

HIGHER EDUCATION INSTITUTION "BANJA LUKA COLLEGE"

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According to Article 64 of the Law on Higher Education of the Republic of Srpska ("Official Gazette of the Republic of Srpska", no. 73/10, 104/11, 84/12, 108/13, 44/15, 90/16, 5/17 and 31 /18) and Article 61 of the Statute of the College "Banja Luka College", at the session of the Senate of the Higher education institution "Banja Luka College" held on June 24, 2019, the Senate of "Banja Luka College" has issued

R U L E B O O K **ON MOBILITY OF STUDENTS, TEACHING AND NON-TEACHING STAFF**

Article 1.

The Rulebook on the mobility of students, teaching and non-teaching staff (hereinafter: the Rulebook) regulates the basic principles of mobility of students, teaching and non-teaching staff of the Banja Luka College (hereinafter: BLC), defines duration of mobility, application procedure, basic documents, the rights and obligations of students, teaching and non-teaching staff, the role of the Center for International Cooperation, as well as other issues related to the implementation of the mobility program.

Article 2.

BLC will accomplish international cooperation and promote internationalization of higher education through mobility of students, teaching and non-teaching staff. The body for conducting mobility at BLC is the Center for International Cooperation.

Center for International Cooperation consists of the manager for international cooperation, the coordinator for Erasmus + projects and the coordinator for international relations.

Center for International Cooperation of BLC prepares all the documents necessary for the implementation of the mobility program.

The Center for International Cooperation of the BLC selects candidates according to the following criteria, unless the method of selection is otherwise regulated by the rules of a particular agreement:

- the quality of the proposed work program/work plan,
- strategic goals of BLC development,
- encouraging the diversity of areas from which candidates for mobility come,
- consent of BLC to go on mobility,
- the number of mobilities achieved so far.

Article 3.

Student mobility means studying at the host institution, after which the student returns to the home institution and completes the enrolled study program.

Student mobility includes a study stay or a student internship as part of regular studies.

Student mobility is achieved within the framework of institutional agreements, EU programs and other programs that BLC can use.

Article 4.

BLC student (hereinafter: domestic student) can complete a part of the study program at another higher education institution in the country or abroad for one semester and a maximum of two semesters or one academic year.

Mobility for the purpose of student practice lasts at least one month, and its longest duration is determined by the institutional agreement within the framework of which this mobility is carried out, that is, by the mobility program that is implemented.

A student of another higher education institution in the country or abroad (hereinafter: visiting student)

can complete a part of the study program at BLC for the duration of one semester and a maximum of two semesters, i.e. one academic year, i.e. at least one month for mobility for the purpose of student practices. Students participating in mobility are obliged to personally regulate their residence, travel health insurance and accident insurance during mobility, unless otherwise agreed in a separate agreement.

Article 5.

BLC publishes Student Guide for each academic year that provides interested students with information about BLC, study programs, study conditions and all curricular and extracurricular activities.

Article 6.

After completing part of the study program at another higher education institution, a domestic or visiting student continues his studies at his home institution and transfers the achieved ECTS credits, which are automatically recognized in accordance with the mobility program that was implemented.

The decision on the recognition of ECTS points earned by a domestic student at another higher education institution is made by the director of BLC.

If the student has fulfilled all the obligations from the concluded study/student internship contract, the parent institution is obliged to recognize the achieved success in accordance with the contract without carrying out a special recognition procedure.

Article 7.

The cooperation agreement regulates the mutual rights and obligations of higher education institutions in terms of ensuring the conditions for studying and the stay of the visiting student in the host country, such as: accommodation, food and transportation costs, health insurance and other expenses incurred by the visiting student during his stay in the host country.

The cooperation agreement is signed by the director of BLC and the authorized person of another higher education institution.

Article 8.

Basic documents that define the mobility program and on which basis of the completed program is recognized are:

1. Agreement on studying, or Agreement on student practice,
2. Transcript of records,
3. Certificate of completed student internship,
4. Certificate of length of stay at the host institution.

Article 9.

Learning Agreement is an agreement that regulates a study program for an individual student. The Learning Agreement also regulates the recognition of mobility periods.

After the student has been selected for the mobility program for the study program, a Learning Agreement is concluded between the student, the origin higher education institution and the host institution, unless otherwise prescribed by the institutional agreement or the mobility program.

In the Learning Agreement, the names of the subjects (courses) for which the student has applied are stated with the corresponding number of ECTS points that the selected subjects carry at the host institution, research or the preparation of the final thesis with the corresponding number of ECTS points. The study contract is signed by the outgoing student and the director of BLC and the host institution.

Training Agreement is a contract that regulates internship program at the host institution for an individual student.

After the student has been selected for the mobility program for student practice, a Student's Practice Agreement is concluded between the student, the origin higher education institution and the host institution (institution/company/organization), unless otherwise prescribed by the institutional agreement or mobility program.

The study contract is signed by the outgoing student and the director of BLC and the host institution.

When concluding Learning Agreement, that is, Student Internship Agreement for outgoing

students, comparison and assessment of the compatibility of the study programs of the home institution and the host institution is made.

Upon signing the study/student practice agreement, the home institution approves the student's mobility and the approved study program/student practice program. The host institution accepts it and approves the selected study program/student practice program.

The study/student internship contract can only be changed with the consent of all signatories, and all changes must be in writing.

Article 10.

After the completed mobility, the host institution is obliged to issue the student a Transcript of grades or a certificate of student's internship.

Transcript of Records is a document by which the higher education institution provides detailed information about the completed program and the student's results (expressed through ECTS points and grades). The transcript of grades must be issued as an official document and in English.

Transcript of Work is a document by which the higher education institution provides detailed information about the completed student internship and the student's results.

In the **Statement of Host Institution/Confirmation of Arrival/Departure**, the period in which the student was officially enrolled or did a student internship at the host institution is shown in the Statement of Host Institution/Confirmation of Arrival/Departure. Based on the **Statement of Host Institution/Confirmation of Arrival/Departure**, BLC recognizes the period of mobility. All data specified in the Transcript of Records/Certificate of completed student internship and Certificate of length of stay at the host institution are entered in the Student's diploma supplement.

Article 11.

Application conditions and criteria for selecting candidates for mobility are determined by the institutional agreement and the mobility competition that BLC announces in accordance with the provisions of the institutional agreement or the exchange program..

Article 12.

The outgoing student retains the status of a student at BLC during mobility. In the event that the student at the host institution does not achieve the number of ECTS points indicated in the Study Agreement, the difference in ECTS points must be achieved after returning to BLC.

After the end of the mobility, and no later than the end of the next semester, the student is obliged to submit a Transcript of Records from the host institution or a Certificate of completed student internship, and other documents determined by the Agreement to the Center for International Cooperation of BLC.

Article 13.

An incoming student within the student mobility program acts according to the rules and procedures of the mobility program in accordance with the rights and obligations defined by the specific mobility program.

An incoming student has the rights and obligations of a full-time student, unless otherwise stipulated by the institutional agreement.

After the completed mobility, BLC, as the host institution, issues the student a Transcript of Records, i.e. a certificate of completed student internship in English.

Article 14.

BLC student during his/her studies can switch from one study direction (field) to another study direction (field) within the same study program, and from one study program to another study program.

For transfer in the mentioned cases, the difference in ECTS points in terms of the number of points that the student needs to collect depends on which subjects the student has previously passed.

A student who has passed an exam in another study program is recognized as having passed the exam if the subject from which the exam was passed is provided in the study program to which the student transferred.

A student who transfers from one field of study to another field in the same study program is required to pass the obligatory subjects and at least half of the elective subjects from the total number of

elective subjects that correspond to the field of study to which he/she has transferred, in order to complete his/her studies.

A student who transfers from one study program to another is obliged to pass the obligatory subjects and at least half of the elective subjects from the total number of elective subjects that correspond to the study program to which he/she has transferred, in order to complete his studies.

The time of study in the study program, i.e. the field of study (major) from which the student transfers is included in the total duration of studies.

Article 15.

Mobility of the teaching staff refers to all teachers and associates who teach at BLC (in an employment relationship, in supplementary work, engaged under an employment contract) at the host institution, after which the teachers and associates return to BLC.

The teaching staff includes all teachers and associates at BLC in scientific-teaching and art-teaching titles (full professor, associate professor, assistant professor), teaching titles (high school professor, high school lecturer), foreign language and skills teacher, and associate titles (assistant, senior assistant, art associate, senior art associate, lecturer).

Non-teaching staff includes all administrative professional staff employed based on an employment contract at BLC.

Article 16.

The purpose of personnel mobility, if the rules of the mobility program and the provisions of the agreement on international cooperation do not specify otherwise, can be:

1. Professional training
2. Teaching
3. Negotiating international cooperation
4. Preparation and participation in international projects

Article 17.

Types and duration of mobility are defined by the agreement on international cooperation on the basis of which the mobility is realized.

During the election period, teaching staff can participate in mobility programs more than once.

Article 18.

The application, method and criteria for selecting candidates are defined by the institutional agreement, i.e. the competition regulations according to the programs through which mobility is achieved.

If the mobility program does not define otherwise, the number of mobility that one person can achieve within one academic year is not limited to one mobility, but as a rule priority will be given to persons who did not achieve mobility in the same or previous years.

Article 19.

Personnel participating in mobility are obliged to arrange travel health insurance and accident insurance, and provide a visa if necessary.

Staff in the mobility process are obliged to independently inform themselves about the conditions of stay and the host institution.

Article 20.

The amount of financial support is determined by the rules of the mobility program, tenders or agreements on international cooperation.

Article 21.

No later than thirty days from the day of return, the staff must submit to the Center for International Cooperation the original work and teaching plan signed and certified by the authorized person at the host institution, the original statement confirming the length of stay by the host institution, the final report and other documents determined by the mobility program.

Article 22.

With the entry into force of this Rulebook, the Rulebook on the mobility of students and teaching staff number 342/3/08 from 03/31/2008 ceases to be valid and Ordinance on Amendments to the Rulebook on the mobility of students and teaching staff number 03-12-04/15 from 06/17/2015.

Article 23.

This Rulebook enters into force on the eighth day from the day of its publication.

Senat president



PhD Mladen Miroslavljević

