



UNIVERSITY OF NOVI SAD

DOCUMENTS, ANALYTICS, ARCHIVE

**REGULATIONS ON STUDENT MOBILITY AND ACADEMIC
RECOGNITION OF MOBILITY PERIODS
(revised text)**

Adopted at the session of the Senate of the University of Novi Sad held on 4.7.2011.
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According to Article 41 of the Law on Higher Education ("Official Gazette RS" No. 88/2017) and Article 73, Paragraph 1, Item 12, and Article 94 of the Statute of the University of Novi Sad (the Council of the University of Novi Sad, at the session held on 28 December 2010, the changes and amendments on 23 March 2012, 11 October 2012, 26 February 2013, 15 November 2013, 30 May 2014, 4 June 2015, 29 January 2016 and 27 February 2017), the Senate of the University of Novi Sad, at the sessions held on 4 July 2011, 23 June 2016, and 22 February 2018 adopts

REGULATIONS ON STUDENT MOBILITY AND ACADEMIC RECOGNITION OF MOBILITY PERIODS

BASIC PROVISIONS

Article 1

Regulations on Student Mobility and Academic Recognition of Mobility Periods (hereinafter: Regulations) regulate basic principles and procedures in regards to international student mobility being achieved at the University of Novi Sad.

University of Novi Sad supports and promotes student mobility as an integral part of the process of internationalisation of higher education, in accordance with legislation requirements and generally accepted European standards.

Rules regarding international student mobility stipulated by these Regulations can also be analogously applied to student mobility within the Republic of Serbia.

Basic Terms

Article 2

Student Mobility- Study period and training which student's realise at universities, i.e. institutions abroad.

Sending/Home Institution- An institution of higher education (university, i.e. faculty) sending the student on exchange. Within the University of Novi Sad, a home institution is, in regards to rights and obligations towards the outgoing student (in terms of these Regulations, if not otherwise specified), considered to be the faculty that sends the student on exchange, i.e. the faculty where the student is studying at, except in cases when the study programme the student is attending is realised under the direct jurisdiction of the University of Novi Sad (e.g. ACIMSI), in which case the University is to be considered the home institution in regards to the rights and obligations towards the outgoing student.

Receiving/Host Institution- Institution of higher education (university, i.e. faculty), or another institution where the student realises mobility. In regards to the rights and obligations towards an incoming student (as well as in terms of these Regulations, unless otherwise specified), within the University of Novi Sad, the faculty at which the foreign student realises mobility is implied, except in cases where the study programme which the student attends on exchange is realised under the direct

jurisdiction of the University of Novi Sad (e.g. ACIMSI), in which case the University is to be considered the host institution in regards to the rights and obligations towards the incoming student.

Outgoing Student- Student of the University of Novi Sad who realises his/her mobility (studies or training) at a university, i.e. an institution abroad.

Incoming Student- Student of a university from abroad who realises his/her mobility (studies or training) at the University of Novi Sad.

Mobility Period- Time period during which the student is on exchange, i.e. training abroad.

Study Plan- Document with which the student, while applying for an exchange programme, suggests courses he/she plans to take, or suggests other academic activities (research, etc.) he/she plans to realise at the host institution. If the student is accepted on exchange, a Learning Agreement is concluded based on the Study Plan. It is obligatory for the Study Plan to be signed by the student and the authorised person at his/her home institution.

Learning Agreement/Learning Agreement for Studies- Contract determining obligations and academic activities of the student of Bachelor, Master and Doctoral Studies, which he/she will realise at the host institution. The Learning Agreement is trilateral, and is concluded between the home institution, the host institution, and the student participating in mobility.

Study and Research Plan- Contract determining obligations and academic activities of the student of Doctoral Studies, which he/she will realise at the host institution. The Study and Research Plan is trilateral and is concluded between the home institution, the host institution, and the student participating in mobility.

Training/Research/Teaching Plan- The person who obtained the doctoral degree not more than five years ago (hereinafter: the Postdoctoral Scholar) suggests a document stating the academic activities that he/she plans to realise during the period of exchange at the host institution.

Training Agreement and Quality Commitment/Learning Agreement for Traineeships- Contract arranging the training programme at an institution abroad for an individual student.

Transcript of Records- Document through which an institution of higher education provides detailed data regarding the achieved academic results (grades, ECTS credits) of the student.

Transcript of Work- Certificate with which an institution provides detailed data regarding the realised training and achieved results of the student.

Academic ECTS Coordinator- Person authorised by the University, i.e. faculty, or an organisational unit of a faculty, to sign documents on mobility, to conduct proceedings regarding the academic recognition of the period of mobility and adopting the Decree on Academic Recognition of the Mobility Period.

Academic Recognition of the Mobility Period- Procedure with which a decision is made regarding the recognition of passed exams, ECTS credits and grades the student had acquired on exchange.

Equivalent Grade- The grade determined in the process of academic recognition of the mobility period to be the equivalent to the grade the student received at the host institution.

ECTS Grading Table- Recommendation of the European Commission regarding the interpretation and understanding of the results the student achieved on exchange and their conversion into ECTS credits and grades at the home institution.

ECTS Grading Scale- Recommendation of the European Commission for the interpretation and understanding of the results the student achieved on exchange and their conversion to ECTS credits and grades at the home institution. ECTS Grading Scale is a transitional solution to be utilised until the transition to the use of the ECTS Grading Table.

Course Catalogue- Overview of faculty courses (code, content, and number of ECTS credits, expected learning outcome following the successful mastering of pre-exam and exam obligations).

Student Mobility

Article 3

Student mobility in terms of these Regulations implies studying, or the realisation of training during the determined period at the host institution abroad, following which the student returns to his/her home institution and continues the study programme originally enrolled.

Student mobility includes the study period, i.e. training, within Bachelor, Master, Doctoral and Postdoctoral studies.

Student mobility is primarily realised within the institutional exchange programmes and on the basis of international agreements at university, i.e. faculty level.

The student can realise mobility outside of institutional mobility from the previous paragraph (Free Mover, e.g. on the basis of interstate agreements, available exchange programmes and study possibilities at universities abroad, as well as on the basis of personal choice).

University of Novi Sad supports two-way mobility, which implies study periods/training of University of Novi Sad students at a host institution abroad, as well as study periods/training of foreign students at the University of Novi Sad.

Duration of the Mobility Period

Article 4

Terms of these Regulations are primarily applied on student mobility that is, at least, one semester in duration, which does not exclude their adequate application in cases of a lesser duration of the mobility period.

University of Novi Sad student can participate in mobility programmes several times during his/her studies, bearing in mind that the total duration of the mobility period at the same level of studies cannot be longer than half the total duration of the study programme the student is enrolled in, or the student cannot earn more than 30 ECTS credits which are added to the final sum total of ECTS credits required for obtaining the diploma.

Mobility Documents

Article 5

Key documents on which University of Novi Sad student mobility is based are:

1. Study Plan
2. Learning Agreement
3. Study and Research Plan
4. Training/Research/Teaching Plan
5. Training Agreement and Quality Commitment
6. Transcript of Records
7. Transcript of Work
8. Decree on Academic Recognition of the Mobility Period

The documents listed in the previous paragraph do not exclude the possibility of different mobility documents existing within a specific exchange programme.

Study Plan

Article 6

The Study Plan is a document in which the student, while applying for an exchange programme, suggests the courses he/she plans to pass at the host university (or other academic activities that he/she plans to realise during the mobility period).

The Study Plan is not an obligatory mobility document, rather it is composed in cases when required by a particular study programme.

The Study Plan is of an orientational character and its purpose is to introduce the host institution with the planned academic activities of the student applying for exchange.

The Study Plan is signed by the student and the authorised Academic ECTS Coordinator at his/her home institution and is composed prior to the student submitting his/her competition documentation for a particular mobility programme.

If the student is accepted on an exchange programme, the Learning Agreement will be composed on the basis of the Study Plan.

The model of the Study Plan is enclosed as an appendix to these Regulations (Appendix No. 1).

Learning Agreement

Article 7

With the Learning Agreement the contracting parties (the student, the home institution, and the host institution) specify the subjects the student plans to pass, i.e. other academic activities (e.g. research), which the student plans to realise during his/her study period at the host institution.

The Learning Agreement is a mobility document for students of Bachelor and Master Studies.

The Learning Agreement, in its essence, should be in accordance with the submitted Study Plan (if the Study Plan was required by the competition documentation), however, necessary changes are permitted.

By signing the Learning Agreement, the home institution allows the student his/her departure on mobility, and his/her attending of chosen academic activities, as well as guarantees the recognition of ECTS credits and grades received on exchange.

By signing the Learning Agreement, the host institution confirms that the agreed academic activities are part of the existing curriculum, expresses consent in accepting the student on exchange and, accordingly, approves attendance and realisation of chosen academic activities.

The Learning Agreement is composed in English and it is obligatory to state the following:

- Course Unit Code- if the host institution numerates its programme content;
- Course Unit Title, i.e. the activities the student has chosen;
- Number of ECTS credits each course, i.e. activity carries at the host institution, adhering to the rule that the total number of ECTS credits earned per semester should be at least 20, with the exception of students working on their thesis, i.e. doctoral dissertation during the period of exchange.

The Learning Agreement of outgoing students is signed by the student, the authorised person at the faculty, and the authorised Academic ECTS Coordinator. In cases when the University is considered to be the home institution of the outgoing student, the Learning Agreement is signed by the authorised Academic ECTS Coordinator and the authorised Vice Rector.

The Learning Agreement of incoming students is signed by the student, the authorised Academic ECTS Coordinator and the institutional coordinator (at the level of University or faculty, depending on the terms of a specific Learning Agreement). In cases when the University is the host institution of the incoming student (e.g. ACIMSI), the Learning Agreement is signed by the authorised Academic ECTS Coordinator and the Vice Rector for Teaching and International Relations, if the Learning Agreement does not stipulate otherwise.

The contracting parties, as a rule, sign the Learning Agreement prior to the student leaving on exchange, unless the host institution decides otherwise.

The Learning Agreement can be subsequently amended only with the consent of all the signatories, and all changes must be submitted in written form.

The changes to the Learning Agreement are an integral part of the Learning Agreement, completed and signed only in situations the student subsequently suggests changes and if an agreement is reached regarding the aforementioned by all the contracting parties.

The changes to the Learning Agreement consist of the following data:

- Course Unit Code, if the host institution numerates its programme content
- Course Unit Title, i.e. activities
- Deleted course unit, or an Added Course Unit
- Number of ECTS Credits.

The model of the Learning Agreement is enclosed as an appendix to these Regulations (Appendix No. 2/Appendix No. 12).

Study and Research Plan

Article 8

With the Study and Research Plan the contracting parties (the student, the home institution, and the host institution) specify academic obligations and activities the student of Doctoral Studies will realise on exchange.

The terms of Article 7 of these Regulations regarding the Learning Agreement are analogously applied on the Study and Research Plan.

The model of the Study and Research Plan is enclosed as an appendix to these Regulations (Appendix No. 3).

Training/Research/Teaching Plan

Article 9

The Training/Research/Teaching Plan is a document with which the Postdoctoral Scholar, in terms of the Regulations hereof, suggests activities they plan to realise during the period of exchange at the host institution.

The terms of Articles 6, 7, and 8 of these Regulations are analogously applied to this document.

The model of the Training/Research/Teaching Plan is enclosed as an appendix to these Regulations (Appendix No. 4).

Training Agreement and Quality Commitment

Article 10

With the Training Agreement and Quality Commitment, the student, the home institution, and the host institution specify the content and the quality of student training.

This document determines the outcome of training regarding acquired knowledge, skills, and competencies, a detailed programme of training, trainee tasks, the monitoring and evaluation plan.

By signing the Training Agreement and Quality Commitment, the home institution is obligated to define outcomes of training, to assist the student in the choice of host institution, to select students on the basis of clearly defined and transparent criteria, to provide logistical support to students regarding travel, accommodation, visas and insurance cover, to give academic recognition of the realised mobility period and to evaluate with each student the achieved personal and professional development during their mobility period.

By signing the Training Agreement and Quality Commitment, the host institution is obligated to enable the realisation of training in the manner stipulated by the Agreement, to draw a contract or another legal document relevant for student training in accordance with the requirements of the national legislation, to appoint a mentor to the student on training, provide practical support to the student regarding insurance cover and facilitate adaptation to the new environment.

Signing the Training Agreement and Quality Commitment, the student is obligated to successfully realise training, abide by the rules of the host institution, communicate with the home institution regarding changes to the Training Agreement and submit a report on the achieved training.

The model of the Training Agreement and Quality Commitment is enclosed as an appendix to these Regulations (Appendix No. 5/Appendix No. 13).

The terms of Article 7 of these Regulations in regards to the competent authority for signing the Learning Agreement are applied to the signing of the Training Agreement and Quality Commitment.

Transcript of Records

Article 11

Transcript of Records is a certificate on passed exams issued by the home institution in the shape of a formal document.

Transcript of Records, other than the data regarding the student, must contain data on the titles of passed exams, received grades, and the number of ECTS credits achieved per course, data on the duration of the study programme, as well as other additional information if it is considered relevant.

The Transcript of Records should include an explanation of the manner of grading and credits (National Grading System).

When the mobility period is finalised, faculties (i.e. the University, in cases when it is considered the home institution) are obligated to issue the Transcript of Records to incoming students as proof of realised academic activities, in English, if possible.

In order to apply for mobility programmes, faculties (i.e. the University, in cases when it is considered the home institution) are obligated to issue the Transcript of Records to their students when requested to.

The model of the standard Erasmus Transcript of Records is enclosed as an appendix to these Regulations (Appendix No. 6), and the model of the Transcript of Records that is recommended as template at the University of Novi Sad is enclosed as Appendix no 7.

Transcript of Work

Article 12

Transcript of Work is a document with which the host institution provides data on the realised training and achieved placement results of the student.

Model of the Transcript of Work is enclosed as an appendix to these Regulations (Appendix No. 8).

Decree on Academic Recognition of the Mobility Period

Article 13

Decree on Academic Recognition of the Mobility Period is a single legal act with which the authorised Academic ECTS Coordinator determines the manner of recognition of passed exams, i.e. ECTS credits and grades the student achieved during the mobility period.

Obligatory elements of the Decree from the previous paragraph are:

- data on the student, the host institution, and the home institution
- courses the student passed at the host institution (with acquired ECTS credits and received grades)
- courses at the home institution which will be replaced with the courses that the student passed at the host institution
- courses the student passed on exchange, and that cannot be replaced, rather be entered in the Diploma Supplement as elective activities/courses.
- the manner of grade equivalence
- remaining obligations the student must realise to fulfil scheduled obligations for the relevant semester, i.e. academic year (in cases when the student did not acquire a sufficient number of ECTS credits on exchange)
- remaining data which the authorised Academic ECTS Coordinator considers important in a specific case.

The model of the Decree on Academic Recognition of the Mobility Period is enclosed as an appendix to these Regulations (Appendix No. 9).

Student Status During the Mobility Period

Article 14

While on exchange/training at the host institution, the student retains the status of a student of the University of Novi Sad and the home institution (i.e. faculty).

During the mobility period the student does not interrupt his/her studies, nor is his/her status inactive at the home institution, as it is implied that the student realised their academic obligations at the host institution (unless this issue is not otherwise regulated in the general legal act of the faculty, of which the student should be informed in a timely manner).

For the students who decide on a mobility period that is shorter than one semester, the principle from the previous paragraph is applied, in proportion to the time period spent on exchange.

A student that is financed from the budget of the Republic of Serbia does not lose this status during the mobility period.

A student that belongs to the category of self-financing students continues to regularly pay in the established tuition fees to their home institution during the mobility period.

Upon written request of the student, the home institution approves their inactive status, in accordance with the law regulating the higher education system and with the general act of the home institution.

Academic Recognition of the Mobility Period

Article 15

A student of the University of Novi Sad who was on exchange on the basis of the signed Learning Agreement, reserves the right for his/her achieved results at the host institution to be recognised by his/her home institution following his/her return from exchange.

The rights from Paragraph 1 of this Article shall be exercised in accordance with the general act of the home institution.

Academic recognition of the mobility period is a procedure through which the authorised Academic ECTS Coordinator determines the results that the student achieved on exchange and decides on the manner of recognition of the passed exams (ECTS credits and grades), which is then confirmed subsequent to the finalised procedure by the Decree on Academic Recognition of the Mobility Period.

The student is under obligation to submit to the authorised Academic ECTS Coordinator all relevant documents in connection with the realised mobility and specified in the general act of the home institution in a timely manner (written request, Learning Agreement/ Study and Research Plan/ Training Agreement and Quality Commitment/ Transcript of Records/ Transcript of Work/ document on the system of grading at the host institution (unless this data is not an integral part of the Transcript of Records), as well as copies of these documents).

The authorised Academic ECTS Coordinator is obligated to issue a Decree on Academic Recognition of the Mobility Period typically in a time period of 7 days prior to the start of the semester in which the student continues the programme at his/her home institution, as well as to send the aforementioned to the student and the Student Services so all the necessary administrative details in regards to the realised mobility can be regulated.

If the administrative procedure from the previous paragraph is not finalised within the time period stated above, the home institution is obligated to facilitate the continuation of the student's studies even without registering the listed data, as well as to finalise the said procedure in the shortest possible time.

Principles of Academic Recognition of the Mobility Period

Article 16

Recognition of results (ECTS credits and grades) acquired during the mobility period is based on the principles of transparency, flexibility, and fairness.

The principle of transparency implies that the Regulations on Academic Recognition of the Mobility Period are publicly accessible (on the web page and the bulletin board of the University, i.e. faculty, etc.).

The principle of flexibility implies a realistic approach to the recognition of academic results achieved on exchange. A complete congruence in content of study programs at the home institution and at the host institution is not possible. For that reason the chief manner of academic recognition of the mobility period is focusing on the similarities and the learning outcomes, and not on the differences between study programmes that are being compared. Emphasis is on knowledge in a particular field the student acquires on exchange that does not need to be identical, rather, akin to the knowledge they would acquire on a particular course at their home institution.

The authorised Academic ECTS Coordinator is guided by the principle of fairness in the procedure of academic recognition of the mobility period, as a generally accepted legal principle.

Article 17

The essence of mobility is to enable the student to realise academic activities at the host institution and for his/her mobility period to be calculated as if it had been realised at the home institution.

The student that had not passed all exams at the host institution scheduled by the Learning Agreement, i.e. did not acquire the necessary 30 ECTS credits per semester, but had attended the appropriate lectures, has the right to pass the exam/s at their home institution from the semester during which he/she was on exchange, under the conditions set out in the general act of the home institution.

Comparison and Assessment of Study Programme Similarity

Article 18

Comparison and assessment of similarities of courses at the home institution and at the host institution is done by the authorised Academic ECTS Coordinator at the home institution, i.e. his/her organisational unit (department, chair...) and is guided by the principle of flexibility.

The faculties independently decide on the election of the Academic ECTS Coordinator.

In cases when the University of Novi Sad is considered to be the home institution, the role of the Academic Coordinator is performed by the Head of the specific study programme.

The Academic ECTS Coordinator is exclusively authorised to sign key mobility documents (listed in Article 5 of these Regulations) and their possible modifications.

The Academic ECTS Coordinator is independent in assessing the similarity of courses the student had proposed to pass at the host institution within the appropriate mobility document, and, if necessary, he/she consults with the Dean, the relevant Vice Dean, and/or the professor in charge of a particular course, prior to the mobility period of the student.

A full recognition of courses the student had passed at the host institution is recommended, if they are equivalent to the courses the student would have taken at his/her home institution, which implies a relatedness of scientific fields and acquired knowledge as the outcome of mastered course material (learning outcome).

Full recognition from the previous paragraph implies that the student, following their return from mobility, does not have additional academic obligations (as are, for example, writing a term paper, passing of tests/ parts of exams, etc.) in a course that has been replaced, on the basis of the Decree on Academic Recognition of the Mobility Period, with the course the student had passed at the host institution.

Transfer and Recognition of Acquired ECTS Credits and Grades

Article 19

The main criterion for transfer and recognition of ECTS credits and grades accumulated during the mobility period is the learning outcome, and in accordance to the following recommendations:

1. Recognition of the course the student had attended and passed at the host institution which is related i.e. similar to a course at the home institution is made in such a way that it will be interpreted as if the student passed the exam that had been required by the study programme of the home institution. The student will be awarded recognition of the title, ECTS credits, and the number of classes that the related course has at the home institution, regardless of whether the course that the student had passed on exchange carried a higher or lower number of ECTS credits.

2. The possibility of "replacement" of courses at the home institution refers to both compulsory and elective courses. In the Diploma Supplement the fact that a particular course was passed while on exchange at a relevant institution of higher education abroad will be noted in Section 6.1 (Additional Student Information) and the exact title of the course will be given (in the original language), the original grade, ECTS credits, and the grading system of the host institution, exactly as this data is stated in the Transcript of Records.

3. If the content of the attended and passed course on exchange, in regards to the learning outcome, differs significantly from its relevant course at the home institution, or if the course the student had passed on exchange does not exist at all at the home institution, then the data on the passed course exam and the achieved results at the host institution will be registered in the Diploma Supplement, in the original language and in original form (in the section: "The following passed exams/activities that are not scheduled by the study programme for obtaining the diploma"). In Section 4.3 of the Diploma Supplement the fact that this course was passed on exchange will be indicated, and in Section 6.1 of the Diploma Supplement ("Additional Student Information") the name of the institution of higher education abroad will be specified as well as the grading system, exactly as this data is stated in the Transcript of Records.

4. The student's grades achieved at the host institution will be recognised. If the grading systems at the host institution and the home institution are not identical, the grades are, through the process of harmonisation, converted into the grades of the home institution, in accordance with the ECTS Grading Table of the European Commission, i.e. the ECTS Grading Scale, according to Article 20 of these Regulations.

5. Equivalent grades from courses the student passed on exchange, and that are recognised as if the student passed them at his/her home institution, become a part of the grade point average at the home institution. Grades that the student received for courses that were not "replaced" with relevant courses at the home institution, rather were noted in original form in accordance to Paragraph 1, Item 3, of this Article, are not calculated in the grade point average.

6. ECTS credits and grades from Paragraph 1, Items 1 and 2 of this Article are to be treated as any other course the student had passed at the home institution (ECTS credits are counted as ECTS credits acquired within the study programme).

7. ECTS credits from courses in Paragraph 1, Item 3 of this Article do not take part in the number of ECTS credits within the study programme, rather in the total number of the accumulated ECTS credits.

8. Instead of the method of replacing courses as described in Items 1-7 of this Article, the academic recognition of the mobility period for a student that had acquired at least 30 ECTS

credits per semester on exchange can be accomplished with the method of replacing a semester for a semester (Mobility Window). With this method, the student's ECTS credits acquired on exchange and the exams passed on exchange will be recognised in their original form and title, without replacing the course with a similar course at the home institution and without conversion of the grade into an equivalent grade of the home institution. ECTS credits the student had acquired on exchange are calculated in the number of ECTS credits within the study programme. Grades the student received on exchange are not taken into account when calculating the grade point average achieved during studies. The titles of courses the student had passed on exchange, ECTS credits and grades the student acquired on exchange are entered into the Student Report Card and the Diploma Supplement in their original form. Applying the method of replacing a semester for a semester, an assumption is made that the student carried out all obligations required at the home institution for the period he/she spent on exchange and following his/her return from exchange the student will not have any additional academic obligations at his/her home institution connected to their mobility period.

9. The method described in Item 8 can also be applied in cases when the student had passed free elective courses on exchange.

Interpretation and Conversion of Grades the Student Received During the Mobility Period at the Host Institution

Article 20

The student's grade achieved on exchange in a course that can be replaced with a course at his/her home institution will be recognised in such a way that the grade the student received on exchange will be converted into a grade that would be an equivalent to it at the home institution (the so-called "equivalent grade"), if the grading systems at the host institution and the home institution are not identical.

The process of grade harmonisation is performed in accordance with the ECTS User's Guide published by the European Commission, and these Regulations are in accordance to its instructions.

It is recommended that faculties, i.e. the University, perform the harmonisation of grades in accordance with the ECTS Grading Table. An example and the instructions for the application of the aforementioned are enclosed as Appendix No. 10.

Considering that the ECTS Grading Table is a new term in European higher education, the University of Novi Sad will create models for the transfer and equivalence of grades for countries with which there is cooperation within mobility programmes, as support to faculties in the process of harmonisation and equivalence of grades the students acquired on exchange abroad.

It is recommended that the faculties, i.e. the University, utilise the National Grading System, and comparison on the basis the so-called ECTS Grading Scale as grounds for grade equivalence, until they commence the use of the ECTS Grade Table, as well as in cases for which the aforementioned model for transfer and equivalence of grades does not exist. An example and the instructions for the application of the ECTS Grading Scale are enclosed as Appendix No. 11.

Decree on Academic Recognition of the Mobility Period

Article 21

Following the return of the student from exchange and the submitting of the necessary documentation in accordance to Article 15, Paragraph 3 of these Regulations, the authorised Academic ECTS Coordinator, without delay, issues the Decree on Academic Recognition of the Mobility Period, and no later than the due date specified in Article 15, Paragraph 4 of these Regulations.

The model of the Decree on Academic Recognition of the Mobility Period is enclosed as Appendix No. 9.

Recommendations for the Improvement of Student Mobility at the University of Novi Sad

Article 22

For the purposes of improving the process of internationalisation in the area of student mobility and the harmonisation of the administrative procedure, the recommended measures and activities are the following:

- Make the Regulations on Academic Recognition of the Mobility Period accessible to students (on the web page, bulletin boards of the University, i.e. faculty)
- Appoint an Academic ECTS Coordinator on a faculty level, i.e. the level of his/her organisational unit (department, chair...) taking into account Article 18 of these Regulations
- Setting up of a web page in English, as well, with relevant information for potential incoming students (on studies, study programmes, contact persons, logistic data...)
- Publish the catalogue of courses, in Serbian and in English, on the University/ faculties web pages (code, structure, purpose, aims, and the curriculum of study programmes, learning outcomes, information on competencies of graduate students)
- Publish a list of courses on the University/faculties web pages that were in previous instances replaced with relevant courses at institutions of higher education abroad, and update the list regularly. This will ease the job of the Academic ECTS Coordinators, as well as for students in selecting courses for an integral element of the Learning Agreement, i.e. other mobility documents
- Issue the Transcript of Records to outgoing as well as incoming students with a Table of the Grading System in Serbia in accordance to Appendix No. 7
- Employ at least one person at each faculty in charge of international cooperation, and, in time, establish an International Office at each faculty
- Faculties, i.e. the University, collect, process, and permanently store data on student mobility and the transfer of ECTS credits in order to keep records and issue public certificates

- Faculties regularly inform the University of Novi Sad, i.e. at the beginning of each semester, on the number and the profile of foreign students they have on exchange, study periods/training or full studies.
- In cases of queries regarding the field of student mobility, the faculties can contact the Board for Integrated Research and International Cooperation of the Senate of the University of Novi Sad for an opinion
- Relevant source for the implementation of the European Credit Transfer System (ECTS) is the ECTS User's Guide that can be downloaded from the official Internet page of the European Commission: http://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm.
- Teaching staff are motivated to include their courses in the course catalogue in English and offer them to foreign students. At the end of a semester, every subject teacher who was actively involved in holding classes to foreign students (regular classes or tutorials) is issued a certificate as proof of their teaching activities. The certificate is also issued to Departmental Erasmus+ Coordinators as proof of their active participation in the programme and enhancing the programme at the departmental level.

TRANSITIONAL AND FINAL PROVISIONS

Article 23

The provisions of these Regulations regarding mobility in the form of a study period are analogously applied to student mobility in the form of training.

Appendixes to these Regulations are an integral part of them and serve as models of key mobility documents the faculties can adjust to their own requirements.

These Regulations take effect on the eighth day following their publication.

Regulations will be published on the University Internet page and will be distributed to the faculties within the University.

SENATE PRESIDENT

Prof. Dr. Dušan Nikolić

**STUDY PLAN
Exchange Bachelor and Master**

INFORMATION

Make sure you choose courses of relevance to your study programme at your home university so that the courses completed during your mobility will be recognized as counting towards your degree!

Please note that you choose courses which are offered at the host university of your choice. If you also selected a second choice host university, you need to fill in two separate study plan(s) and scan and upload both of them! Before uploading your scanned study plan(s), you and the supervising academic staff member at the home institution need to sign this document. You should have your recommendation letter signed by the same academic staff member.

All Undergraduate and Master exchange scholars need to complete at least _____ECTS per semester for the period of their _____ mobility!

In case you are planning to do research activities for your bachelor or master thesis, please precisely describe your planned research activities below (instead of / additionally to listing your courses below).

STUDY PLAN

Name of the student :

HOME institution :

HOST institution :

Academic subject :

Field of study :

Course unit code	Course unit title	Number of ECTS credits
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Student's signature :

 Date:

HOME INSTITUTION

We confirm that the proposed programme of study plan is approved. In case of selection of the candidate, the learning agreement, drawn up on the basis of this study plan, will be recognized at our university once the student returns from his/her mobility.

Academic Coordinator at Faculty/Department
Level

Stamp of the institution :

Name :

.....

Signature :

.....

Date :

.....

..

**LEARNING AGREEMENT
for Undergraduate exchange and Master exchange
ACADEMIC YEAR 20../20.. - FIELD OF STUDY:**

Name of student:
Sending institution: Country:
Receiving institution: Country:

Please note: Make sure you choose courses of relevance to your study programme at your home university so that the courses completed during your mobility will be recognized as counting towards your degree! Make also sure you choose courses which are indeed offered at your chosen host universities. As you can choose a university of 2nd choice, you need to fill in two separate learning agreements, scan and upload both of them! Before uploading your scanned learning **agreements**, you and the sending institution need to sign this document!

Please note: All Undergraduate and Master exchange scholars need to successfully complete at least _____ ECTS/month for the period of their mobility!

In case you are planning to do research activities for your bachelor or master thesis, please precisely describe your planned research activities below (instead of / additionally to listing your courses below). Please also contact your respective host universities before applying, in order to find out if it is actually possible to undertake the planned research activities.

Course unit code	Course unit title	Number of ECTS credits
.....

Student's signature	Date:
---------------------------------------	----------------

SENDING INSTITUTION

We confirm that the proposed programme of learning agreement is approved and will be recognized at our university once the student returns from his/her mobility.

Academic Coordinator at Faculty/Department Level

Dean/Vice Dean of the Faculty (not applicable for applicants within target group 2&3)

.....
.....

.....
.....

Date:

Date:

.....
.....

.....
.....

RECEIVING INSTITUTION (*signatures to be obtained after the beginning of mobility*)

We confirm that the proposed programme of learning agreement is part of the curriculum at our university and these courses/modules can be offered to the student.

Academic Coordinator at Faculty/Department Level

Contact person at receiving institution

.....
.....

.....
.....

Date:

Date:

.....
.....

.....
.....

CHANGES TO LEARNING AGREEMENT, which was originally proposed when applying for _____:

(to be filled in only if appropriate)

Course unit code	Course unit title	Deleted course unit	Added course unit	ECTS credits
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>

Student's signature

.....
.....

Date:

SENDING INSTITUTION

We confirm that the proposed programme of learning agreement is approved and will be recognized at our university once the student returns from his/her mobility.

Academic Coordinator at Faculty/Department
Level

Dean/Vice Dean of the Faculty (not
applicable for applicants within target group
2&3)

.....
.....

.....
.....

Date:

Date:

.....
.....

.....
.....

RECEIVING INSTITUTION

We confirm that the proposed programme of learning agreement is part of the curriculum at our university and these courses/modules can be offered to the student.

Academic Coordinator at Faculty/Department
Level

Contact person at receiving institution

.....
.....

.....
.....

Date:

Date:

.....
.....

.....
.....

**STUDY and RESEARCH PLAN
for Doctorate exchange
ACADEMIC YEAR 20../20.. - FIELD OF STUDY:**

Name of student:	
Sending institution:	Country:
Receiving institution:	Country:

Please note: Make sure you choose courses and/or research activities of relevance to your study programme at your home university so that the courses and/or research activities completed during your mobility will be recognized as counting towards your degree! Make also sure you choose courses/research activities which are indeed offered at your chosen host university.

Course unit code	Course unit title	Number of ECTS credits
Description of planned research activities		

Student's signature	Date:
------------------------------	-------------

SENDING INSTITUTION	
We confirm that the proposed study and research plan is approved, is in accordance with the applicant's field of studies and research, and will be recognized at our university once the student returns from his/her mobility.	
Academic Coordinator at Faculty/Department Level	Dean/Vice Dean of the Faculty (not applicable for applicants within target group 2&3)
Date:	Date:

RECEIVING INSTITUTION	
We confirm that the proposed study and research plan is approved and that the applicant can fulfil the aims laid down in this document at our institution.	
Academic Coordinator at Faculty/Department Level	Contact person at receiving institution
Date:	Date:

CHANGES TO THE STUDY AND RESEARCH PLAN, which was originally proposed when applying for _____
 (to be filled in only if appropriate)

Course unit code	Course unit title	Deleted course unit	Added course unit	ECTS credits
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>

Changes to originally agreed research activities

.....

.....

.....

.....

.....

.....

.....

.....

.....

Student's signature

.....

.....

Date:

SENDING INSTITUTION

We confirm that the proposed study and research plan is approved, is in accordance with the applicant's field of studies and research, and will be recognized at our university once the student returns from his/her mobility.

Academic Coordinator at Faculty/Department Level	Dean/Vice Dean of the Faculty (not applicable for applicants within target group 2&3)
.....
.....
Date:	Date:
.....
.....

RECEIVING INSTITUTION

We confirm that the proposed study and research plan is approved and that the applicant can fulfil the aims laid down in this document at our institution.

Academic Coordinator at Faculty/Department
Level

Contact person at receiving institution

.....

.....

.....

Date:

Date:

.....

.....

.....

.....

**TRAINING / RESEARCH / TEACHING PLAN
for Post-doctorates**

ACADEMIC YEAR 20../20.. – ACADEMIC SUBJECT:

Name of student:
Sending institution: Country:
Receiving institution: Country:

Please note: Make sure you choose research/teaching/training activities of relevance to your field of research and/or work at your home university! Make also sure you choose research/teaching/training activities which are indeed offered at your preferred host university.

Description of planned research/teaching/training activities
--

Scholar's signature	Date:
------------------------------	-------------

SENDING INSTITUTION	
We herewith confirm that the proposed research/teaching/training plan is approved and in accordance with the applicant's field of research and/or work.	
Academic Coordinator at Faculty/Department Level	Dean/Vice Dean of the Faculty (not applicable for post-doctorates within target group 2&3)
Date:	Date:

RECEIVING INSTITUTION

We herewith confirm that the proposed research/teaching/training plan is approved and that the applicant can fulfil the aims laid down in this document at our institution.

Academic Coordinator at Faculty/Department Contact person at receiving institution
Level

.....

.....

Date:

Date:

CHANGES TO Research/Teaching/Training PLAN, which was originally proposed when applying _____(to be filled in only if appropriate)

Changes to originally agreed research/teaching/training activities

Scholar's signature
..... Date:
.....

SENDING INSTITUTION
We herewith confirm that the proposed research/teaching/training plan is approved and in accordance with the applicant's field of research and/or work.
Academic Coordinator at Faculty/Department Level Dean/Vice Dean of the Faculty (not applicable for post-doctorates within target group 2&3)
.....
..... Date:
Date:

RECEIVING INSTITUTION
We herewith confirm that the proposed research/teaching/training plan is approved and that the applicant can fulfil the aims laid down in this document at our institution.
Academic Coordinator at Faculty/Department Level Contact person at receiving institution
.....
..... Date:
Date:

APPENDIX NO 5.

TRAINING AGREEMENT and QUALITY COMMITMENT

I. DETAILS OF THE STUDENT

Name of the student:

Subject area:

Academic year :

Degree :

Sending institution:

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organisation:

Planned dates of start and end of the placement period: from till , that is months

- Knowledge, skills and competence to be acquired:

- Detailed programme of the training period:

- Tasks of the trainee:

- Monitoring and evaluation plan:

III. INFORMATION on THE PARTNER HIGHER EDUCATION INSTITUTION in the HOST COUNTRY (OPTIONAL)

Whilst keeping full responsibility for the placement and for any modification to this agreement, the sending institution has a local partnership with *(to be filled in with the name of the partner higher education institution)* in view of helping with the monitoring of the mobility abroad.

All parties will keep the sending institution informed of their exchanges.

The contact person in the partner institution is:

Name: _____ Function: _____

Phone number: _____ e-mail: _____

Address: _____

IV. COMMITMENT OF THE THREE PARTIES

By signing this document the student, the sending institution and the host organisation confirm that they will abide by the principles of the Quality Commitment for Erasmus student placements set out in the document below.

The student

Student's signature
 Date: _____

The sending institution

We confirm that this proposed training programme agreement is approved. The placement is part of the curricula Yes / No (*)

On satisfactory completion of the training programme the institution will

- award ECTS credits: Yes / No (*) If Yes, please indicate number of ECTS credits:
- record the training period in the student's Transcript of Records: Yes / No (*)
- In addition , the mobility period will documented in the Europass Mobility Document: Yes /No (*)

(*): Please indicate appropriate answer

Coordinator's name and function
 Date:

Coordinator's signature

The host organisation

The student will receive a financial support for his/her placement Yes No

The student will receive a contribution in kind for his/her placement Yes No

We confirm that this proposed training programme is approved. On completion of the training programme the organisation will issue a Certificate to the student.

Coordinator's name and function
 Date:

Coordinator's signature

QUALITY COMMITMENT For student placements

This Quality Commitment replicates the principles of the European Quality Charter for Mobility

THE SENDING HIGHER EDUCATION INSTITUTION* UNDERTAKES TO:

Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired

Assist the student in **choosing** the appropriate host organisation, project duration and placement content to achieve these learning outcomes

Select students on the basis of clearly defined and transparent criteria and procedures and sign a **placement contract** with the selected students.

Prepare students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs

Provide **logistical support** to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance

Give **full recognition** to the student for satisfactory completed activities specified in the Training Agreement

Evaluate with each student the personal and professional development achieved through participation in the Erasmus programme

THE SENDING INSTITUTION* AND HOST ORGANISATION JOINTLY UNDERTAKE TO:

Negotiate and agree a tailor-made **Training Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements

Monitor the progress of the placement and take appropriate action if required

THE HOST ORGANISATION UNDERTAKES TO:

Assign to students **tasks and responsibilities** (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available

Draw **a contract or equivalent document** for the placement in accordance with the requirements of the national legislation

Appoint a mentor to advise students, help them with their integration in the host environment and monitor their training progress

Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country

THE STUDENT UNDERTAKES TO:

Comply with all **arrangements** negotiated for his/her placement and to do his/her best to make the placement a success

Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality

Communicate with the sending institution about any problem or changes regarding the placement

Submit a report in the specified format and any required supporting documents at the end of the placement

* In the event that the higher education institution is integrated in a consortium, its commitments may be shared with the co-ordinating organisation of the consortium

Example of a standard model of Transcript of Records

TRANSCRIPT OF RECORDS

ACADEMIC YEAR: 20.../20...

FIELD OF STUDY:

NAME OF SENDING INSTITUTION:
Faculty/ Department
 ECTS departmental coordinator:
 Tel.: Fax: E-mail:

NAME OF STUDENT: **First Name:**
Date and place of birth: **Sex :** M/F
Matriculation date: **Matriculation number:**
E-MAIL ADDRESS:

NAME OF RECEIVING INSTITUTION:
Faculty/ Department of
ECTS departmental coordinator:
Tel: **Fax:** **E-mail:**

Course Unit Code (1)*	Title of the course unit	Duration of course unit (2)*	Local grade (3)*	ECTS credits (4)*
.....
.....
.....
.....
.....
.....
.....
.....	to be continued on a separate sheet	Total :

***(1) (2) (3) (4) see explanation on back page**

Date: Signature of registrar/dean/administration officer: Stamp of institution

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

Course unit code :

Refer to the ECTS Course catalogue

Duration of course unit :

Y = 1 academic year

1S= 1 semester

1T=1 term/trimester

2S= 2 Semesters

2T=2 terms/trimesters

Grading:

a) Description of the institutional grading system:

b) Grading distribution in the department or programme (please specify) (For this section please refer to ECTS Users' Guide, Annex 3)

ECTS credits :

1 academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

Suggested model for Transcript of Records at the University of Novi Sad

TRANSCRIPT OF RECORDS

ACADEMIC YEAR: 20.../20...

FIELD OF STUDY:

NAME OF SENDING INSTITUTION: University of Novi Sad
Faculty/ Department
 ECTS departmental coordinator:
 Tel.: Fax: E-mail:

NAME OF STUDENT: **First Name:**
Date and place of birth: **Sex :** M/F
Matriculation date: **Matriculation number:**
E-MAIL ADDRESS:

NAME OF RECEIVING INSTITUTION:
Faculty/ Department of
ECTS departmental coordinator:
Tel: **Fax:** **E-mail:**

Course Unit Code (1)*	Title of the course unit	Duration of course unit (2)*	Local grade (3)*	ECTS credits (4)*
.....
.....
.....
.....
.....
.....
.....	to be continued on a separate sheet	Total :

***(1) (2) (3) (4) see explanation on back page**

Date: Signature of registrar/dean/administration officer: Stamp of institution

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

Course unit code :

Refer to the ECTS Course catalogue

Duration of course unit :

Y = 1 academic year

1S= 1 semester

1T=1 term/trimester

2S= 2 Semesters

2T=2 terms/trimesters

Grading:

a) Description of the institutional grading system:

Local Grade	Definition
10	Excellent with distinction
9	Excellent
8	Very Good
7	Good
6	Sufficient
5	Insufficient

b) Grading distribution in the department or programme (please specify) (For this section please refer to ECTS Users' Guide, Annex 3)

Local Grade	ECTS Grades	Definition	Percentage of successful normally achieving the grade
10	A	Excellent with distinction	10%
9	B	Excellent	25%
8	C	Very Good	30%
7	D	Good	25%
6	E	Sufficient	10%
5	F	Insufficient	

ECTS credits :

1 academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

TRANSCRIPT OF WORK
(to be completed by the receiving institution)

We herewith confirm that student

Students name:
Address:

Has carried out placement at our organization

Name of company:
Type
Address:
Country:

The placement took place **from** **till**

His/her tasks were:

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

Acquired competences and skills:

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

Total working time: hours/day; days a week; hours in total.

Name and function of the internship provider:

Signature: **Date and Place:**

University of Novi Sad
 Faculty of _____
 Date: _____
 Number: _____

Student: _____ (Student Card No. _____)
 Department/Study Programme: _____
 Academic Year the Student was on Exchange/Training: _____
 Semester/Semesters the Student spent on Exchange/Training: Winter/Summer Semester
 of the Academic Year _____ / _____
 Mobility Period (for mobility less than one semester): from _____ to _____
 Receiving/Host Institution: _____
 Basis of Exchange/Training: _____

In accordance with the Regulations on Student Mobility and Academic Recognition of Mobility Periods Abroad (adopted by _____ on the _____), Faculty of _____ issues the following

Decree on Academic Recognition of the Mobility Period

Establishing the following:

- I) Courses the student passed at the host institution that fulfil conditions to be recognised in full and replaced with relevant courses at the home institution

	Course passed at the host institution	Number of ECTS credits the student acquired at the host institution	Number of classes at the host institution	Grade received at the host institution	Course at the home institution replacing the exam passed on exchange	Number of ECTS credits recognised	Number of classes recognised	Equivalent Grade (appropriate grade at UNS)
1.								
2.								
3.								

- II) Courses the student passed at the host institution, and that cannot be replaced by related courses at the home institution, i.e. free elective courses the student passed on exchange and that will be noted in the Diploma Supplement:

	Course passed at the host institution (original title)	Number of ECTS credits the student acquired at the host institution	Number of classes at the host institution	Grade the student received at the host institution
1.				
2.				
3.				

In order to realise all obligations required by the study programme for the academic period the student had spent on exchange, _____ (name and surname of student) should pass the following courses:

	Course Title	Number of Classes	ECTS Credits
1.			
2.			
3.			

EXPLANATION

Student _____ (name and surname) had upon finalisation of the mobility period submitted to the authorised Academic ECTS Coordinator the necessary documentation for recognition of courses passed at the host institution during the mobility period. The authorised Academic ECTS Coordinator has, in accordance with the Regulations on Student Mobility and Academic Recognition of Mobility Periods Abroad (adopted by _____ on the _____), and based on the submitted documentation, reached a decision as in the disposition of this Decree.

Instructions on Legal Remedy:

The above named can submit a written complaint to the authorised Academic ECTS Coordinator against this Decree within 7 working days upon receipt of this Decree.

The Academic ECTS Coordinator will decide on the written complaint within 10 working days and there is no possibility for appeal against his decision upon complaint.

Academic ECTS Coordinator

(Name and Surname)

Appendixes:

1. Document 1
2. Document 2
3. Document 3 ...

Deliver to:

1. Student
2. Student Services
3. Archive

NB: In the case of academic recognition of the mobility period on the principle of exchanging semester for semester, as well as in the case of the process of academic recognition of the student's training results, the home institution adapts this model of the Decree to the requirements of the given situation.

ECTS GRADING TABLE

ECTS Grading Table for the requirements of harmonisation of the grade the student received on exchange with the grade that would be an equivalent at the home institution, requires the home institution to keep statistics on students' success rate (on course, department, or faculty level).

The aforementioned statistics serve in the decision process regarding the "equivalent grade", i.e. the grade that is an equivalent at the home institution to the grade the student received on a particular course while on exchange.

The equivalent grade is reached through **comparing statistics on the success rate of students** at the home institution with the success rate of students at the host institution where the student was on exchange.

The main criterion for grade equivalence is **the ratio of grades in the grading scales at both institutions.**

An example of harmonisation of grades received on exchange with the grade that is its equivalent at the home institution:

GRADES AT INSTITUTION A	STATISTICS ON THE SUCCESS RATE OF STUDENTS AT INSTITUTION A (the percentage of students receiving this grade)	GRADES AT INSTITUTION B	STATISTICS ON THE SUCCESS RATE OF STUDENTS AT INSTITUTION B (the percentage of students receiving this grade)
30 lode	5.6%	1	20%
30	15.7%	2	35%
29	0.5%	3	25%
28	12.3%	4	20%
27	11.8%		
26	9.0%		
25	8.2%		
24	11.3%		
23	2.7%		
22	6.0^%		
21	2.3%		
20	5.7%		
19	1.9^%		
18	6.9^%		
TOTAL			

The stated example illustrates statistics on the success rate of students at two higher education institutions on a particular study programme in the last two years.

Comparing the percentages of awarded grades, for the student that received a 30 lode or 30 grades at institution A, the equivalent grade in institution B will be 1, since the ratio of grade 1 at institution B is 20%, which corresponds to the sum ratio of grades 30 lode and 30 (5.6% + 15.7%) i.e. approximately 20%.

Grade 2 (35% of students) at institution B, will be equivalent to grades 26 to 29 (9% + 11.8% + 12.3% + 0.5%) at institution A.

ECTS Grading Scale in the Process of Grade Equivalence

University of Novi Sad _____ Faculty			
Local Grade	ECTS Grades	Definition	Percentage of students achieving these grades
10	A	Excellent with Distinction	10%
9	B	Excellent	25%
8	C	Very Good	30%
7	D	Good	25%
6	E	Sufficient	10%
5	F	Insufficient	

This is one more model that should facilitate the harmonisation of grades between institutions with different grading systems. With the assumption of the distribution of grades given in percentages, 10% of the most outstanding students receive an ECTS grade A which is an equivalent of grade 10 at the University of Novi Sad. The equivalence of the rest of the grades is executed according to the same principle.

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Before the mobility

<i>Study Programme at the Receiving Institution</i>				
Planned period of the mobility: from [month/year] to [month/year]				
Table A Before the mobility	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁸ 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 to the relevant information]				

The level of language competence⁹ in _____ [indicate here 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 Native speaker

<i>Recognition at the Sending Institution</i>				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
				Total: ...
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]				

<i>Commitment</i>					
<p>By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the 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 Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units 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 the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.</p>					
Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ¹⁰ at the Sending Institution					
Responsible person at the Receiving Institution ¹¹					

During the Mobility

Exceptional changes to Table A						
(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹²	Number of ECTS credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable)					
(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

After the Mobility

Transcript of Records at the Receiving Institution					
Start and end dates of the study period: from [day/month/year] to [day/month/year]					
Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
				Total: ...	

Transcript of Records and Recognition at the Sending Institution				
Start and end dates of the study period: from [day/month/year] to [day/month/year]				
Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
			Total: ...	

- 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 **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) 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 **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person:** 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 works 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 **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- ⁸ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- ⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ¹⁰ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹¹ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹² **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

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

Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of language competence ⁸ in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

Table B - Sending Institution

Please use only one of the following three boxes:⁹

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:		
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>		The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>		
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.		
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.		

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person ¹¹ at the Sending Institution					
Supervisor ¹² at the Receiving Organisation					

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise

(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)

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

Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

After the Mobility

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of traineeship: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

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- 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 **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) 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 trainee by the sending institution.
- ⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person at the sending institution:** 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 **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- ⁷ **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.
- ⁸ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ⁹ **There are three different provisions for traineeships:**
1. Traineeships embedded in the curriculum (counting towards the degree);
 2. Voluntary traineeships (not obligatory for the degree);
 3. Traineeships for recent graduates.
- ¹⁰ **ECTS credits or equivalent:** 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 web link to an explanation to the system should be added.
- ¹¹ **Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹² **Supervisor at the Receiving Organisation:** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.