

**PRAVILNIK O MEĐUNARODNOJ MOBILNOSTI
UNIVERZITETA SARAJEVO SCHOOL OF SCIENCE AND
TECHNOLOGY**

Sarajevo, decembar 2023. godine

Na osnovu Člana 61. Zakona o visokom obrazovanju ("Službene novine Kantona Sarajevo", broj: 36/22) i člana 33. Statuta Univerziteta Sarajevo School of Science and Technology, na prijedlog Ureda za međunarodnu saradnju, istraživanje i projektnu administraciju, Senat je na redovnoj sjednici održanoj 02.02.2023.godine, d o n i o

PRAVILNIK
O MEĐUNARODNOJ MOBILNOSTI
UNIVERZITETA SARAJEVO SCHOOL OF SCIENCE AND TECHNOLOGY

DIO PRVI – OSNOVNE ODREDBE

Član 1.
(Sadržaj Pravilnika)

Pravilnikom o mobilnosti (u daljnjem tekstu: Pravilnik) uređuju se osnovna načela mobilnosti dolaznih i odlaznih studenata i osoblja na Univerzitetu Sarajevo School of Science and Technology (u daljnjem tekstu: Univerzitet), vrsta i trajanje mobilnosti, postupak prijave, javne isprave, prava i obaveze studenata i osoblja, kao i druga pitanja u vezi sa provođenjem programa mobilnosti.

Član 2.
(Poštivanje Etičkog kodeksa, Erasmus povelje u visokom obrazovanju ECHE i pravnih propisa)

Osobe uključene u program mobilnosti dužne su poštovati Etički kodeks, Erasmus povelju u visokom obrazovanju ECHE i propise Univerziteta i institucija na kojima ostvaruju mobilnost. Izrazi koji se koriste u ovom Pravilniku, a koji imaju rodno značenje, bez obzira jesu li korišteni u muškom ili ženskom rodu obuhvataju na jednak način i ženski i muški rod.

Član 3.
(Stručna, administrativna i tehnička podrška mobilnosti)

Programe mobilnosti na Univerzitetu provodi Ured za međunarodnu saradnju, istraživanje i projektnu administraciju u koordinaciji sa organizacionim jedinicama Univerziteta i administrativno-tehničkim službama.

Član 4. **(Definicije pojmova)**

- (1) Mobilnost odlaznih studenata (*engl. outgoing mobility*) odnosi se na boravak na nematičnoj instituciji, nakon čega se student vraća na Univerzitet kako bi nastavio svoj studijski program. Ova vrsta mobilnosti uključuje studijski boravak, zimsku/ljetnu školu kao i studijsku/stručnu praksu u okviru prvog, drugog i/ili trećeg ciklusa, kao i integrisanog i postdokorskog studija/boravka na instituciji domaćinu.
- (2) Mobilnost dolaznih studenata (*engl. incoming mobility*) odnosi se na boravak stranih studenata na Univerzitetu na određeni period u sklopu prvog, drugog i/ili trećeg ciklusa, kao i integrisanog studija i postdokorskog studija/boravka i može uključivati studijski boravak, zimsku/ljetnu školu i studijsku/stručnu praksu.
- (3) Mobilnost osoblja (*engl. staff mobility*) odnosi se na boravak u inostranstvu na nematičnoj instituciji, s ciljem realizacije akademskih i drugih aktivnosti povezanih sa djelatnošću Univerziteta.
- (4) Matična institucija (*engl. home/sending institution*) je Univerzitet, odnosno organizaciona jedinica na kojoj je student upisan ili na kojoj je osoblje u radnom odnosu.
- (5) Institucija domaćin (*engl. host/receiving institution*) predstavlja partnersku nematičnu visokoškolsku ustanovu na kojoj se ostvaruje mobilnost.
- (6) Partnerska institucija ili institucija partner (*engl. partner institution*) predstavlja visokoškolsku ustanovu sa kojom Univerzitet ima potpisan odgovarajući dokument o međunarodnoj saradnji.
- (7) Odlazni student (*engl. outgoing student*) je student Univerziteta koji, u okviru programa mobilnosti, privremeno nastavlja studij na instituciji domaćinu.
- (8) Dolazni student (*engl. incoming student*) je student iz inostranstva koji, u okviru programa mobilnosti, privremeno nastavlja studij na Univerzitetu, kao instituciji domaćinu.
- (9) Osoblje (*engl. staff*) obuhvata sve zaposlenike Univerziteta koji svoja prava iz radnog odnosa ostvaruju na Univerzitetu u skladu sa Statutom Univerziteta, a koji učestvuju u programima mobilnosti.
- (10) Nominacijsko pismo (*engl. Nomination letter*) je dokument kojim se kandidat zvanično nominuje za mobilnost. Ovaj dokument izdaje Univerzitet i sadrži informacije o kandidatu, njegovom statusu i podršci za realizaciju mobilnosti.
- (11) Ugovor o učenju (*engl. Learning Agreement*) je zvaničan dokument kojim se ugovaraju uslovi mobilnosti. U njemu su navedeni podaci o studentu, planirani predmeti (aktivnosti) koje će student pohađati na instituciji domaćinu, kao i pripadajući ECTS bodovi. Ovaj ugovor se može zaključiti na osnovu postojećeg sporazuma o međunarodnoj saradnji.
- (12) Ugovor o mobilnost osoblja (*engl. Staff Mobility Agreement*) je dokument kojim se definišu aktivnosti osoblja tokom boravka na instituciji domaćinu, uključujući predavanja, stručno usavršavanje i druge oblike profesionalnog razvoja.
- (13) Ugovor o stručnoj praksi (*engl. Learning Agreement for Traineeship*) je dokument kojim se za pojedinog studenta ugovara program stručne prakse na instituciji

domaćinu. Ovaj ugovor može biti zaključen na osnovu institucionalnog sporazuma ili neovisno od njega, u zavisnosti od propisa za određene profesije. Stručna praksa ostvarena kroz mobilnost za regulisane profesije mora biti prethodno usklađena sa kurikulumom (trajanje i vrste aktivnosti) kako bi se priznala kao obavezna stručna praksa u okviru nastavnog procesa i dodjele ECTS bodova.

- (14) Uvjerenje o prepisu ocjena (*engl. Transcripts of Records*) je javna isprava kojom Univerzitet pruža detaljne podatke o akademskih rezultatima studenta (putem ECTS bodovanja za svaki predmet i dobivene ocjene). Ovaj dokument je službeni dokument Univerziteta i izdaje se dvojezično, na engleskom jeziku i na jednom od jezika u službenoj upotrebi u Bosni i Hercegovini, a na zahtjev studenta.
- (15) Uvjerenje o obavljenoj stručnoj praksi (*engl. Transcript of Work*) je dokument koji izdaje poslodavac i pruža detaljne podatke o obavljenoj stručnoj praksi i postignutim rezultatima tokom trajanja stručne prakse.

Član 5.

(Dokumenti u upotrebi)

- (1) Proces mobilnosti studenata i osoblja se implementira kroz upotrebu navedenih dokumenata na engleskom jeziku.
- (2) U prilogu ovog Pravilnika nalaze se dokumenti koji se najčešće koriste u procesu mobilnosti.

DIO DRUGI – MOBILNOST STUDENATA

Član 6.

(Dokumenti studentske mobilnosti)

- (1) Mobilnost studenata realizuje se u skladu sa aktivnostima koje su definisane odgovarajućim dokumentom o međunarodnoj saradnji.
- (2) Obavezni dokumenti koji omogućavaju mobilnost studenta, kao i prijenos i priznavanje ECTS bodova stečenih na drugoj visokoškolskoj ustanovi su:
- a) nominacijsko pismo
 - b) ugovor o učenju, odnosno ugovor o stručnoj praksi potpisan od strane ovlaštenih lica
 - c) prepis ocjena i ECTS bodovi za vrijeme mobilnosti
 - d) uvjerenje o obavljenoj stručnoj/studijskoj praksi ili zimskoj/ljetnoj školi potpisan od strane ovlaštenih lica
 - e) druge dokumente predviđene programom međunarodne mobilnosti.
- (3) Službena verzija dokumenata se izdaje na engleskom jeziku.

Član 7.
(Trajanje mobilnosti)

- (1) Pojedinačna mobilnost za odlazne i dolazne studente ima trajanje utvrđeno relevantnim dokumentom ili programom međunarodne saradnje.
- (2) Tokom studija, student može više puta učestvovati u programu mobilnosti.

DIO TREĆI – ODLAZNI STUDENT

Član 9.
(Prijava i uslovi za učestvovanje u mobilnosti)

- (1) Uslovi za prijavu, te kriteriji i način odabira kandidata za mobilnost određeni su institucionalnim sporazumom i pozivom za mobilnost koji Univerzitet, odnosno organizaciona jedinica objavljuje.
- (2) Student se može prijaviti za mobilnost ukoliko ispunjava sljedeće uslove:
 - a) ima status upisanog studenta prvog ciklusa studija, odnosno ima status upisanog studenta drugog ili trećeg ciklusa
 - b) ispunjava ostale uslove određene institucionalnim sporazumom u okviru kojeg se ostvaruje mobilnost
 - c) na vrijeme dostavi važeću dokumentaciju propisanu konkursom i institucionalnim sporazumom.
- (3) Studenti upisani u prvu ili završnu godinu studijskih programa Univerziteta nemaju mogućnost prijave za programe mobilnosti, po preporuci i u skladu sa pravilima studiranja Univerziteta u Buckinghamu.

Član 10.
(Postupak priznavanja ECTS bodova i predmeta)

- (1) Matična institucija dužna je studentu priznati ostvarena postignuća u skladu sa Erasmus poveljom u visokom obrazovanju ECHE i sa ugovorom o učenju.
- (2) Za priznavanje predmeta unutar studijskih programa koje validira Univerzitet u Buckinghamu, konsultuju se relevantne administrativne službe Univerziteta u Buckinghamu radi usklađivanja akademskih odluka.
- (3) Ostvarena postignuća prema ugovoru iz stava (1) moraju biti jasno vidljiva u dodatku diplomi.
- (4) Kad stručna praksa nije sastavni dio studijskog programa Univerziteta, podaci o obavljenoj stručnoj praksi ne unose se u dodatak diplomi dotičnog studenta.

Član 11.
(Priznavanje rezultata i uspjeha ostvarenih tokom mobilnosti)

- (1) Po završetku mobilnosti, svi ECTS bodovi stečeni kroz uspješno ostvarene ishode učenja tokom perioda mobilnosti trebaju biti priznati u skladu s ugovorom o učenju i potvrđeni prepisom ocjena ili potvrdom o stručnoj praksi.
- (2) ECTS bodovi ostvareni tokom perioda mobilnosti moraju, nakon priznavanja, biti bez odlaganja unešeni u evidenciju o studentu, uračunati u ukupan broj bodova potrebnih za diplomu bez dodatnih obaveza za studenta ili ocjenjivanja, te evidentirani u prepisu ocjena i dodatku diplomi.
- (3) Ukoliko je položen predmet srodan i ima slične ishode učenja kao predmet matične institucije, studentu se priznaju ishodi učenja, ostvareni ECTS bodovi i ocjena.
- (4) Ukoliko sadržaj položenog predmeta bitno odstupa od ishoda učenja studijskog programa matične institucije, ostvareni ECTS bodovi se ne računaju u ukupan broj ECTS bodova predviđen obimom studija.
- (5) Ako sistemi ocjenjivanja na instituciji domaćinu i Univerzitetu nisu identični, studentu se ocjene, u mjeri u kojoj je to moguće, pretvaraju u ocjene Univerziteta prema njegovoj skali ocjenjivanja.
- (6) Upis predmeta, bodova, ocjena i stručne prakse:
 - a) u zvanične evidencije, kao i u informacioni sistem Univerziteta, upisuju se nazivi predmeta, ostvarene ocjene i ECTS bodovi, stručna praksa te zimsko/ljetna škola
 - b) nazivi predmeta upisuju se na engleskom jeziku, prema studijskim programima Univerziteta SSST
 - c) obavljena stručna praksa upisuje se u obliku kako je poslodavac naveo u potvrdi o stručnoj praksi
 - d) Univerzitet je dužan u primjerenom roku i prije početka semestra u kojem student nastavlja program na matičnoj instituciji, upisati nazive predmeta, ostvarene ocjene i ECTS bodove, stručnu praksu te zimsku/ljetnu školu u zvanične evidencije i u informacioni sistem Univerziteta. Ako to nije moguće učiniti prije početka semestra, matična institucija dužna je studentu omogućiti redovan nastavak studija i bez upisa navedenih podataka.

Član 12.

(Prava odlaznog studenta tokom mobilnosti)

- (1) Odlazni student tokom mobilnosti zadržava postojeći status redovnog studenta na Univerzitetu.
- (2) Odlazni student za vrijeme trajanja mobilnosti nije oslobođen plaćanja školarine na Univerzitetu.

Član 13.

(Obaveze odlaznog studenta)

- (1) U okviru odabranog programa, student na instituciji domaćinu u jednom semestru mora ostvariti minimalan broj ECTS bodova, koji je propisan uslovima programa mobilnosti, a odgovara periodu mobilnosti.

- (2) Okončanjem mobilnosti, a najkasnije do završetka slijedećeg semestra, student je obavezan Univerzitetu dostaviti prepis ocjena sa institucije domaćina ili potvrdu o obavljenoj stručnoj praksi, te druge dokumente određene pozivom za mobilnost ili institucionalnim sporazumom.

DIO ČETVRTI – DOLAZNI STUDENT

Član 14.

(Dolazni student u okviru institucionalnog sporazuma o mobilnosti)

- (1) Na zahtjev studenta, a u skladu sa institucionalnim sporazumom, Univerzitet kao institucija domaćin sklapa sa studentom i matičnom institucijom ugovor o učenju/stručnoj praksi. Ugovor o učenju odnosno ugovor o stručnoj praksi potpisuju dolazni student i ovlašteno lice. Ugovor o učenju/stručnoj praksi može se mijenjati samo uz saglasnost svih potpisnika, a sve promjene moraju biti u pisanom obliku.
- (2) Dolazni student se upisuje u studentskoj službi Univerziteta.
- (3) Dolazni student ima prava i obaveze redovnog studenta Univerziteta, ukoliko institucionalnim sporazumom nije drugačije određeno.
- (4) Dolazni student je za vrijeme trajanja mobilnosti oslobođen plaćanja školarine na Univerzitetu, ukoliko institucionalnim sporazumom nije drugačije određeno.

Član 15.

(Dolazni student izvan institucionalnog sporazuma o studentskoj mobilnosti)

Student koji želi upisati pojedine module studijskih programa na Univerzitetu izvan institucionalnog sporazuma o mobilnosti podnosi zahtjev studentskoj službi i Uredu za međunarodnu saradnju, istraživanje i projektnu administraciju Univerziteta, koja ga prosljeđuje na razmatranje organizacionoj jedinici koja izvodi traženi program.

Član 16.

(Prepis ocjena)

Realizacijom mobilnosti, institucija domaćin izdaje studentu uvjerenje o prepisu ocjena, odnosno potvrdu o stručnoj praksi, odnosno zimskoj/ljetnoj školi na engleskom jeziku u roku do četiri sedmice nakon posljednje izvršene studentske obaveze.

DIO PETI – MOBILNOST OSOBLJA

Član 17.

(Mobilnost osoblja)

- (1) Mobilnost osoblja odnosi se na boravak akademskog osoblja, naučno i istraživačkog osoblja, i stručnog, administrativno-tehničkog osoblja (u daljnjem tekstu: osoblje) koje su u radnom odnosu na Univerzitetu, nakon čega se zaposlenik vraća na matičnu instituciju.
- (2) Vanjski saradnici koji su angažovani temeljem obligacionih ugovora na Univerzitetu ne ispunjavaju uslove za mobilnost u svrhu boravka na inostranoj visokoškolskoj ustanovi.

Član 18.

(Dokumenti mobilnosti osoblja)

- (1) Osnovni dokumenti kojima se definiše program mobilnosti osoblja i na osnovu kojih se priznaje ostvareni program su (prema članu 4.):
 - a) nominacijsko pismo
 - b) ugovor o mobilnosti.
- (2) Mjerodavna verzija dokumenata se izdaje na engleskom jeziku.

Član 19.

(Oblici mobilnosti)

- (1) Osoblje može učestvovati u slijedećim oblicima mobilnosti:
 - a) mobilnost u okviru bilateralnih univerzitetskih sporazuma sklopljenih sa partnerskim institucijama u inostranstvu
 - b) mobilnost u okviru bilateralnih sporazuma Univerziteta sklopljenih sa partnerskim institucijama u inostranstvu
 - c) mobilnost na temelju sporazuma sa partnerskim institucijama u okviru Erasmus+ programa, te ostalih međunarodnih programa
 - d) mobilnost u okviru projekata i
 - e) drugim oblicima mobilnosti u kojima Univerzitet ima učešće.
- (2) Vrsta i trajanje mobilnosti definišu se institucionalnim sporazumom ili drugim relevantnim dokumentom i objavljenim pozivom na temelju kojeg se ostvaruje mobilnost.

Član 20.

(Prijava za mobilnost, odabir odlaznih kandidata)

- (1) Prijava, način i kriteriji odabira kandidata definišu se institucionalnim sporazumom ili drugim relevantnim dokumentom, odnosno odredbama poziva u okviru kojeg se ostvaruje mobilnost, u kojem se navode rokovi za prijavu i drugi potrebni podaci.
- (2) Odabir kandidata vrši se prema slijedećim kriterijima, osim ako način odabira nije drugačije regulisan odredbama pojedinog institucionalnog sporazuma:
 - a) kvalitetu predloženog programa/plana rada
 - b) strateškim ciljevima razvoja Univerziteta, a posebno onim koji se tiču procesa internacionalizacije
 - c) poticanju raznovrsnosti područja iz kojih dolaze kandidati za mobilnost
 - d) saglasnosti matične organizacione jedinice za odlazak na mobilnost
 - e) dosadašnjem broju ostvarenih istovrsnih mobilnosti.
- (3) Ako institucionalnim sporazumom nije drugačije određeno, broj mobilnosti koje jedna osoba može ostvariti unutar jedne akademske godine nije ograničen na jednu mobilnost, ali prednost se daje osobama koje u istoj ili prethodnoj akademskoj godini nisu ostvarili mobilnosti ili kandidatima sa organizacionih jedinica čiji uposlenici nisu učestvovali u mobilnosti.

Član 21.

(Obaveze po povratku sa mobilnosti)

- (1) Nakon povratka sa mobilnosti na matičnu instituciju, osoba je dužna podnijeti izvještaj o ostvarenoj mobilnosti i isti dati na raspolaganje nadležnim službama koje su dužne voditi elektronsku evidenciju ostvarene mobilnosti.
- (2) Učesnici u mobilnosti obavezni su prenijeti stečena znanja i informacije relevantne za dalji razvoj Univerziteta i njegovog osoblja, putem odgovarajućih aktivnosti diseminacije, u skladu s principima „internationalizacije kod kuće“.

Član 22.

(Aneksi)

Slijedeći aneksi čine sastavni dio ovog Pravilnika:

Aneks 1. Nominacijsko pismo

Aneks 2. Ugovor o učenju za studentsku mobilnost

Aneks 3. Ugovor o nastavnoj mobilnosti

DIO ŠESTI – PRELAZNE I ZAVRŠNE ODREDBE

Član 23.

(Dodatno regulisanje)

Organizacione jedinice Univerziteta, u koordinaciji sa Uredom za međunarodu saradnju, istraživanje i projektnu administraciju, mogu dodatno svojim internim aktom regulisati pitanja mobilnosti koja nisu regulisana ovim Pravilnikom.

Član 24.

(Izmjene i dopune Pravilnika)

Izmjene i dopune Pravilnika se vrše na način i u postupku koji je predviđen za donošenje pravilnika.

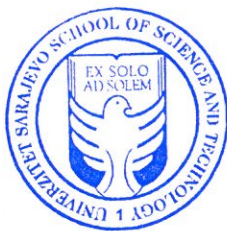
Član 25.

(Stupanje na snagu)

Ovaj Pravilnik stupa na snagu danom donošenja i bit će objavljen na internet stranici Univerziteta.

Broj: S_003/23

Sarajevo, 02.02.2023. godine



PREDSJEDAVAJUĆI SENATA

Vjekoslav Domljan

Prof. dr. Vjekoslav Domljan

Aneks 1. - Nominacijsko pismo

STUDENT NOMINATION LETTER

Signature of the student

I confirm that all the details given in the application form are correct and complete.

Date

Signature

Confirmation of the coordinator

I declare that this student was selected by our institution for this mobility.

Name of exchange programme:

Mobility period: winter /1st semester **summer / 2nd semester**
academic year

Institution:

Name:

Function:

Department:

Phone:

Fax:

Email:

To be completed by the international coordinator

Date

Signature and stamp

Erasmus+ Learning Agreement

Student Mobility for Studies (KA 131 International Mobility/KA171)

General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender	
	European Student Identifier (ESI), if applicable		Study cycle	Field of education (ISCED)	Field of education (clarification)	
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone	
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone	
	Univerzitet Sarajevska škola za nauku i tehnologiju		Sarajevo	Bosnia and Herzegovina	amina.katica@ssst.edu.ba Amina Katica	
The level of language competence in _English [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>						

Mobility type and duration

Mobility type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
<ul style="list-style-type: none"> • Semester(s) x / Virtual component (only if applicable) <input type="checkbox"/> • Blended mobility with short-term physical mobility <input type="checkbox"/> • Short-term doctoral mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/> 	Planned period of the physical mobility: <ul style="list-style-type: none"> • from [day (optional)/month/year] 10.24 • to [day (optional)/month/year] 02.25

Learning agreement for long-term mobility Study Programme at the Receiving Institution

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	C			
Web link to the course catalogue at the Receiving Institution describing the learning outcomes:				

Recognition at the Sending Institution


Table B	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
				Total: ...	
Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i>					

If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution

Table C	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field):	Number of ECTS credits to be awarded	Automatic recognition
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
				Total: ...	

Commitment of the three parties

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the learning agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Organisation and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period

Commitment	Name	Email	Position	Date	Digital Signature
Student					
Responsible person [for recognition] at the Sending Institution					
Responsible person [for exchange] at the Sending Institution					
Responsible person at the Receiving Institution	Amina Katica	amina.katica@ssst.edu.ba	International Collaboration and Research office		

Exceptional changes to the learning agreement

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

Exceptional changes to Table B (if applicable) (to be digitally approved by the student and the responsible person in the Sending Institution)							
Table B2	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)	Automatic recognition
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>

Exceptional changes to Table C (if applicable) (to be digitally approved by the student and the responsible person in the Sending Institution)						
Table C2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field):	Reason for change	Number of ECTS credits to be awarded	Automatic recognition
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>

Commitment of the three parties

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Online Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Digital Signature
Student					
Responsible person [for recognition] at the Sending Institution					
Responsible person [for exchange] at the Sending Institution					
Responsible person at the Receiving Institution	Amina Katika	amina.katika@ssst.edu.ba	International Collaboration and Research office		

Glossary

Term	Definition/Explanation
Nationality	Country to which the person belongs administratively and that issues the ID card and/or passport.
The European Student Identifier (ESI)	A unique European Identifier number used to identify and authenticate students using the Erasmus+ Mobile App and/or the desktop version of the app to fill in and sign their online learning agreement. If the sending institution does not issue an ESI for its students an alternative mechanism for identifying and authenticating students can be accepted. For more information, visit the Erasmus Without Paper Competence Centre .
Study cycle	Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
Field of education	The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
Erasmus code	A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.
Administrative Contact person	A person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
Long-term mobility	A physical study period abroad lasting at least one academic term/trimester or 2 to 12 months.
Short description of a virtual component	An indication of whether the virtual component is an online course(s), embedded in an course(s) selected at the receiving institution, embedded in a blended intensive programme and/or other type of online activity at the receiving institution along with component title(s) or short description of the online activity.
ECTS credits (or equivalent)	In countries where the "ECTS" system is not in place, in particular for institutions located in third countries not associated to the programme not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
Automatic recognition	All credits gained abroad– as agreed in the Learning Agreement and confirmed by the Transcript of Records – will be transferred without delay and counted towards the students' degree without any additional work or assessment of the student. This is signalled in the learning agreement by the "Yes" check box. If the "No" check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied e.g. registration in the students' diploma supplement or Europass Mobility Document.
Educational component	A self-contained & formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory/practical work, preparation/research for a thesis, mobility window or free electives.
Level of language competence	A description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr
Course catalogue	Detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
Responsible person [for recognition] at the Sending Institution	An academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
Reasons for deleting a component	<ol style="list-style-type: none"> 1. Previously selected educational component is not available at the Receiving Institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify)
Reason for adding a component	<ol style="list-style-type: none"> 5. Substituting a deleted component 6. Extending the mobility period 7. Adding a virtual component 8. Other (please specify)

Aneks 3. Ugovor o nastavnoj mobilnosti

Mobility Agreement Staff Mobility For Training¹ Academic year _____

Planned period of the physical mobility: from _____ till _____

 Duration of the physical mobility (days) – excluding travel days: _____

If applicable: Planned period of virtual training activity: on _____

The Staff Member

Last name (s)		First name (s)	
Seniority ²			
Gender ³ [Male/Female/Undefined]		Nationality ⁴	
Faculty/Division			
E-mail			

The Sending Institution

Erasmus code (if applicable)	Not applicable	Country/ Country code ⁵	
Name			
(Postal) Address			
Contact Person, International Office Name and Position			
Contact Person International Office e-mail and phone			
Type of enterprise: NACE code (if applicable) ⁶		Size of enterprise (if applicable)	<input checked="" type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees



Erasmus+

Higher Education - Mobility Agreement form
Participant's name: _____

The Receiving Institution / Enterprise⁷

Erasmus code ⁸ (if applicable)		Country/ Country code	
Name			
(Postal) Address			
Hosting Faculty/Division			
Contact Person Name and Position			
Contact Person e-mail phone			

For guidelines, please look at the end notes on page 4.

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

Language of training: **English**

ISCED Code: **0031 Personal Skills and Development**

Overall objectives of the mobility:
Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):
Activities to be carried out (including virtual component, if applicable):
Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):

II. COMMITMENT OF THE THREE PARTIES

By signing⁹ this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

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



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

The staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

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

The staff member	
Name: Signature:	Date:

Name of the responsible person:	
Signature:	Date:

The receiving institution/enterprise :	
Name of the responsible person:	
Signature:	Date:

1

Adaptations of this template:

- In case the mobility combines teaching and training activities, **the mobility agreement for teaching template** should be used and adjusted to fit both activity types.
- In the case of mobility between HEIs, this agreement must be always signed by the staff member, the sending and the receiving HEI (three signatures in total).
- In the case of incoming mobility of Higher education staff to an enterprise, this agreement must be signed by the participant, the beneficiary HEI, the sending HEI and the enterprise receiving the staff member (four signatures in total). An additional space should be added for signature of the beneficiary HEI organising the mobility.

2



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

3

Gender : M = Male, F = Female D = Undefined (« Diverse »)

4

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

5

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

6

Please add the correct code, see <https://nacecode.de/> (if your teaching/training takes part at a university only, the correct code is « P »)

7

All references to "enterprise" are only applicable to mobility for staff between EU Member States and third countries associated to the programme or within Capacity Building projects.

8

Erasmus Code: A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

9

Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.