to the address of the School with the note "The appeal against the Decision on the Selection of Candidates for Student Mobility within the Erasmus programme".

The deadline for resolving the appeal is 5 working days from the date it was received.

INCOMING MOBILITY

Rights and obligations of incoming students

Article 17

The selection of incoming students is the responsibility of their home institution. The selected students are obliged to submit a completed application form to the Office by June 15 at the latest for the winter semester or December 15 for the summer semester.

The Office is in charge of making arrangements for the arrival and reception of incoming students.

The School undertakes to provide foreign language instruction for incoming students - individual consultations or, if the teachers' workload and working schedule permit, individual tutorials.

According to the rules of the Mobility Programme, the School concludes the Learning Agreement with an incoming student.

Incoming students are exempted from paying tuition fees during their mobility period in the School in accordance with the rules of the Erasmus Programme.

Upon completion of the Mobility Programme, the School as a receiving institution is obliged to issue a Certificate of Attendance and Transcript of Records or Transcript of Work in the English language to the incoming student.

STAFF MOBILITY OUTGOING TEACHING AND NON-TEACHING STAFF

Article 18

Teaching staff may participate in the Mobility Programme for the purposes of teaching and training. In contrast, non-teaching staff can participate in the Mobility Programme for the purposes of training only. On completion of the Mobility Programme, the participants return to their home institution.

The mobility period is defined in a call for application announced by the Office. The call specifies the type of mobility, the manner of application, mandatory fields of the application, the criteria for selection of candidates, the manner of publishing the results of the competition, and the appeal procedure.

Unless otherwise specified, one person may participate in several mobility Programmes during one academic year, but as a rule, priority is given to persons who have not participated in the mobility in the current or previous years.

The person who participated in the Mobility Programme is obliged to submit a Certificate of Mobility to the Mobility Coordinator after the Programme has been completed.

The candidate application process

Article 19

The candidate application process starts by filling out the *Application Form of teaching and non-teaching Erasmus mobility* (hereafter: Application Form). The Application Form is submitted within the deadline specified in the text of the Open Competition, printed and signed by hand.

In addition to the Application Form, it is necessary to enclose:

1. Signed and certified *Mobility Agreement* (of the candidate and the host institution);
2. Filled out *Mobility Experience Dissemination Plan Form*;
3. Proof of employment at the institution from which it is evident that the candidate has concluded an employment contract that will be valid for the entire duration of the stay at the foreign higher education institution;

4. Signed and certified consent on the absence of the candidate from the job in the period provided for the implementation of the mobility;
5. A copy of a valid travel document.

Submit the competition documentation in person or send it by registered mail to the address of the School.

The selection of candidates for the Erasmus mobility is the responsibility of the Commission for the Selection of Candidates for Mobility (hereafter: the Commission). Their members are appointed by the Director of the School.

Criteria for the selection of candidates

Article 20

The Decision on the Selection of Candidates for Mobility (hereafter: the Decision on Selection) is made based on the following criteria:

1. Completeness of the competition/contest documentation;
2. Quality and content of the work plan (from the *Mobility Agreement*);
3. The method of dissemination of experience upon return to the home institution, benefit for further work at the home institution (from the *Form on the plan for dissemination of mobility experience*);
4. Candidates' contribution to the establishment of Erasmus cooperation.

When selecting candidates, the Commission will give preference to the candidates who have not participated in any of the mobility programmes, as well as to candidates who show a willingness to actively promote the knowledge and positive experiences gained during the mobility.

The decision on the selection will be published on the School's website, as well as on the Erasmus bulletin board.

The decision on the selection will be sent to all candidates who have applied for the competition/contest, to the email addresses listed in the Application.

Candidates who participated in the contest have the right to appeal the Decision on the selection (results of the Competition/Contest).

Appeal procedure against the Decision on the selection of candidates for mobility

Article 21

An appeal against the Decision on the candidate selection for the mobility of teaching / non-teaching staff can be submitted to the Office for International Cooperation and Projects. The complaint is resolved by the Commission for resolving complaints related to the results of the applications for the competition/contest, which is appointed by the Director of the School.

The deadline for submitting the appeal is 8 days from the announcement of the results of the Competition/Contest. The complaint is submitted in the written format, in-person to the Office for International Cooperation and Projects, or by registered mail to the address of the

School with the note "The appeal against the Decision on the selection of candidates for student mobility within the Erasmus programme".

The deadline for resolving the appeal is 5 working days from the date it was received.

INCOMING TEACHING AND NON-TEACHING STAFF

Article 22

The selection of incoming teaching and non-teaching staff to participate in the Mobility Programme is undertaken by their home institution.

The mobility of incoming teaching and non-teaching staff is organised by the Office.

Teaching staff may participate in the Mobility Programme for the purposes of teaching and training. In contrast, non-teaching staff can participate in the Mobility Programme for the purposes of training only. On completion of the Mobility Programme the participants return to their home institution.

The planning and realisation of incoming mobility activities for teaching and non-teaching staff of partner institutions are defined in a Mobility Agreement for Teaching and Mobility Agreement for Training, respectively.

The School is obliged to issue a Certificate of Attendance in English to teaching or non-teaching staff of foreign higher education institutions participating in the Mobility Programme.

Upon completion of the Mobility Programme, the School as a receiving institution is obliged to issue a Certificate of Attendance in the English language to the incoming participant.

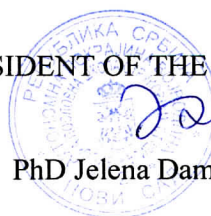
FINAL PROVISIONS

Article 23

The Rulebook enters into force on the day of its adoption, that is, the publication on the bulletin board and the School's website.

A previously adopted Erasmus Rulebook on the mobility of students, teaching and non-teaching staff of the Novi Sad School of Business ceases to be valid with the adoption of this Rulebook.

PRESIDENT OF THE TEACHING COUNCIL:



PhD Jelena Damnjanovic, Director