

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 9th regular meeting held on 16 February 2016, in the academic year 2015/2016, under item 5 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 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+ Mobility Programme** is a student, teaching and non-teaching staff mobility programme under the Lifelong Learning Programme between higher education institutions.
2. **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.
3. **Host institution** (Receiving institution) is a higher education institution implementing Erasmus mobility programme.
4. **Erasmus Bilateral Agreement** is an agreement entered into between the College and the international higher education institution awarded the Erasmus University Charter. The

Agreement regulates the area of cooperation as well as the number of students, teaching and non-teaching staff participating in mobility.

5. **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 Programme.

6. **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 Programme.

7. **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.

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

9. **Financial Support Contract** is a contract wherein mutual rights and obligations are regulated as well as other mobility issues significant to the parties (the single selected mobility participant and the home institution), including the amount and Financial Support terms and conditions.

10. **Learning Agreement** is an agreement that sets out the programme of studies to be followed by each student at the host institution.

11. **Training Agreement** is an agreement that sets out the training programme to followed by each student at the host institution.

12. **Changes to Original Learning Agreement** is a document, which determines the changes to the Learning Agreement stipulated after the beginning of the period of Erasmus mobility.

13. **Changes to Original Training Agreement** is a document, which determines the changes to the Training Agreement stipulated after the beginning of Erasmus mobility.

14. **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.

15. **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.

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

17. **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.

18. **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), 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, Audiovisual 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 a 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 of 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.

(7) 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.

(8) 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.

(9) The assessment referred to in paragraph 7 of this Article shall be documented in a Report signed by the ECTS coordinator.

(10) 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.

(11) 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.

(12) 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

(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. Intensive language courses as language preparation for study exchange or training in accordance with the Erasmus+ Mobility Programme conditions.
4. Intensive Programme (IP) is a short study programme lasting in accordance with the Erasmus+ Mobility Programme conditions, which includes students and teaching staff of higher education institution of at least three countries.
5. 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) Students and staff which meet all the admissibility criteria for students or personnel of the Erasmus+ Programme and which benefit from the participation in the Erasmus+ Programme, but which do not receive EU mobility grants, (zero-grant participants)

(4) Mobility of outgoing and incoming students and outgoing and incoming teaching and non-teaching staff shall be carried out based on Erasmus Bilateral Agreements, which were previously entered into, i.e. according to the National Agency rules.

(5) 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. 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.

(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) 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.

(8) 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.

STUDENT MOBILITY

Mobility Duration

Article 6

(1) Outgoing student mobility under Erasmus+ Mobility Programme refers to studying or training at the host institution at least three (3) months up to a maximum period of twelve (12) months, after which the student shall continue his/her study programme at the home institution.

(2) Sending and admission of outgoing and incoming students under Erasmus+ Mobility Programme shall be carried out in accordance with the Erasmus Bilateral 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.

(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) Students shall select the mobility host institutions. Upon publication of competitions, the students apply in accordance with their choices, at their home institution of higher education, which shall select mobility participants.

Candidate Selection Criteria and Implementation Method

Article 7

(1) The candidate (student) selection procedure shall be carried out through a competition published by the College at its website and bulletin board.

(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 Erasmus Commission or a special Commission for the implementation of an Erasmus competition appointed by the College Dean shall carry out candidate selection, usually based on the academic results of the student (grade average of studies so far and other indicators), and in case of a same number of points, knowledge of English (or another foreign language), the student's activity during class and other result indicators shall be considered as criteria. In addition to the aforementioned criteria, students who so far have not participated in any mobility programme during studies shall be favoured during the selection process. 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.

(4) 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.

(5) The College shall submit the established criteria to the Agency for Mobility and EU Programmes at request.

Student Mobility Documents

Article 8

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

1. Financial Support Contract defined in Article 3, paragraph 9 hereof.

2. Learning Agreement and Training Agreement defined in Article 3, paragraphs 10 and 11 hereof.
3. Changes to Original Learning Agreement and Changes to Original Training Agreement defined in Article 3, paragraphs 12 and 13 hereof.
4. Transcript of Records and Transcript of Work defined in Article 3, paragraphs 14 and 15 hereof.
5. Confirmation of Arrival/Departure defined in Article 3, paragraph 16 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.

Learning Agreement and Training Agreement

Article 9

(1) After the student has been selected for the Erasmus+ Mobility Programme for the study exchange, prior to the beginning of the mobility period, the selected student and the home institution shall enter into a Financial Support Contract for Erasmus + studies, regulating the rights and obligations of both parties. The following forms an integral part of the Financial Support Contract: Learning Agreement for Erasmus+ Mobility, general terms and conditions and Erasmus University Charter.

(2) The Learning Agreement 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.

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

Article 10

(1) After the student has been selected for the Erasmus+ Mobility Programme for the purpose of training, prior to the beginning of the mobility period, the selected student and the home institution shall enter into a Financial Support Contract for Erasmus + training, regulating the rights and obligations of both parties. The following forms an integral part of the Financial Support Contract: Training Agreement for Erasmus+ Mobility, general terms and conditions and Erasmus University Charter.

(2) The Training Agreement 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.

Article 11

By signing the Learning Agreement and the Training Agreement, 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.

Changes to Original Learning Agreement / Changes to Original Training Agreement

Article 12

The Learning Agreement / Training Agreement 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 one month from the date the student mobility began.

Transcript of Records and Transcript of Work

Article 13

(1) Upon completion of mobility, the host institution shall issue a Transcript of Records or a Transcript of Work 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 14

(1) The Confirmation of Arrival/Departure includes the period in which the student was officially enrolled in or performed training at the host institution.

(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.

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.

OUTGOING STUDENTS

Right to Apply for Mobility

Article 17

(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.

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

Article 18

(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 at the host institution and proportionally less for a shorter study period.

(7) An exception to paragraph 1 hereof refers to a study stay intended for writing the final or graduation thesis.

(8) In case the student fails to acquire the number of ECTS credits referred to in the study contract, the difference in ECTS credits shall be acquired upon return at the home institution pursuant to these Regulations and the College Study Regulations.

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

(10) 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.

(11) 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.

Entering Into and Changing the Learning Agreement or Training Agreement

Article 19

(1) Prior to the commencement of the mobility period, the College shall enter into a Financial Support Contract with selected students. The Contract includes the Learning Agreement or the Training Agreement pursuant to Article 11 hereof.

(2) The outgoing student and the President of the Erasmus Commission shall sign the Contract referred to in paragraph 1 of this Article. For the above agreements the signature of the representatives of the host institution is also required.

(3) The Learning Agreement or the Training Agreement may be changed only upon approval of all parties, and the agreed amendments shall be done in writing pursuant to Article 12 hereof.

(4) 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.

(5) 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.

(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.

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) 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 shall be carried out by the ECTS coordinator of each department, who shall submit a written report thereof to the Erasmus coordinator who, based on that report, shall define the relevant provisions of the Learning Agreement/Training Agreement for incoming students. The record on comparison and assessment of the mobility programme is submitted 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 student 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, 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 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) In accordance with the Decision on the recognition of the study period spent at the host institution, the College Student Administration Office shall enter the titles of course units, obtained grades, ECTS credits, the date and place where the exam was taken and obtained grades and ECTS credits for the training included in the study programme and the name of the international organisation where the training was completed, in the student grade history record and in the ISVU.

(7) 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.

(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 Complaint against the mobility period recognition procedure to the Erasmus Commission, through a Registry book.

(2) Complaints 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 complaint handling procedure. The term of complaint handling procedure is 15 days from the receipt thereof.

(3) Decisions regarding complaints 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) Complaints 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.

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 1st 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,
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.

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

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.

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) 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.

(7) The residence permit obtaining procedure shall be available to the incoming student at the College website in Croatian and English.

Courses for Incoming Students

Article 34

Courses for incoming students who shall not attend courses in Croatian shall be held, if possible, in English or through consultations.

Completion of the Mobility Period for Incoming Students

Article 35

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 36

(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 37

(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) Staff mobility at partner institutions is achieved only through bilateral agreements entered into between Croatian institutions of higher education and international institutions of higher education awarded the Erasmus University Charter.

(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 38

(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.

(2) External associates, i.e. persons who hold courses at the College based on a temporary service contract, cannot participate in the Erasmus+ programme.

Mobility Application and Selection of Candidates

Article 39

- (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. Exact conditions shall be published in the Mobility Funding Competition of teaching and non-teaching staff at the College official website.
- (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 40

The College Erasmus Commission shall select the candidates according to the following criteria:

1. Quality of proposed work programme / work plan,
2. Strategic goals for the development of the College,
3. Supporting the diversity of fields of expertise of mobility candidates,
4. Approval of the home department for participation in the mobility programme,
5. Number of mobility programmes completed so far.

Duration of Mobility

Article 41

- (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 6 weeks.

Outgoing Staff Insurance and Visa Issuance Abroad

Article 42

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 43

- (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.
- (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.
- (6) Granting financial support under the Erasmus+ 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 and the Staff Mobility Agreement – Teaching, and Staff Mobility Agreement – Training, signed by the President of the Erasmus Commission and the employee.
- (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 44

(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;

4. Original travelling tickets and receipts 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) 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.

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

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

(5) 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.

INCOMING TEACHING AND NON-TEACHING STAFF

Article 45

(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 international institutions 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.

Article 46

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

Article 47

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 48

(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 bulleting board of the College.

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

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DEAN

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