

Pursuant to Article 46 of Sinergija University Statute, the University Senate issues the following document at the session held on May 19, 2017, as follows:

RULEBOOK ON STUDENT MOBILITY AND RECOGNITION OF ECTS CREDITS GAINED DURING THE MOBILITY PERIOD

Article 1

General provisions

This Rulebook on student mobility and recognition of ECTS credits (hereinafter called: "The Rulebook") regulates certain provisions and procedures related to international student mobility and teaching staff mobility for the purpose of taking part in training/research/teaching activities, as well as the transfer of ECTS credits earned at some other higher-education institution.

Sinergija University (hereinafter called: "the University") supports student and teaching staff mobility, and recognizes ECTS credits earned at some other higher education institution.

All rules and procedures envisaged by this Rulebook concerning international student mobility can be analogously applied to student mobility within the territory of the Republic of Srpska/Bosnia and Herzegovina.

Article 2

Basic concepts

Student Mobility - study period that student spends at some foreign higher education institution for educational or research purposes.

Sending/Home institution- any higher education institution (university, i.e., faculty) that sends the student on an exchange program.

Receiving/Host Institution- any higher education institution (University i.e., faculty) where the student realises mobility.

Outgoing student- Any student who realises his/her mobility at some foreign institution.

Incoming student - Any student who realises his/her mobility at Sinergija University.

Mobility period - any period of time during which the student is on an exchange programme.



Study plan –A document in which the student suggests courses he/she plans to take, i.e. other academic activities (research) he/she plans to realise at the host institution, when applying for an exchange programme. Study plan is not an obligatory mobility document, and is made only if it is required by the particular exchange programme. The template of Study plan could be found in Appendix No.1 of this Rulebook (Appendix 1).

Training Agreement and Quality Commitment –*A document in which the lecturer employed at the University proposes academic activities planned for the exchange programme period at the host institution.* The template of the Training/ Research/Teaching Plan is given the Appendix No. 2 of this Rulebook (Appendix 2).

Transcript of Records - A document in which the higher-education institution provides detailed data on student's academic achievements (grades, ECTS credits). A model of standardized Erasmus Transcript of Records is given in Appendix No. 5, whereas the template of Transcript of Records recommended as a model at Sinergija University can be found in Appendix No.6 of this Rulebook.

Transcript of Work –A document in which an institution gives detailed information on internships realised and student's achievements. A template of Transcript of Work can be found in Appendix No. 3 of this Rulebook (Appendix 3).

Academic ECTS Coordinator- A person authorized by the University/faculty or an organizational unit within the faculty to conduct proceedings regarding the academic mobility and to issue the Decision on academic recognition of ECST credits gained during the mobility period.

Equivalent grade–The grade determined by the academic ECTS coordinator to be equivalent to the grade the student received at the host institution.

ECTS User's Guide- Recommendations of the European Commission regarding the understanding and interpretation of student's achievements on an exchange programme. A template and instructions for its application are given in Appendix No. 7.

Course Catalogue –Overview of the courses available at the Faculty (number of ECTS credits, syllabuses, and expected learning outcome upon successful realization of pre-exam and exam requirements).

International Office– **A unit within the University that can provide useful information to students regarding the mobility period.**

Article 3 **Student Mobility**

Student Mobility is achieved based on the agreement between higher-education institutions, or international agreements, available foreign exchange programmes and opportunities for studying abroad, as well as on choice of the student. Student at the University can participate in mobility programmes several times during his/her studies, bearing in mind that the total duration of the mobility period for the same study level cannot last longer than half of the



total duration of the study programme the student is enrolled in. The student maintains the status of a student at the home institution, while on an exchange programme/internship at the host institution. The student does not interrupt his/her studies, nor is his/her status inactive at the home institution during the mobility period, as it is implied that the student has fulfilled his/her academic responsibilities at the host institution (unless this issue is otherwise regulated, about which the student should be informed in a timely manner). The student continues to regularly pay the specified tuition fee to his/her home institution during the mobility period, except in case when different Contract is concluded with the home institution. Upon student's written request, the home institution approves his/her inactive status, in accordance with the general legal acts of the home institution. The student at the University who has taken part in the mobility programme can demand from the home institution to recognize his/her academic results achieved at the host institution.

Article 4 **Teaching staff mobility**

The teaching staff at the University can apply for mobility programmes and spend some period of time at the host institution. The details concerning the payment of personal income, the amount of compensation during his/her sabbatical leave, as well as the duration of mobility period shall be the subject of a separate contract which is signed and specified according to the submitted training/research/ teaching plan.

Upon return to the home institution, the employee submits the report to the International office on the acquired knowledge, skills and competencies, study plan and/or work assignments being completed.

Article 5 **The Role of International Office**

The International office at the University shall maintain regular contact with the student/employee and submit reports on their stay and academic achievements during the mobility period. If certain measures need to be taken, the International Office shall inform the University management on details concerning the mobility process.

The International Office has an advisory role. Members of the International Office are obliged to provide assistance to students with the choice of host institution, and provide logistic support to students in relation to travel, accommodation, visa and insurance issues, as well as to perform evaluation of each student as regards his/her personal and professional development throughout the mobility period.

Article 6 **Transcript of Records**

Besides relevant data on the student, Transcript of Records must also contain data regarding the courses taken, received grades and ECTS credits earned per course, data on programme duration, and other additional information if considered relevant.

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

Upon termination of mobility period, the University has to issue the Transcript of Records in English to the incoming students as proof of their realised academic activities.

The University undertakes to issue the Transcript of Records to its students at their request for the purpose of applying for mobility programmes.

Article 7 **Recognition of Mobility period**

Academic recognition of mobility period is a procedure that enables an authorised academic ECTS coordinator to determine academic achievements of the student during the exchange programme and make the decision on the manner of exam recognition (ECTS credits and grades), which is eventually determined by the Decision on academic recognition of mobility period.

Decision on academic recognition of mobility period is a separate legal act according to which an authorised academic ECTS coordinator determines the manner of recognition of passed exams, i.e. ECTS credits and grades the student has been awarded during the mobility period. Obligatory segments of the Decision from the previous paragraph are the following:

- Information on the student, the host institution and the home institution,
- Courses the student has passed at the host institution (with ECTS credits and received grades),
- Courses at the home institution to be replaced with the courses the student has passed at the host institution,
- Courses the student has passed during the exchange programme, which cannot be replaced, but are entered in the Diploma Supplement as optional activities/ courses,
- The manner of grade equivalence,
- The remaining responsibilities that the student needs to fulfil in order to meet all the scheduled obligations for that semester, i.e., academic year (in cases when the student has not earned sufficient number of ECTS credits on the exchange programme)
- Other data considered relevant in the given situation by an authorised academic ECTS coordinator.

A template of the Decision on academic recognition of mobility period is given in Appendix No. 4 to this Rulebook.



The student undertakes to submit to the authorised academic ECTS coordinator all relevant documentation regarding mobility in a timely manner (written request, Transcript of Records, Transcript of Work, ECTS User's Guide at the host institution (unless it is included in the Transcript of Records) and copies of these documents).

The authorised academic ECTS coordinator is obliged to issue the Decision on academic recognition of mobility period within 7 days prior to the start of the semester in which the student continues programme at his/her home institution, as well as to deliver the aforementioned to the student and Student Service for the purpose of regulating all necessary administrative details concerning mobility.

If the administrative procedure stated in the previous paragraph is not terminated within the above specified deadline, the home institution undertakes to enable the student to continue his/her studies without registering the listed data, and to finalise the entire procedure as soon as possible.

Article 8

Transfer and recognition of ECTS credits and grades achieved during the mobility period

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

The principle of transparency implies that the rules on academic recognition of mobility period are publicly available (on the web site and notice board at the University, i.e., faculty, etc.)

The principle of flexibility implies realistic approach to the recognition of academic results achieved during the exchange period. It is virtually impossible to achieve a complete congruence in content of the study programmes realized at the home institution and host institution. Therefore, the basic method for academic recognition of mobility period is to focus on similarities and learning outcomes, rather than on differences between the study programmes being compared. The emphasis is placed on knowledge the student gains on an exchange programme in the given field, which need not be identical, but similar to the knowledge he/she would acquire within a particular course at their home institution.

In the process of academic recognition of mobility period, an authorised academic ECTS coordinator is guided by the principle of fairness as a generally accepted legal principle.

The student who has not passed all the exams at the host institution envisaged by the Learning Agreement, i.e. has not earned necessary 30 ECTS credits per semester, but has attended the appropriate courses, has the right to take an exam/exams at their home institution from the semester during which he/she was on exchange programme, without any additional pre-examination requirements.

Comparison and assessment of similarity of courses conducted at the home and host institution is performed by an authorised academic ECTS coordinator at the home institution, relying on the principle of flexibility.

The academic ECTS coordinator independently assesses similarity between the courses the student has proposed to take at the host institution within the appropriate mobility document, and, if necessary, the student is to consult with the dean, vice-dean or/and professor in charge of a particular course, prior to the student mobility period.

A full recognition of courses the student has passed at the host institution is recommended, if they could be replaced with the courses the student would have taken at his/her home institution. Replace ability implies similarity between scientific fields and acquired knowledge as the outcome of mastering the course material (learning outcomes).

Full course recognition implies that the student has no additional academic responsibilities posing a prerequisite for getting the passing grade, upon termination of mobility period.

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

1. The student will be awarded recognition of the title, ECTS credits and the number of classes that the related course has at the home institution, regardless of whether the course that the student has passed on an exchange programme carried a higher or lower number of ECTS credits.
2. The possibility of "replacement" of courses at the home institution refers to both obligatory and optional courses. It is specified in the Diploma Supplement, Section 6.1 (Additional information on the student) that a certain course was passed while on an exchange programme at a relevant foreign higher education institution, with the precise title of the course being given (in the original language), the original grade, ECTS credits and the grading system of the host institution, in the same form as in the Transcript of Records.
3. If the content of the course attended and passed during the exchange programme differs significantly from its relevant course at the home institution in terms of learning outcome, or if there is no equivalent course at the home institution, the data on courses passed and achievements made at host institution shall be registered in the Diploma Supplement, in the original language and form (within the section: "Completed courses/activities not envisaged by the study programme for obtaining the diploma). Section 6.1 of the Diploma Supplement ("Additional Information on Student") shall contain the information that the course was passed during the exchange programme, together with the name of the respective foreign higher education institution and the grading system, in the same way as given in the Transcript of Records.
4. Home institution recognizes the grades that student has been awarded at the host institution. In case of a discrepancy between the grading systems used at the home and the host institution, grades are converted into the grades of the home institution through the process of harmonisation, in accordance with ECTS Grading Table issued by European Commission.

5. Equivalent grades for the courses the student has passed on an exchange programme, and that are recognized as if they had been passed at the home institution, are included in the GPA at the home institution. Grades awarded for the courses that are not recognized as equivalent to those at the home institution are not included in the GPA, but are entered in the Diploma Supplement in the original form.
6. All ECTS credits earned on an exchange programme are included in the total number of accumulated ECTS credits.
7. Instead of the method of course replacement specified in Points 1-7 of this Paragraph, the academic recognition of the mobility period for the student who has earned at least 30 ECTS credits per semester on an exchange programme can be done through the method of semester replacement (replacing a semester for a semester). In this way, ECTS credits the student has earned on an exchange programme are recognized along with the exams passed on an exchange programme, in their original title and form, without replacing the course with a similar course at the home institution and without converting the grade awarded into the equivalent grade at the home institution. ECTS credits the student has earned on an exchange programme are included in the number of ECST credits within this study programme. Grades the student received on an exchange programme are not taken into consideration when calculating the grade point average achieved throughout studies. The title of courses the student has passed on an exchange programme, ECTS credits and grades the student acquired on an exchange programme are entered into the Student booklet and Diploma Supplement in their original form. Through application of semester replacement method (replacing a semester for a semester), an assumption is made that the student has completed his/her obligations envisaged by the home institution for the period he/she has spent on an exchange programme and shall have no additional academic responsibilities at the home institution upon returning from the exchange programme, as regards his/her mobility period.

A grade that the student achieved during the exchange period for courses that could be replaced with related courses at the home institution will be recognized in such a way so that the grade the student received on an exchange programme will be converted into a grade that would be equivalent to it at the home institution (the so called "equivalent grade") if there is a discrepancy between the grading systems at the home institution and the host institution.

The process of grade harmonization is done in accordance with ECTS User's Guide published by the European Commission.

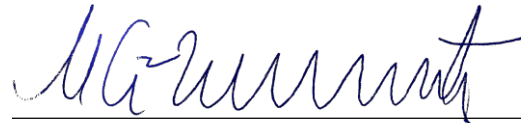
Article 9

Appendixes to this Rulebook shall form an integral part of it and serve as models of key mobility documentation.

Article 10

This Rulebook comes into force on the date of its enacting and publishing at the University web site and shall be distributed to the faculties within the University.

**PRESIDENT OF SINERGIJA
UNIVERSITY SENATE
RECTOR**



Prof Milovan Stanisic, Ph.D.

STUDY PLAN
Exchange Bachelor and Master

INFORMATION

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

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

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

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

STUDY PLAN

Name of the student :

HOME institution :

HOST institution :

Academic subject :

Field of study :

Course unit code	Course unit title	Number of ECTS credits
Student's signature:		Date:



HOME INSTITUTION

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

Academic Coordinator at
Faculty/Department Level

Stamp of the institution:

Name:

.....

Signature:

.....

Date:

.....

TRAINING / RESEARCH / TEACHING PLAN
for Post-doctorates
ACADEMIC YEAR 20../20.. – ACADEMIC SUBJECT:

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

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

Description of planned research/teaching/training activities
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Scholar's signature	Date:
.....



SENDING INSTITUTION

We herewith confirm that the proposed research/teaching/training plan is approved and in accordance with the applicant's field of research and/or work.

Academic Coordinator at Faculty

Dean of the Faculty:

.....

.....

Date:

Date:

.....

.....

RECEIVING INSTITUTION

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

Academic Coordinator at Faculty

Contact person at receiving institution

.....

.....

Date:

Date:

.....

.....



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

Changes to originally agreed research/teaching/training activities

Scholar's signature
..... Date:

SENDING INSTITUTION

We herewith confirm that the proposed research/teaching/training plan is approved and in accordance with the applicant's field of research and/or work.

Academic Coordinator at Faculty	Dean of the Faculty
Date:	Date:

RECEIVING INSTITUTION

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

Academic Coordinator at Faculty	Contact person at receiving institution
Date:	Date:



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

We herewith confirm that student

Students name:

Address:

Has carried out placement at our organization

Name of company:

Type:

Address:

Country:

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

His/her tasks were:

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

Acquired competences and skills:

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

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

Name and function of the internship provider:

Signature:

Date and Place:

Appendix No.4

Sinergija University
Faculty _____
Date: _____
Number: _____

Student: _____ (Student No: _____)
Study programme: _____
Year of study during which the student was on an exchange programme/internship: _____
Semester/semesters student spent on an exchange programme/internship: winter/summer semester of the academic year _____/_____
Mobility period (for mobility period shorter than one semester): from _____ to _____
Receiving institution: _____
The basis of exchange programme/internship: _____

Pursuant to the Rulebook on Student Mobility and Academic Recognition of Mobility Period (Adopted by _____ as of _____), _____ the Faculty issues:

DECISION ON ACADEMIC RECOGNITION OF MOBILITY PERIOD

Specifying the following:

- I) Courses that the student has passed at the host institution, and that fulfil the requirements to be fully recognized and replaced with the relevant courses at the home institution

	Course passed at the host institution	Number of ECTS credits earned at the host institution	Number of classes at the host institution	Grade earned at the host institution	Course at the home institution that is replaced with the one on an exchange program	Number of ECTS credits being recognized	Number of classes being recognized	Equivalent grade at USB
1.								
2.								
3.								

- II) Courses that the student has passed at the host institution, but that cannot be replaced with similar courses at the home institution, i.e., optional courses that the student has passed on an exchange programme and that would be listed in the Diploma supplement:

	Course passed at the host institution (in original form)	Number of ECTS credits earned at the host institution	Number of classes at the host institution	Grade that the student earned at the host institution
1.				
2.				
3.				



In order to accomplish all responsibilities envisaged by this study programme for the specified academic period spent on an exchange programme, the student _____ (Student Name and Surname) should pass the following courses:

	Course title	Number of classes	ECTS credits
1.			
2.			
3.			

REASONING

The student _____ (Name and Surname) submitted necessary documentation to the authorized academic ECTS coordinator upon the mobility period, for the purpose of recognition of courses passed at the host institution during the mobility period. In accordance with the Rulebook on Student Mobility and Academic Recognition of Mobility Period (adopted by _____ as of _____), and based on the submitted documentation, the authorized academic ECTS coordinator has made the decision as in dispositive part hereof.

Instructions on legal remedy:

The above-named may file a written complaint against this settlement to the authorized academic ECTS coordinator within 7 working days from the date of Decision reception.

Academic ECTS coordinator decides on the complaint filed within 10 working days and there is no further right of appeal against his/her decision.

Academic ECTS coordinator

(Name and Surname)

Appendixes:

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

Submit to:

1. Student
2. Student Service
3. Archive.

(Name and Surname)

TRANSCRIPT OF RECORDS

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

FIELD OF STUDY:

<p>NAME OF SENDING INSTITUTION: Faculty/ Department</p> <p>ECTS departmental coordinator:</p> <p>Tel.: Fax: E-mail:</p>
<p>NAME OF STUDENT: First Name:</p> <p>Date and place of birth: Sex: M/F</p> <p>Matriculation date: Matriculation number:</p> <p>E-mail address:</p>
<p>NAME OF RECEIVING INSTITUTION:</p> <p>Faculty/ Department of</p> <p>ECTS departmental coordinator:</p> <p>Tel: Fax: E-mail:</p>

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

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

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

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



Course unit code (1):

Refer to the ECTS Course catalogue

Duration of course unit (2):

Y = 1 academic year

1S= 1 semester

1T=1 term/trimester

2S= 2 Semesters

2T=2 terms/trimesters

Grading (3):

a) Description of the institutional grading system:

b) Grading distribution in the department or programme (please specify)

(For this section please refer to ECTS Users' Guide, Annex no.3)

ECTS credits (4):

1 academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

TRANSCRIPT OF RECORDS
(issued by the Sinergija University or Faculty)

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

FIELD OF STUDY:

<p>NAME OF SENDING INSTITUTION: Sinergija University Bijeljina Faculty/ Department ECTS departmental coordinator: Tel.: Fax: E-mail:</p>
<p>NAME OF STUDENT: First Name: Date and place of birth: Sex: M/F Matriculation date: Matriculation number: E-mail address:</p>
<p>NAME OF RECEIVING INSTITUTION: Faculty/ Department of ECTS departmental coordinator: Tel: Fax: E-mail:</p>

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

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

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

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

Course unit code (1):

Refer to the ECTS Course catalogue

Duration of course unit (2):

Y = 1 academic year

1S= 1 semester

1T=1 term/trimester

2S= 2 Semesters

2T=2 terms/trimesters

Grading (3):

a) Description of the institutional grading system:

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

b) Grading distribution in the department or programme (please specify)

(For this section please refer to ECTS Users' Guide, Annex no.3)

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

ECTS credits (4):

1 academic year

1 semester

1 term/trimester

= 60 credits

= 30 credits

= 20 credits

ECTS Grading Table

ECTS Grading Table is used for the purpose of determining an equivalent grade at the home institution for the grade awarded on an exchange programme. This requires that the home institution maintains statistical data on student's achievements (within the course, study programme or faculty level).

The given statistical data serve as a tool in the process of determining 'equivalent grade', i.e., the grade at the home institution that is equivalent to the grade the student has been awarded for certain course on an exchange programme.

Equivalent grade is determined by comparing **statistical data on student's achievements** at the home institution with statistical data on student's achievements at the host institution where student was on an exchange programme.

The main criterion for establishing the equivalent grade is the **proportionate share of grades awarded within grading scales of both institutions.**

Below is given an example of determining the equivalent grade for the home and host institution:

Grades at institution A	Statistical data on student's achievements at institution A (percentage of students who were awarded this grade)	Grades at institution B	Statistical data on student's achievements at institution B (percentage of students who were awarded this grade)
30 with distinction	5.6%	1	20%
30	15.7%	2	35%
29	0.5%	3	25%
28	12.3%	4	20%
27	11.8%		
26	9.0%		
25	8.2%		
24	11.3%		
23	2.7%		
22	6.0%		
21	2.3%		
20	5.7%		
19	1.9%		
18	6.9%		
TOTAL			

The above-given example shows statistical data on achievements of the student at two higher education institutions for the specified study programme for the last two years.

By comparing the percentage of awarded grades, the student who has been awarded the highest grades (30 or 30 with distinction) at institution A, will be awarded grade 1 at Institution B, as the share of grade 1 at Institution B amounts to 20%, which is equivalent to the sum of shares of highest grades - 30 with distinction or 30 (5,6%+15,7%), i.e. approximately 20%.

Students who have earned 26-29 points (9%+11,8%+12,3%+ 0,5%) at institution A will be awarded grade 2 (35% of students) at institution B.