

Pursuant to Article 47, paragraph 1 of the College of Applied Sciences “Lavoslav Ružička” in Vukovar Statute, Academic Council of the College of Applied Sciences “Lavoslav Ružička” in Vukovar, at its 25<sup>th</sup> regular meeting held on 14 June 2016, in the academic year 2016/2017, under item 7 of the agenda, adopted the following

## **REGULATIONS**

### **ON INTERNATIONAL MOBILITY OF STUDENTS, TEACHING AND NON-TEACHING STAFF UNDER THE ERASMUS+ PROGRAMME**

#### **GENERAL PROVISIONS**

##### **Content of the Regulations**

###### **Article 1**

Regulations on International Mobility of Students, Teaching and Non-teaching Staff Under the Erasmus+ Programme (hereinafter: **Regulations**) further regulates the implementation of Erasmus+ International Mobility Programme (hereinafter: **Erasmus+ Mobility Programme**) and the basic principles of mobility as well as the rights and obligations of College of Applied Sciences “Lavoslav Ružička” in Vukovar (hereinafter: **College**), of students, staff (teaching and non-teaching) and other matters significant for the implementation of the Erasmus+ Mobility Programme.

##### **Code of Ethics and Legal Regulations**

###### **Article 2**

All participants included in the organisation and implementation of the Erasmus+ Mobility Programme at the College shall abide by the provisions of the Erasmus Charter for Higher Education – ECHE) awarded to the College by the European Commission, as well as the Code of Ethics and the regulations of the College and of the institutions hosting mobility programmes.

##### **Definition of Terms**

###### **Article 3**

Terms used in these Regulations have the following meaning:

**1. Erasmus+** is a EU programme in the field of education, training, youth and sports in the period 2014 – 2020.

**2. Erasmus Charter for Higher Education – ECHE** is a document which defines the basic principles of participation in activities within the Erasmus + programme. The accreditation given by the European Commission and based on which higher education institutions of the states participating in the Programme are eligible for application and participation in educational and collaboration activities within the Erasmus + programme.

**3. Foreign Organisation** is a public or private organisation abroad where students may go on mobility for the purpose of traineeship, and staff may go on mobility for the purpose of professional training, arranging cooperation, etc.

**4. Foreign Institution of Higher Education** is any public or private institution of higher education abroad, authorised for the organisation and administration of studies, scientific, highly professional or artistic work. It can be a university with its elements, a college of applied sciences, a college or a scientific institute.

**5. Home institution** (Sending institution) is a higher education institution in which students are enrolled, or at which the teaching and non-teaching staff is employed. It is also the Sending Institution, i.e. participating organisation that sends one or more participants to activities within the Erasmus + programme.

**6. Host institution** (Receiving institution) is a higher education institution implementing Erasmus + mobility programme. It is also a Receiving institution, i.e. participating organisation that receives one or more participants, i.e. organises one or more activities in the Erasmus + project.

**7. Partner Foreign Institution** is an institution with which VEVU College has a signed institutional bilateral agreement on international cooperation or an inter-institutional Erasmus + agreement.

**8. Inter-institutional Erasmus + agreement** is an agreement entered into between the College of Applied Sciences on one side and the foreign higher education institution on the other, which regulates the mobility within the activity KA1 (Learning Mobility of Individuals) of the Erasmus + programme. The Agreement regulates the area of cooperation as well as the number of students, teaching and non-teaching staff participating in mobility.

**9. Student Mobility** refers to temporary stay, study or traineeship at a host institution after which the student returns to the Home Institution and completes his/her enrolled studies.

**10. Outgoing Student** is a student of the College completing part of his/her study obligations or training at the international host institution under the Erasmus + Mobility.

**11. Incoming Student** is a student completing part of his/her study obligations or training at the College as the host institution under the Erasmus + Mobility.

**12. Staff Mobility** refers to temporary stay of staff of the home institution at a host institution with the purpose of holding lectures, professional training (professional training based on the “job-shadowing” model, i.e. shadowing colleagues in their work, scientific assemblies, seminars, workshops and courses in the form of training abroad (except for conferences) and period of observation and training at a partner Institution of Higher Education or another relevant organisation abroad.

**13. Outgoing Staff** includes teaching and non-teaching staff employed at the College under an employment contract, selected to participate in the Erasmus Mobility Programme at the international host institution.

**14. Incoming Staff** are persons employed at the international institution, selected to participate in the Erasmus Mobility Programme at the College as the host institution.

**15. Endorsement Letter** is a document by which the home institution endorses the student for mobility at the Host Institution.

**16. Teaching Plan** is a form for employees containing the plan of courses at the Host Institution. By signing the Teaching Plan by the superior at the home department, the employee's mobility is approved, while the signature of the host institution on the Teaching Plan confirms the realisation of the Teaching Plan upon mobility termination.

**17. Work Plan** is a form for employees containing the plan of professional training at the Host Institution. By signing the Work Plan by the superior at the home department, the employee's mobility is approved, while the signature of the host institution on the Work Plan confirms the realisation of the Teaching Plan upon mobility termination.

**18. Mobility Agreement** is an agreement on receiving grants, which regulates mutual rights and obligations and other issues important for mobility for the contractual parties (individual selected mobility participant and the home institution) and it defines the amount and conditions for the grant. Depending on the mobility activity the agreement is entered into for studies and/or training between the College and the student selected to participate in mobility and for teaching or training between the College and the staff selected to participate in mobility. The integral part of the Agreement is the appropriate Learning Agreement i.e. Staff Mobility Agreement.

**19. Learning Agreement for Studies** is an agreement that sets out the programme of studies to be followed by each student at the host institution and it is the basis for the acknowledgment of mobility upon return from mobility.

**20. Learning Agreement for Traineeship** is an agreement that sets out the training programme to be followed by each student at the host institution and it is the basis for the acknowledgment of mobility upon return from mobility.

**21. Amendment of the Learning Agreement for Studies** is a document, which determines the changes to the Learning Agreement stipulated after the beginning of the period of Erasmus + mobility.

**22. Amendment of the Learning Agreement for Traineeship** is a document, which determines the changes to the Training Agreement stipulated after the beginning of Erasmus mobility.

**23. Transcript of Records** is a document by means of which a higher education institution provides the results achieved by the student (expressed by means of ECTS credits or another

credit system for each course unit, and grades). The Transcript of Records shall be issued in English.

**24. Traineeship Certificate/Transcript of Work** is a document by means of which the employer confirms that the training is completed and that the student has achieved appropriate results.

**25. Confirmation of Arrival/Departure** is a document by which the host institution confirms the mobility period of each participant in the Erasmus + Mobility.

**26. Student Charter Erasmus +** is a charter containing all rights and obligations of the students and information on what to expect within the Erasmus + Programme, given to all students participating in the Erasmus + Programme after the selection to participate in mobility by the Institution of Higher Education who is sending the student on mobility.

**27. Staff Mobility Agreement – Teaching** is an agreement by which, the teaching programme to be undertaken by the visiting teachers at the host institution, is agreed on.

**28. Staff Mobility Agreement – Training** is an agreement by which the training programme, to be undertaken by the visiting teachers at the host institution, is agreed on.

## **PROFESSIONAL, ADMINISTRATIVE AND TECHNICAL SUPPORT TO THE ORGANISATION AND IMPLEMENTATION OF ERASMUS+ MOBILITY PROGRAMME**

### **Article 4**

(1) The mobility programme under the Erasmus+ Mobility Programme implemented at the College is coordinated and implemented by the *Erasmus Commission* consisting of the Provost of Professional and Scientific-Research and International Cooperation, the Provost of Academic Affairs and Students and ECTS coordinators for Erasmus+ (one selected from each department of the College), and administered by the Erasmus coordinator and other appointed persons.

(2) The Dean appoints the members of the Erasmus Commission for a two-year period. The Provost of Professional and Scientific-Research and International Cooperation coordinates the activities of the Erasmus Commission, and is also the president of the Erasmus Commission. If an appointed member wishes to apply for the competition, the Dean shall appoint another temporary member for that competition.

(3) The Academic Council of the College appoints and dismisses the Erasmus coordinator at the proposal of the Erasmus Commission. If required, in case of increased workload, the Erasmus Commission may propose the election of another, so-called administrative Erasmus coordinator among the administrative staff.

(4) The Erasmus coordinator is authorised to give information to the Agency for Mobility and EU Programmes and the European Commission's competent agency (EACEA: Education, Audio-visual and Culture Executive Agency, Brussels, Belgium) upon request.

(5) The process of selection of students, teaching and non-teaching staff for the purpose of participating in the Erasmus+ Mobility Programme is carried out by the Erasmus Commission based on internal public competition, and in accordance with the basic principles and regulations of the Erasmus+ Mobility Programme

(6) The Erasmus Commission and the College Dean shall issue relevant recommendations and opinions to the Academic Council on different issues regarding international cooperation and implementation of Erasmus+ Mobility Programme, with the purpose of improving international cooperation at the College, and shall adopt decisions concerning Mobility Programme implementation. The Erasmus Commission shall also issue relevant recommendations concerning entering into partnership agreements.

(7) The ECTS coordinator is elected for each study Department on the College, unless otherwise deliberated, and the ECTS coordinator at the College is the Head of Department.

(8) The *ECTS coordinator* of each department shall assess study programmes and the description of courses students (outgoing and incoming) chose to attend at the host institution and shall assess its compatibility with the curriculum of the home institution, and shall also carry out the compatibility assessment procedure of the completed study programme, passed course units and earned ECTS credits of outgoing and incoming students at the College, and the period of duration upon completed mobility. The ECTS coordinator shall cooperate with the provost of his department, the Erasmus coordinator, Provost of Academic Affairs and Students and other relevant College staff and shall prepare a report on the assessment and adjustment of the mobility programme.

(9) Based on the Erasmus report on the assessment and adjustment and the relevant documentation submitted by the host institution, the Erasmus Commission shall render a Decision on the recognition of the period of study spent at the host institution, total earned ECTS credits and Transcript of Records or Transcript of Work. The President of the Erasmus Commission enters the ECTS credits and obtained grades in the student grade history record for outgoing students, and in his absence the Provost of Academic Affairs and Students shall be responsible for the above. The Erasmus Commission recognises and issues the mobility certificate for incoming staff.

(10) The assessment referred to in paragraph 8 of this Article shall be documented in a Report signed by the ECTS coordinator.

(11) The Erasmus coordinator and the ECTS coordinator of the College shall provide academic support to outgoing and ingoing students and staff, which participate in Erasmus mobility.

(12) The Erasmus coordinator carries out the administrative and technical implementation and coordination of the mobility programme at the College and organises mobility for students, teaching and non-teaching staff.

(13) The Provost of Professional and Scientific-Research and International Cooperation monitors and coordinates all activities related to mobility under the Erasmus programme+ at the College.

## IMPLEMENTATION OF ERASMUS+ MOBILITY PROGRAMME

### Article 5

The activity of the Erasmus+ Mobility shall be realised in the programme or partner country different from the country of the participant's usual residence. It is not required to be a citizen of the country in which the home institution of higher education is located.

(1) Student mobility under the Erasmus+ Mobility Programme refers to:

1. Study exchange (studying) at an international host institution lasting in accordance with the Erasmus+ Mobility Programme conditions, after which the student shall continue his/her studies at the home institution, falling within the full-time professional or specialisation course he/she enrolled in.
2. Student training at an international host institution lasting in accordance with the Erasmus+ Mobility Programme conditions, after which the student shall continue his/her studies at the home institution, falling within the full-time undergraduate professional or specialisation graduate course he/she enrolled in.
3. Other activities provided under the Erasmus+ Mobility Programme.

(2) Teaching and non-teaching staff mobility under the Erasmus+ Mobility Programme refers to:

1. Teaching – holding courses (for teaching staff).
2. Training – professional qualification (for teaching and non-teaching staff).
3. Other activities provided under the Erasmus+ Mobility Programme.

(3) Mobility Programmes, inter-institutional Erasmus + agreements and mobility competitions published by the College have clearly set conditions for application, the method of application and selection criteria for candidates and depending thereon, the selection procedure is implemented and mobility is approved.

(4) The conditions to participate in mobility are adopted pursuant to the rules of the Erasmus + Programme, which are defined exactly in the competition for the participation in the activities in accordance with a certain mobility project within the Erasmus+ Mobility Programme.

(5) Mobility of outgoing and incoming students and outgoing and incoming teaching and non-teaching staff for learning mobility of individuals shall be carried out based on Erasmus + Inter-institutional Agreements, which were previously entered into, i.e. according to the National Agency rules.

(6) The Mobility Programme is funded in accordance with Erasmus+ Mobility Programme established by the European Commission and the national agency competent for the implementation of EU Programmes (Agency for Mobility and EU Programmes) at the national

level. The Financial Support Contract for Erasmus+ mobility regulates funding rules, and payments are made to the bank account of the participant with whom the Contract was entered into.

(7) Grants are given to participants (students/staff) pursuant to the conditions and method of giving grants published in the competitions of the College and are binding to all participants of the Erasmus + Mobility Programme.

(8) Participants whose physical, psychological or health situation is such that their participation in the mobility activities would not be possible without additional financial support, are entitled to request additional financial support according to the special rules of the Erasmus + Mobility Programme for persons with special needs.

(9) The participants referred to in paragraph 7 hereof, after their selection in the internal competition of the College wherein they indicated that they are applying for additional support for special needs, shall fill out a special application form published on the Mobility and Programmes Agency of the EU (AMPEU) website and provide additional documentation. After their application, the national agency (AMPEU) shall decide on the grant of additional financial support depending on available budget funds in the requested financial envelope. Participants should take into account the final deadline for the presentation of such applications.

(10) Upon completion of the mobility programme, the participants shall present a final report pursuant to the previously obtained instructions.

(11) Selected participants: staff and students cannot receive Financial Support under the Erasmus+ Programme if their stay abroad shall be simultaneously be financed from funds coming from the European Union.

(12) National/local scholarships, which are usually awarded to staff and students for full-time work/studies at the home institution of higher education or the funds that higher education institutions may use in order to increase the amounts of Financial Support for staff and students, shall not be considered as double funding.

(13) Students and staff which meet all the admissibility criteria for students or staff of the Erasmus+ Programme and which benefit from the participation in the Erasmus+ Programme, but which do not receive EU mobility grants are called zero-grant participants. Zero-grant participants shall comply with all the provisions and rules of the Erasmus+ Programme.

(14) The mobility participants' personal data are confidential and may be processed only in connection to the application and participation in the Erasmus + Programme in accordance with the applicable laws of the Republic of Croatia (Personal Data Protection Act (OG NN Nos. 103/03, 118/06, 41/08, 130/11, 106/12) and pursuant to Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and the free movement of such data.

(15) By signing the statement in the participation application, each participant in the activity within the project permits the collection and processing of personal data for the purpose of

implementing the project and agrees to the collection and processing of personal data and forwarding to third parties as part of the aforementioned purposes pursuant to paragraph 14 of this Article.

## **Inter-institutional Erasmus + Agreement**

### **Article 6**

- (1) The Inter-institutional Erasmus + Agreement sets out the cooperation between the partner institutions on the mobility of students and staff within the Erasmus + Programme.
- (2) Inter-institutional agreements can be signed by institutions of higher education or several of them thereby enabling mobility among groups of institutions. For mobility between institutions of higher education in countries participating in the programme, both or all institutions have to be holders of the Erasmus Charter of Higher Education. For mobility between institutions of higher education in countries participating in the programme and in partner countries, the institutions of higher education of the participating country have to be holders of the Erasmus Charter of Higher Education, and the institutions of higher education and the partner countries have to accept the principles set out in the Charter by signing the inter-institutional agreements.
- (3) The Inter-institutional Erasmus + Agreement may be initiated by the College or by a foreign higher education institution.
- (4) Entering into an Inter-institutional Erasmus + Agreement shall be done in accordance with the Guidelines and the procedures of entering into inter-institutional agreements within the College's Erasmus + Programme.
- (5) When entering into the Inter-institutional Erasmus + Agreement, both parties should comply with the reciprocity principle.
- (6) The decision on the acceptance of the Inter-institutional Erasmus + Agreement pursuant to the recommendation of the Erasmus Commission shall be adopted by the College Dean.
- (7) The Inter-institutional Erasmus + Agreement is made in English and signed by the College Dean and the representative of the foreign institution of higher education with which the partnership cooperation is concluded.
- (8) The Inter-institutional Erasmus + Agreement is administered by the Erasmus coordinator pursuant to the Erasmus + Programme rules, the agreement is introduced in the protocol with class and file number, and pursuant to the rules of the Erasmus + Programme, a scanned signature on the agreement is acceptable.
- (9) The Erasmus coordinator shall submit a copy of the signed Inter-institutional Erasmus + Agreement to the foreign partner institution and shall send the notice to the web administrator for the publication of the information on the signed agreement on the College website within 15 days from the date of execution of the agreement.



## **Mobility Application Procedure and Candidate Selection**

### **Article 7**

- (1) The candidate selection procedure shall be carried out through an internal public competition published by the College at its website.
- (2) The competition establishes the conditions to exercise the right to financial support, the candidate selection criteria, application procedure, candidate selection procedure, method of competition results publication, amount of the financial support with the compulsory content of application documents.
- (3) The selection procedure shall be consistent and transparent and shall exclude all forms of conflict of interest. Persons participating in the selection of candidate cannot apply for Financial Support and shall sign a Conflict of interest statement.
- (4) Upon completion of the selection procedure, the Erasmus Commission shall make a list of selected and rejected candidates, and a “waiting list”, if conditions exist for that, and based on points awarded during the candidate selection procedure. In case of a competition for the next academic year for which the approval of the project has still not been given by the AMPEU/European Commission, the final results are published after the approval of the funds for mobility projects and based on approved funds, according to the waiting list of selected candidates. It is essential to prepare a list of points in order to make the selection and financial support award method transparent. The result of the Commission’s work shall be presented as a record containing all details concerning the candidate selection procedure with special focus on the explanation of the selection criteria.

## **Candidate Selection Criteria and Implementation Method**

### **Article 8**

- (1) The Erasmus Commission or a special Commission for the implementation of an Erasmus competition appointed by the College Dean shall carry out candidate selection. In case of same academic results, advantage should be given to students coming from families of lower socioeconomic status (including refugees, asylum-seekers and migrants). Students that have already participated in mobility activities shall be given a lower level of priority.
- (2) The Erasmus Commission shall establish final students’ selection criteria prior to the implementation of the competition, based on the provisions of this Article, the recommendation of the Agency for Mobility and EU Programmes and the provisions of the Erasmus Bilateral Agreement entered into.
- (3) The College shall submit the established criteria to the Agency for Mobility and EU Programmes at request.

## **STUDENT MOBILITY**

### **Article 9**

(1) Sending and admission of outgoing and incoming students for the purpose of studying for individuals under the Erasmus+ Mobility Programme shall be carried out only in accordance with Inter-institutional Erasmus + Agreements previously entered into between the College and the host institution. Student training may be an exception when sending, i.e. admission may be based on the Training Agreement, but it's not required.

(2) Students shall select the mobility host institutions (for the purpose of studying between institutions with which the College has signed an Inter-institutional Erasmus + Agreement). Upon publication of competitions, the students apply in accordance with their choices, at their home institution of higher education, which shall select mobility participants.

(3) Outgoing students shall independently obtain information on the courses on the web site of the host institution and in agreement with the ECTS coordinator of the department where he/she studies, he/she shall select the courses which he/she will attend and take at the host institution.

(4) Support to mobility students within the programme countries, which is given for language learning is mandatory for all participants who stay at least 2 months. Intensive language courses as language preparation for study stay or professional training pursuant to the terms and conditions of Erasmus + Programme is provided through Online Linguistic Support – OLS).

(5) Support for mobility with partner countries is not covered by the OLS tool, therefore, in case of need to provide linguistic support, the support is provided from received funds of the approved project intended for the budget line of basic funds for the support of the organisation.

## **Mobility Duration**

### **Article 10**

(1) Learning Mobility of Individuals as part of the activity KA1 of the Erasmus + Programme for outgoing student may last at least three (3) months up to the maximum of twelve (12) months for stay for the purpose of studying at the host institution, at least three (3) months up to the maximum of twelve (12) months for the purpose of professional training at the host institution, after which the student continues his/her study programme at the home institution.

(2) The duration of mobility under the Erasmus + Programme activities KA2 may have a different duration depending on the project proposal and other rules of the Erasmus + Programme.

## **Student Mobility Documents**

### **Article 11**

(1) Basic documents which define the Erasmus+ Individual Mobility Programme, and which are the bases for the recognition of rights concerning the study programme / training completed during mobility are the following:

1. Mobility Agreement defined in Article 3, paragraph 18 hereof.
2. Learning Agreement for Studies and Learning Agreement for Training defined in Article 3, paragraphs 19 and 20 hereof.
3. Amendment of the Learning Agreement for Studies and Amendment of the Learning Agreement for Training defined in Article 3, paragraphs 21 and 22 hereof.
4. Transcript of Records and Traineeship Certificate/Transcript of Work defined in Article 3, paragraphs 23 and 24 hereof.
5. Confirmation of Arrival/Departure defined in Article 3, paragraph 25 hereof.

(2) Documents referred to in paragraph 1, sub-paragraph 1 of this Article, are entered into in the host's language, while documents referred to in sub-paragraphs 2, 3, 4, and 5 are issued in English.

(3) Documents referred to in paragraph 1, sub-paragraph 1 of this Article, are signed by the outgoing student, the President of the Erasmus Commission.

(4) Documents referred to in paragraph 1, sub-paragraphs 2 and 3 of this Article, are signed by the President of the Erasmus Commission, the student and the representative of the international host institution.

(5) The College Dean shall authorise the College representatives referred to in sub-paragraphs 2, 3, 4, and 5, who are competent to sign the documents referred to in paragraph 1 hereof.

(6) By signing the documents, the College guarantees the recognition of the mobility period (learning/training) when the student returns to the College after mobility, in accordance with the recognition decision.

## **OUTGOING STUDENTS**

### **Right to Apply for Mobility**

#### **Article 12**

- (1) Full-time and part-time students of the College can apply for mobility in accordance with the formal criteria defined by the European Commission and the Agency for Mobility and EU Programmes.
- (2) Unless otherwise specified in the rules of the Erasmus+ Mobility Programme, students who, at the time of departure, have enrolled at least in the second year of studies and have earned at least 55 ECTS credits are entitled to apply for mobility.
- (3) Students enrolled in the first year of professional studies may participate in the mobility programme only for training purposes.
- (4) Students shall also meet other terms and conditions included in the competition.
- (5) When applying for competitions, students shall choose the host institution of mobility. For studies mobility the host institutions shall enter into an inter-institutional agreement with the College, while for traineeship the host institution is not required to enter into an inter-institutional agreement with the College, but it shall issue the student a certificate on acceptance of the student for traineeship.
- (6) Students may participate in mobility by being selected through a competition or as a zero-grant participant or as a participant who receives grants for participating in mobility.
- (7) After the final selection of participants and received decision on selection of candidates, the Erasmus coordinator nominates the selected candidates to the host institution and sends the nomination notice to selected outgoing students.
- (8) Outgoing student shall independently get the information on application deadlines and in accordance therewith, apply at the foreign host institution of higher education.

### **Entering into the Mobility Agreement, Learning Agreement for Studies and Learning Agreement for Traineeship**

#### **Article 13**

- (1) After the student has been selected for the Erasmus+ Mobility Programme for the study exchange at the home institution, prior to the beginning of the mobility period, the Mobility Agreement referred to in Article 3, paragraph 18 shall be entered into. The following documents

form an integral part of that Agreement: The Learning Agreement for Studies referred to in Article 3, paragraph 19/the Learning Agreement for Traineeship referred to in Article 3, paragraph 20, General Terms and Conditions of the Student Charter Erasmus + referred to in Article 3, paragraph 26.

(2) The Agreement referred to in paragraph 1 of this Article is entered into by the outgoing student and the representative of the sending institution, and the aforementioned agreements referred to in paragraph 1 of this Article are also signed by the representative of the receiving institution.

(3) The Learning Agreement for Studies, shall, among other things, include titles of selected course units, at the host institution, which the student applied for during the mobility period as well as the option of writing the final thesis and other activities that the student shall carry out during mobility.

(4) The Learning Agreement for Studies shall include the corresponding number of ECTS credits awarded to the student per each course or activity.

(5) The Learning Agreement for Traineeship shall, among other things, include information of the period of training, plan of activities, learning outcomes based on knowledge, skills and competences, which the student has to acquire, mentoring, correlations between the training and the results that will be recognised to the student upon completion of training.

(6) When the contract and agreements are entered into, comparison and assessment of compatibility of study programmes of the home and host institution shall be carried out for outgoing students, pursuant to Article 4, paragraph 7 hereof.

(7) By signing the Learning Agreement for Studies and the Learning Agreement for Traineeship, the College allows the student to depart for the mobility programme and the selected learning/training programme, while the host institution admits the student and approves the selected learning/training programme.

### **Amendment of the Learning Agreement for Studies / of the Learning Agreement for Traineeship**

#### **Article 14**

(1) The Learning Agreement for Studies / Learning Agreement for Traineeship may be changed only upon approval of all parties, and the amendments to the Agreement shall be defined in writing on separate forms. As a rule, amendments to the aforementioned agreements may be signed within 30 days from the date the student mobility began.

(2) Subsequent extension of the current mobility period may be agreed pursuant to paragraph 3 of this Article at least one month before the end of the originally planned mobility period. The extension of mobility cannot exceed the maximum of 12 months of total mobility duration at studies level. If funds are available, grants may be approved to students for the extended period, and if not, the student's status during the extended period shall be zero-grant student.

(3) The additional period shall come immediately after the current mobility period, provided that there shall be no breaks (holidays and days when universities/companies are closed are not considered as “breaks”) unless approved and justified by the national agency.

### **Student Insurance and Visa Issuance**

#### **Article 15**

Prior to their departure abroad, students participating in the Erasmus+ Mobility Programme shall take out and hold a travel and health insurance policy, personal accident insurance policy and workplace liability insurance policy (in case of training) during the period of mobility, unless specified otherwise by a special agreement.

#### **Article 16**

Students participating in the Erasmus+ Mobility Programme shall obtain a visa before their departure abroad, if one is required.

### **Status, Rights and Obligations of Students Participating in the Erasmus+ Mobility Programme**

#### **Article 17**

(1) Students participating in the Erasmus+ Mobility Programme shall maintain student status at the College during the period of mobility.

(2) Students selected for the Erasmus+ Mobility Programme through the public selection process, shall enrol in the academic year or semester at the College.

(3) Students that are not exempt from payment of study expenses shall participate in the payment thereof.

(4) Depending on the mobility programme and the decision of the Ministry of Science, Education and Sports of the Republic of Croatia (hereinafter: Ministry) the outgoing student’s rights in the Republic of Croatia may be temporarily suspended during the period of mobility.

(5) The student card (Smart X) shall not be active during the period of mobility and the incoming students shall be entitled to one.

(6) Unless otherwise specified in the Erasmus+ Mobility Programme, under the selected programme, the student shall register at least 25 ECTS credits in one semester (5 months) at the host institution and proportionally less for a shorter study period.

(7) An exception to paragraph 6 hereof refers to a study stay intended for writing the final or graduation thesis.

(8) Outgoing students shall independently obtain information on the courses on the web site of the host institution and in agreement with the ECTS coordinator of the department where he/she studies, he/she shall select the courses which he/she will attend and take at the host institution.

if the mobility is for studying purposes. For the purpose of traineeship, it should be verified whether the host institution where the training would be performed provides the conditions required for the recognition of traineeship.

(9) The ECTS coordinator shall compare the content and study load of the selected courses with the courses that the outgoing student would attend within the programme at the home faculty, i.e. it should be verified whether the host institution provides the conditions required for the fulfilment of traineeship obligations.

(10) Upon selection of the course and approval of the department ECTS coordinator, the outgoing student shall enter into a Learning Agreement which contains the student's obligations to be fulfilled during mobility.

(11) The student and the ECTS coordinator shall also agree on possible obligations that the student shall fulfil upon return from mobility if need for that arises due to differences in study programmes.

(12) In case the student fails to acquire the number of ECTS credits at the host institution referred to in the study contract, the difference in ECTS credits shall be acquired upon return at the home institution in accordance with a prior agreement with the ECTS coordinator before going on mobility and the Learning Agreement and these Regulations and the College Study Regulations. Should the student fail to fulfil the obligations under the Learning Agreement, the Committee shall render a decision on obligation fulfilment and continuation of studies in accordance with the College Study Regulations.

(13) The outgoing student can acquire up to 30 ECTS credits in one semester – prior, during and after the academic year of mobility.

(14) After the completion of the period of mobility, and not later than 15 days, the student shall submit the Transcript of Records or the Transcript of Work from the host institution and other documents (Confirmation of Arrival/Departure) specified in the application and the Erasmus Bilateral Agreement and other signed contracts to the appointed Erasmus coordinator.

(15) If the student fails to fulfil the agreed obligations at the international institution, the student shall refund the total or partial amount of financial support. This does not apply to students who failed to fulfil their obligations due to force majeure or other extraordinary circumstances in accordance with the Erasmus + Programme rules.

### **Transcript of Records and Transcript of Work**

#### **Article 18**

(1) Upon completion of mobility, the host institution shall issue a Transcript of Records referred to in Article 3, paragraph 23 or a Traineeship Certificate/Transcript of Work referred to in Article 3, paragraph 24 in English to the student.

(2) Based on the aforementioned documents, the home institution (College) shall carry out a procedure for the recognition of course units and ECTS credits the student earned during the mobility period, pursuant to Article 4, paragraphs 7 and 8 hereof.

## **Confirmation of Arrival/Departure**

### **Article 19**

(1) Upon completion of mobility, the host institution shall issue a Confirmation of Arrival/Departure Records referred to in Article 3, paragraph 25 hereof, which defines the period in which the student was officially enrolled in or performed training at the host institution, and shall serve as a document for the recognition of mobility.

(2) In accordance with the certified Confirmation of Arrival/Departure at the host institution, the home institution (College) shall recognise the mobility period pursuant to Article 4, paragraphs 7 and 8 hereof.

## **Recognition Procedure for Mobility**

### **Article 20**

(1) The recognition procedure for student mobility is conducted in accordance with the Learning Agreement or Training Agreement entered into, the Transcript of Records and the Transcript of Work as well as the Confirmation of Arrival/Departure. If the student has fulfilled all obligations specified in the Learning/Training Agreement, the College shall recognise all courses the student has completed within the study programme in accordance with the above documents, without any additional recognition procedure.

(2) Upon return from mobility and the receipt of the Transcript of Records and the Transcript of Work, the student shall file a mobility recognition application to the Erasmus coordinator on an appropriate form available at the College website. The student shall enclose the copy of the Learning Agreement / Training Agreement and the Transcript of Records/Transcript of Work, and additional documents if required.

(3) The student shall keep the original documents and shall present them to the home institution for examination at request.

## **Comparison and Assessment of Compatibility of Study Programmes**

### **Article 21**

(1) The ECTS coordinator of each department, with the opinion of the relevant professor, shall carry out the comparison and assessment of compatibility of study programmes, course units, ECTS credits of the home and host institution and the training period at the host institution, and shall verify the obligations from the Learning Agreement for Studies with the Transcript of Records certified by the host institution and shall submit a report on comparison and harmonisation of the mobility programme and he/she shall submit it to the President of the Erasmus Commission in order for the Commission to recognise the mobility of the incoming and outgoing student.



(2) When comparing and assessing the compatibility of study programmes and courses, and when recognising ECTS credits, grades and study periods, i.e. training periods, the ECTS coordinator of each department shall take into account learning outcomes achieved at the Host institution and provide the recognition of ECTS credits, grades, i.e. training when this kind of recognition is not contrary to the basic learning outcomes, which are achieved by the study programme accredited at the College. The ECTS coordinator shall carry out the comparison and assessment of study programmes and course units in accordance with the maximum flexibility principle.

(3) Recognition of ECTS credits is generally carried out based on adopted knowledge, acquired skills and competences, and learning contents and outcomes, considering that 1 ECTS credit corresponds to a workload of 25-30 hours.

(4) If there is no ECTS credit system at the host institution, earned credits shall be converted into the corresponding ECTS credits with an expert evaluation by the ECTS coordinator of each department and by the Erasmus Commission.

(5) The type of course (lectures, laboratory, seminars or other) at which the ECTS credits are earned is not crucial for the recognition of ECTS credits. ECTS credits earned by passing exams of each course may replace ECTS credits, which would be earned through other types of courses (seminars, laboratory) according to the study programme of the home institution and vice versa.

(6) Course units in which overlapping of study programmes (with regard to learning outcomes) amounts at least to 70%, shall be recognised if the student has passed the exam. The course unit, number of earned ECTS credits, grades shall be recognised. In the event that the student had not passed the exam for the enrolled course unit at the host institution, the home institution can allow the student to enter for examination upon his/her return without having to enrol in the course again.

(7) If for any reason the student at the international higher education institution has selected courses, which are not compatible or are not included in the home institution's study programme, the student shall pass all enrolled course units, which he/she has not attended at the home institution, by consulting the holder of the course unit, i.e. the professor of that course regarding the bibliography and other conditions required to acquire the course material.

(8) If overlapping of study programmes amounts to less than 70%, ECTS credits that the student has earned and the grade he/she obtained shall be recognised as elective courses. Recognised elective courses do not have to correspond to the choice of elective courses at the home institution.

(9) If the students fails to fulfil the obligations provided in the Learning Agreement and if he/she fails to earn a sufficient number of ECTS credits required to continue his/her studies at the College as the home institution, the College shall recognise the entire mobility period and each passed exam indicated in the Transcript of Records indicated in the Diploma Supplement, and shall decide which courses the student should pass in the current semester to earn a sufficient number of ECTS credits in order to enrol in the following academic year.

(10) The College shall carry out the comparison of courses that the student has passed at the host institution with the compulsory and elective courses provided in the student's full-time study programme or shall carry out the procedure of direct recognition of course units, awarded ECTS credits and grades, as indicated in the original Transcript of Records.

(11) All grades obtained at the host institution, which can be converted to the national grading system, shall contribute to the grade average of studies at the home institution. Grades, which cannot be converted to the national grading system (pass – fail), shall be entered in their original form and shall not contribute to the grade average of studies at the home institution.

(12) According to the Transcript of Records with the pertaining ECTS credits, the Transcript of Work, the Learning Agreement/Training Agreement and the Confirmation of Arrival/Departure at the host institution and the report of the ECTS coordinator, the ECTS Commission shall render a Decision on the recognition of the study period spent at the host institution, based on total earned ECTS credits and Transcript of Records or Transcript of Work, which are entered in the student grade history record and/or Diploma supplement.

(13) The ECTS Commission shall prepare three copies of the Decision on the recognition of the study period spent at the Host institution as well as the Transcript of Records i.e. Transcript of Work, and shall submit it to the Erasmus coordinator at least 30 days from the receipt of the mobility recognition request. Upon receipt thereof, the Erasmus coordinator shall keep one copy, the second copy shall be given to the student and the third to the Student Administration Office.

(14) The Decision on the recognition of study period spent at the host institution issued by the Erasmus Commission shall clearly state whether the student had met the conditions for enrolment in the following semester of studies at the College, i.e. the conditions for the defence of the final/graduation thesis, i.e. for taking the final examination.

(15) The Decision on the non-recognition of the study period spent at the host institution, wherein the period of mobility is not recognised shall contain a statement of reasons.

## **Registration of Recognised Course Units, Credits, Grades and Training**

### **Article 22**

(1) For completed and passed course unit at the Host institution, earned ECTS credits shall be recognised by the Host institution as specified in the Transcript of Records. The College may carry out the course unit equivalence procedure for course units the student passed at the host institution, with the compulsory and elective course units provided in the student's regular home institution study programme, or may carry out a procedure for the recognition of course units, the number of awarded ECTS credits and grades as specified in the original Transcript of Records. In case of total recognition of course units and ECTS credits, the Decision on recognition shall be rendered and the ECTS credits shall be registered in the ISVU (Higher Education Institutions Information System) in English or in the original language as specified in the Transcript of Records.

In case of the equivalence procedure, conformity comparison and assessment shall be carried out pursuant to Article 21 hereof.

(2) The ECTS credits awarded to the student by the host institution in accordance with the Transcript of Records, which are not provided in the Learning Agreement, and which the College cannot recognise to the student as part of the regular study programme, shall be registered as additional ECTS credits of course units passed outside the study programme.

(3) Irrespective of the results achieved during the study exchange or of the training results, the College, as the home institution, shall record the students' mobility period in the Diploma supplement based on the Confirmation of Arrival/Departure at the host institution.

(4) Based on the Transcript of Work and the Confirmation of Arrival/Departure at the host institution, the College shall recognise the entire mobility period to the student for the purpose of performing training and shall award ECTS credits pursuant to the number of ECTS credits determined for the training under the study programme. The mobility period shall be included in the Diploma supplement.

(5) If the training does not form an integral and compulsory part of the student's study programme, the College shall include the information on completed training in the Diploma supplement, and at its discretion, the College may award a determined number of ECTS credits to the student for the training performed abroad.

(6) Registering recognised course units, credits, grades and completed training:

1. Course unit titles, obtained grades and ECTS credits, completed procedures and training shall be registered in the student grade history record, i.e. Diploma supplement.

2. Course unit titles shall be written in Croatian, and where this is not possible, in the original language, along with the description of the course unit, which they replace or as separate elective course unit.

3. For courses that are not part of the study programme, grades are registered in the Diploma supplement in the original form.

4. The completed training shall be registered in the form specified by the employer in the Transcript of Work.

5. The Diploma supplement should contain a note on where and when a course unit and/or training have been completed.

(7) The College Student Administration Office, pursuant to the received Decision on the recognition of the study period spent at the host institution shall record all the necessary information (title of courses, grades obtained, ECTS credits, date and place of exams) in the student grade history, ISVU and Diploma Supplement, pursuant to the valid rules of the College on studying and recognition of exams at the College.

(8) The College shall register the data referred to in paragraph 7 of this Article into the student grade history record in a timely manner, within 10 days prior to the beginning of the semester in which the student continues the study programme at the home institution. If this is not possible within the defined timeframe, the home institution shall allow the student to continue his/her studies even without the registration of said information.

## **Complaint Submitting and Handling Procedure**

### **Article 23**

- (1) The students shall submit a signed Objection against the mobility period recognition procedure to the Erasmus Commission, through a Registry book.
- (2) Objections are handled by the President of the Erasmus Commission together with the ECTS coordinator responsible for individual students, and if required, by including other persons, which, for such purposes, may be appointed by the Dean as appointed members of the Commission for the objection handling procedure. The term of objection handling procedure is 15 days from the receipt thereof.
- (3) Decisions regarding objections are submitted to the Erasmus coordinator who gives them to the student. In case the outcome changes with respect to the first Decision on the recognition of the study period spent at the host institution, the Erasmus Commission shall render a new Decision and shall act pursuant to Article 21, paragraph 13, within 8 days from the day the new Decision was rendered.
- (4) Objections regarding the mobility period recognition procedure shall be free of charge.

## **INCOMING STUDENTS**

### **Article 24**

The Department ECTS coordinator is responsible for the admission of incoming students at the College, as well as for the monitoring of the incoming student's completion of the mobility programme plan, while the Erasmus coordinator is responsible for the organisation of arrivals and relevant administration.

### **College Mobility Criteria**

#### **Article 25**

Unless otherwise specified by the Erasmus+ Mobility Programme or by the Institutional Bilateral Agreement on International Cooperation, the incoming student may participate in the mobility programme if he/she meets the following conditions:

1. He/she is endorsed for mobility at the College by the incoming student's international home institution,
2. He/she has sent the complete application documentation within the deadlines determined by the College,
3. He/she meets the College criteria regarding knowledge of the language in which the courses shall be held at the College,
4. The College Erasmus Commission accepted him/her,

5. He/she meets other conditions determined by the mobility programme and the Institutional Bilateral Agreement on International Cooperation.

### **Article 26**

Incoming students are selected by their home institution, and the Decision on the acceptance to the College, shall be rendered by the College Erasmus Commission.

### **Information Package**

#### **Article 27**

(1) For the purpose of providing information to interested incoming students on the possibilities and study requirements at the College, i.e. its departments, the ECTS coordinator of each department shall update the information package on the possibilities to study at their department as well as the list of course units held in foreign languages for incoming students. Updated versions in Croatian and English for the following academic year shall be submitted by 1<sup>st</sup> March of the current academic year.

(2) The College's Erasmus coordinator shall compile all information packages and prepare them for the College website within 15 days upon receipt thereof. They shall serve as the International Student Guide for the next academic year held in English.

### **Registration of Incoming Students at the College**

#### **Article 28**

(1) Registration of Erasmus+ incoming students at the College:

1. Erasmus+ incoming students who wish to spend a certain period of mobility at the College shall be endorsed by their home institution,
2. Erasmus+ incoming students shall submit their applications to the Erasmus Commission within the deadlines published on the College website,
3. Erasmus+ incoming students arriving for the purpose of completing student training are not obligated to meet the aforementioned application deadlines, but the deadlines included in the institutions' training offers,
4. The registration of Erasmus incoming students shall include a Student Application Form – correctly filled out, the home institution's Endorsement Letter / Europass format CV, copy of the Identity Card or Passport, Transcript of Records, proof of knowledge of the language in which courses are held, proposal of the Learning Agreement with course units the student wishes to attend at the College, i.e. the proposal of the Training Agreement and a colour photograph,

5. The application shall be filled out on forms for Erasmus+ incoming students, published on the College website together with all other required documents, sent to the Erasmus coordinator by regular mail scanned and sent by e-mail to the address: [erasmus@vevu.hr](mailto:erasmus@vevu.hr),

6. Upon receipt of the applications, the Erasmus coordinator shall send e-mail to the student with the welcome guide containing useful information.

(2) Incoming students who arrive to the College as part of other mobility programmes shall fill out the applications pursuant to the rules and deadlines given in the Erasmus+ mobility programme.

### **Incoming Student's Mobility Period Arrangement**

#### **Article 29**

(1) Incoming students shall submit their application to the Erasmus coordinator by 10 June for the winter semester or the entire academic year, or until 10 November for the summer semester.

(2) The Erasmus coordinator shall immediately provide the ECTS coordinator of the relevant department with the received application with the proposal of the Learning Agreement i.e. the proposal of the Training Agreement, or at least within 7 days from the date of receipt thereof accompanied by a letter of request for the approval by the Erasmus Commission on the admission of the incoming student or the report on the rejection of the incoming student.

(3) The ECTS coordinator of the relevant department shall verify the compatibility of the plan and programme of the planned mobility activities, and shall prepare a report based on which the Erasmus Commission shall decide on the admission of the incoming student. The report shall then be submitted to the Erasmus Commission, which shall issue their approval in case of admission. In case of rejection of the incoming student, a report shall be issued containing a statement of reasons concerning the rejection of the incoming student.

(4) The ECTS coordinator of the department shall submit the Erasmus Commission's approval on the admission of the student to the department, i.e. the Report containing the statement of reasons concerning the rejection of the incoming student to the Erasmus coordinator within 15 days from the day of receipt of the application referred to in paragraph 2 of this Article. If the Erasmus coordinator does not receive the approval by the department in the aforementioned term, the approval shall be deemed accepted.

#### **Article 30**

Upon receipt of the approval or the report, the Erasmus coordinator shall send an acceptance letter or a rejection report to the home institution.

The College shall award the Student Charter Erasmus +, which contains all the rights and obligations of students during mobility, to incoming students from partner countries upon their selection during the competition and upon entering into the Learning Agreement.

## **Article 31**

- (1) The incoming student shall receive information from the Erasmus coordinator in a timely manner, at least 15 days before the beginning of the mobility period, and an e-mail on the content of his/her study exchange, the lecture or consultation course schedule as well as the syllabus of selected course units in the language in which courses shall be held, with the contact information of the relevant professors.
- (2) The Erasmus+ incoming student arriving for the purpose of training shall receive information in a timely manner, from the institution where he/she will be performing training, and the contact information of the mentors, at least 30 days before the beginning of the mobility period.
- (3) Upon receipt of the original Learning/Training Agreement signed by the home institution and the student, the President of the Erasmus Commission shall also sign them, and the Erasmus coordinator shall thereafter deliver them to the incoming student.
- (4) The Erasmus coordinator shall notify the relevant professors on the arrival of the student that has chosen to attend their course unit.
- (5) The ECTS coordinator of the host institution's home department shall not be responsible for the course units that the student indicated in the Learning Agreement, and that are not part of the study programme of the host institution's home department. Those course units shall be agreed upon between the student and the course unit holder.
- (6) Incoming students may change the Learning Agreement once, within 30 days from the day of arrival to the College, and upon approval of all parties to the agreement as well as of the holder of course units, which are not part of the study programme of the host institution's home department.

## **Admission of Incoming Students**

### **Article 32**

- (1) The Erasmus coordinator shall coordinate the admission, arrival and accommodation of students, who arrive at the College under the mobility programme, and shall refer them to the ECTS coordinator who supervises their curricular and other obligations and rights.
- (2) Upon arrival to the College, the incoming student shall report to the Erasmus coordinator who will give him/her instructions for registration, enrolment and necessary documents and the student will receive a paper for the registration of the incoming student's grade, the Exchange student's record sheet, Internet access information and instructions for registration at the library.
- (3) The department ECTS coordinator shall receive the incoming student and give him a tour of the host department.

## **Rights and Obligations of the Incoming Student**

### **Article 33**

- (1) The incoming student shall be matriculated at the College Student Administration Office and a student document shall be issued to him/her.
- (2) The incoming student has rights and obligations of a full-time student at the College (full-time or part-time studying status), unless specified otherwise in the Bilateral Agreement.
- (3) In accordance with the rules of the Erasmus+ programme, the incoming student does not have to pay tuition fee at the College for the period of mobility, unless specified otherwise in the Bilateral Agreement on International Cooperation or the mobility programme.
- (4) If the tuition fee and/or registration fee is not provided in the Institutional Bilateral Agreement on International Cooperation, the College Academic Council shall render a decision on the costs of registration and tuition fee.
- (5) The incoming student shall exercise his/her student rights with the support of the Ministry depending on the Ministry's decision concerning individual mobility programmes.
- (6) During their mobility in the Republic of Croatia, students from partner countries are entitled to the smart student card (X-ica) as an identification document without any subvention for food, except in case of subsequent amendments to the programme rules.
- (7) The incoming student shall independently register for a residence permit at the competent Police station in the Republic of Croatia prior to the commencement of mobility, i.e. the prior to the arrival to the Republic of Croatia.
- (8) The residence permit obtaining procedure shall be available to the incoming student at the College website in Croatian and English.

## **Accommodation of Incoming Students**

### **Article 34**

- (1) The College is not obligated to provide accommodation for incoming students unless otherwise agreed or defined by the mobility programme.
- (2) The College may assist in the organisation and search of accommodation.



## **Courses for Incoming Students**

### **Article 35**

- (1) Courses for incoming students who shall not attend courses in Croatian shall be held, if organisation thereof is possible, in English or through consultations.
- (2) The incoming student may take exams in accordance with the rules concerning exams and the Studying Regulation the same as for domestic students, in accordance with the agreement and instructions of the relevant professor.

## **Completion of the Mobility Period for Incoming Students**

### **Article 36**

Upon completion of the mobility, the College, as the host institution, shall issue a Transcript of Records/Transcript of Work or the Confirmation of Arrival/Departure certified by the Erasmus Commission.

### **Article 37**

- (1) The incoming students' grades with pertaining ECTS credits shall be registered in the Exchange student's record sheet by the relevant professors, according to the grading system valid at the College.
- (2) Based on the Exchange student's record sheet, the Erasmus Commission shall issue a Transcript of Records and earned ECTS credits at the College to the student in Croatian and English upon completion of mobility.
- (3) The Erasmus Commission shall issue a Confirmation of Arrival/Departure to the student for the period spent at the College.
- (4) If required by the rules of the mobility programme or the Institutional Bilateral Agreements on International Cooperation, which include student mobility, the Erasmus coordinator shall send an original Transcript of Records and ECTS credits earned at the College, as well as the original Confirmation of Arrival/Departure to the incoming student's home institution for the period spent at the College.

## **STAFF MOBILITY**

### **Staff Mobility**

## **OUTGOING STAFF**

### **Article 38**

(1) College staff mobility (hereinafter: Staff) refers to the stay of staff members at the host institution abroad the duration of which is determined by the College Mobility Programme competition.

(2) Unless otherwise conditioned, staff mobility at partner institutions is achieved only through Inter-institutional Erasmus + Agreements for mobility with the purpose of teaching, entered into between the College and the foreign institutions of higher education from the programme countries to which the Erasmus Charter for Higher Education – ECHE was approved and from partner countries, which accept the principles set out in the Charter by signing the Inter-institutional Agreement.

(3) When professional training is planned at an institution without a status of institution of higher education, a bilateral agreement may be entered into with such institution.

### **Article 39**

(1) The following staff is eligible for mobility:

1. Teaching staff (persons appointed to the scientific-educational vocation, artistic-educational vocation, educational and professional vocation, i.e. associates appointed as assistants employed at the College based on an employment contract valid throughout the duration of mobility).

2. Non-teaching staff (professional and administrative staff) employed at the College based on an employment contract.

## **Mobility Application and Selection of Candidates**

### **Article 40**

(1) Mobility programmes, Institutional Bilateral Agreements on International Cooperation and mobility competitions announced by the College contain clearly indicated conditions for applications, the method of application and candidate selection criteria, and the selection procedure shall be conducted in accordance with such conditions.

(2) Unless the mobility programme specifies otherwise, the number of mobility periods that one employee can complete within one academic year is not limited to one, but priority is given to employees who have not previously participated in a mobility programme.

(3) At the employees' request, the head of department may also approve mobility not included the Institutional Agreement by applying the provisions of these Mobility Regulations accordingly.

(4) The mobility application shall contain a work plan or teaching plan signed by the head of department or the Dean, thereby approving the employee's mobility.

(5) The outgoing employee shall independently obtain information on exchange conditions at the host institution.

#### **Article 41**

The College Erasmus Commission shall select the candidates according to the criteria for the selection of staff, which are published with the text of the competition for the award of grants for staff mobility with the purpose of teaching/professional training at the College website.

#### **Duration of Mobility**

#### **Article 42**

(1) Mobility duration depends on the mobility programme rules, the provisions of the Institutional Bilateral Agreements on International Cooperation and the provision of institutional Erasmus Bilateral Agreements. Exact criteria of mobility duration shall be published in the competition at the College official website.

(2) Mobility duration within the Erasmus+ programme is clearly defined by the work plan / teaching plan.

(3) Initiated activities shall be continuously maintained and cannot be interrupted, unless justified reasons exist.

(4) The extension of the mobility period for professional training and course activities is possible only for justified reasons and with a previous approval by the National Agency.

(5) The total duration of activities shall not exceed two months.

#### **Outgoing Staff Insurance and Visa Issuance Abroad**

#### **Article 43**

Outgoing staff shall independently take out and hold health insurance abroad, covering the mobility period, unless otherwise specified. The employee regulates the insurance independently and according to his/her own choice, unless otherwise required by the mobility programme rules, the international host institution or the conditions for the issuance of a residence permit or visa for a foreign country.

## **Mobility Funding Under the Erasmus+ Programme**

### **Article 44**

- (1) The Erasmus mobility programme is funded in accordance with the valid rules of the Erasmus+ programme and the Agency for Mobility and EU Programmes and awarded projects for the implementation of mobility.
- (2) Funding rules as well as the amount of financial support are defined by the rules of individual mobility programmes, competitions or bilateral Institutional Bilateral Agreements on International Cooperation.
- (3) The conditions and method of granting financial support are published in the College competition and shall be binding for all financial support beneficiaries.
- (4) Basic criteria for granting financial support for staff mobility programmes under the Erasmus Bilateral Agreements shall be determined by the College's Erasmus Commission, in accordance with the rules of the Erasmus+ programme and the Agency for Mobility and EU Programmes
- (5) For that purpose, funds for participating in conference, scientific or professional meetings shall not be granted, unless otherwise specified under the Erasmus + Programme.
- (6) Granting financial support under the Erasmus+ individual mobility programme as well as other rights and obligations of the outgoing staff and of the College are regulated in the Financial Support Contract for Erasmus+ staff mobility signed by the Dean and the Employee, and the Staff Mobility Agreement – Teaching, and Staff Mobility Agreement – Training, also signed by the host institution representative.
- (7) The College may additionally fund outgoing staff from the College resources, depending on the Dean's decision wherein the annual financial plan includes additional funds for such activities.

### **Obligations Upon Return from Mobility**

#### **Article 45**

- (1) Under the Erasmus programme, within 30 days from the day of return from the host institution, the employee shall submit to the Erasmus coordinator a paper version (by registered mail or in person, bearing the employee's signature) and an electronic version – MS Word format, of the following:
  1. Work plan/teaching plan signed and certified by the authorised person at the international institution;
  2. Statement (Certificate) of the international institution confirming the duration of stay at the international institution, which clearly includes dates of arrival and departure to and from the host institution;
  3. Final report;

3. Final report;

4. Documents concerning travelling expenses;

5. Other documents at the request of the institution of higher education determined by the mobility programme or subsequently requested by the Erasmus coordinator.

(2) Upon return from mobility, employees shall also fill out and submit the final mobility report. The final report is submitted in the Mobility Tool+ system and is sent to the Erasmus coordinator of the College.

(3) In case of unfulfilled obligations, the employee shall submit to the Erasmus coordinator a written explanation containing clearly indicated reasons why he/she failed to fulfil the obligations.

(4) Based on documents referred to in paragraph 1 of this Article, the Erasmus Commission shall render a Decision on the recognition of staff mobility.

(5) Failure to fulfil the obligations referred to in paragraphs 1 and 2 of this Article shall be considered as serious violation of employment obligations.

(6) Cases where outgoing staff failed to fulfil stipulated obligations may constitute a reason for the repayment of the entire or partial amount of the financial support. This does not apply to staff that failed to fulfil their obligations due to force majeure or other extraordinary circumstances.

## **STAFF INCOMING MOBILITY**

### **Article 46**

(1) Teaching and non-teaching staff participating in the mobility programme and those attending the College as the host institution, shall be selected and registered by their home institution, which has entered into the Erasmus Bilateral Agreement with the College, according to the rules of the National Agency and the Erasmus+ Mobility Programme.

(2) The College may invite employees of foreign companies (which are not institutions of higher education) and, for that purpose, send them a letter of invitation, which shall be signed by the President of the Erasmus Commission and the Dean.

(3) The purpose of stay of incoming teaching and non-teaching staff can be teaching or professional training.

(4) Incoming staff shall report their arrival at the College in accordance with the instructions published on the College website.

(5) The College is not obligated to provide accommodation for incoming staff unless otherwise agreed or defined by the mobility programme, but may assist in the search thereof upon request by the incoming staff.

(6) The College may request a reservation of accommodation for incoming staff based on the accommodation reservation request form of the incoming staff, which clearly indicates to whom the accommodation shall be charged. The accommodation reservation request form of the incoming staff shall be signed by the President of the Erasmus Commission.

(7) Upon arrival of the staff, the incoming staff record form, filled out and signed by the head of Department, shall be submitted to the Erasmus coordinator.

(8) The College shall register the visit of the incoming staff in the incoming staff record.

#### Article 47

The College is not obligated to cover the incoming staff's expenses unless otherwise stipulated.

#### Article 48

Upon termination of the incoming staff mobility period, the Erasmus Commission shall issue a certificate on the mobility under the Staff Mobility Programme in English, and shall certify the work plan/teaching plan, and the copies shall be submitted to the Erasmus coordinator for the purposes of official records.

### TRANSITIONAL AND FINAL PROVISIONS

#### Article 49

(1) These Regulations shall become effective upon adoption by the College Academic Council, on the eighth day from the day of their publishing on the bulletin board of the College (after which the previous versions of the Regulations and amendments thereto shall cease to be valid).

(2) The Regulations shall be published on the College website in Croatian and English.

(3) The definitions regarding to gender, used in these Regulations, regardless of whether they are used for male or female gender, shall equally refer to both genders.

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In Vukovar, 14 June 2017

DEAN

Doc. Mirko Smoljić, College Professor, PhD

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