



Split, May 12, 2011

Ord. No.: 01-1-57/13-2011.

Pursuant to Article 19, Paragraph 1, Clause 10 of the University of Split Statute, the University of Split Senate, at its 57th meeting held on May 12, 2011, under the item 13 on the agenda, adopted the following

REGULATIONS ON INTERNATIONAL MOBILITY AT THE UNIVERSITY OF SPLIT

INTRODUCTORY PROVISIONS

Subject of the Regulations

Article 1

- (1) Regulations on International Mobility at the University of Split (hereinafter: the Regulations) regulate basic principles of mobility of incoming and outgoing students, scientific-teaching, artistic-teaching, teaching, associate (assistant lecturers and senior assistant lecturers), and non-teaching staff (hereinafter: beneficiaries) at the University of Split (hereinafter: the University), types and duration of mobility, application procedure, rights and obligations of beneficiaries, role of the institutional ECTS coordinator and departmental ECTS commissioner, as well as other matters related to the implementation of the mobility programme.

Code of Ethics and Other Legal Acts

Article 2

- (1) Participants in mobility programmes are obliged to abide by ethical and other legal regulations of the University and its constituents, as well as of institutions at which they accomplish mobility.

Professional, Administrative and Technical Support to Student Mobility

Article 3

- (1) Mobility programmes at the University level are implemented and administered by the Office for International Cooperation of the University or another competent office/person at the University, in cooperation with the Offices for International Cooperation and/or contact persons at the constituents (provost of international cooperation, ECTS commissioner or other appointed persons).
- (2) Each constituent is obliged to appoint an ECTS commissioner in a scientific-teaching, artistic-teaching, teaching or associate position, who provides professional and

administrative support to outgoing and incoming students. The University Senate shall appoint the University ECTS coordinator in a scientific-teaching position, who shall coordinate activities of ECTS commissioners at constituents.

- (3) Office for International Cooperation of the University shall issue relevant recommendations on improving international cooperation at the University, and shall provide its decision on various matters related to international cooperation.

Tasks of the Office for International Cooperation

Article 4

- (1) The Office for International Cooperation and Mobility performs the following tasks:
- Implementation and coordination of mobility programmes,
 - Communication with the Agency for Mobility and EU Programmes,
 - Submission of application forms for allocation of resources from EU funds,
 - Compliance with assumed contractual obligations towards the Agency for Mobility,
 - Invitation and implementation of Applications for selection of students and staff members,
 - Administration of mobility documents,
 - Payment, administration and management of allocated resources,
 - Drafting financial and narrative reports for the Agency,
 - Organising promotional activities,
 - Continued work with all constituents of the University with the purpose of improving international cooperation,
 - Other tasks related to international cooperation.

Definitions of Terms

Article 5

- (1) *International mobility* is an activity performed at a foreign institution.
- (2) *Higher education institution* refers to universities, faculties, polytechnics, academies or scientific institutes.
- (3) *Home institution (Sending institution)* is a higher education institution in which the student is enrolled or at which scientific-teaching, artistic-teaching, teaching, associate and non-teaching staff is employed.
- (4) *Host institution (Receiving institution)* is a higher education institution at which mobility is accomplished.
- (5) *Partner institution* is a higher education institution with which the University or one of its constituents has signed the agreement on international cooperation.
- (6) *Outgoing Student* is a University student in the mobility programme at the host institution.
- (7) *Incoming or Guest Student* is a student in the mobility programme at the University as the host institution.
- (8) *Staff* refers to scientific-teaching, artistic-teaching, teaching, associate and non-teaching staff employed at partner institutions which participate in the mobility programme.
- (9) *Inter-institutional Agreements* are international cooperation agreements, contracts, projects and programmes which are concluded between the University or one of its constituents and a partner institution.
- (10) *Student Application Form* is an application document which contains all necessary data about the incoming student.

- (11) *ERASMUS Student Application Form* is an application document which contains all necessary data about the incoming student within the ERASMUS sub-programme.
- (12) *Acceptance Letter* is a document which the University or the constituent issues to the incoming student as a guarantee for admission to mobility.
- (13) *Learning Agreement* is an agreement by means of which study programme is drawn up for a given student. Learning agreement encompasses the term *Agreement on recognition of the period of mobility*, as used by the Agency for Mobility and EU Programmes. Learning agreement can be concluded on the basis of an inter-institutional agreement, or regardless of such an agreement.
- (14) *Training Agreement* is an agreement by means of which training programme for a given student is drawn up at the host institution. Training agreement can be concluded on the basis of an inter-institutional agreement or regardless of such an agreement.
- (15) *Transcript of Records* is a document by means of which a higher education institution provides detailed information on previous study programme and results achieved by the student (expressed by means of ECTS credits or another credit system for each course unit, and grades obtained in each of the course units). Transcript of records shall be issued as an official document in English as well.
- (16) *Transcript of Work* is a document by means of which the employer provides detailed information on the previous training and results achieved by the student.
- (17) *LLP (Lifelong Learning Programme – covering the period from 2007 to 2013)* is a EU programme for mobility at all levels of education (4 sectoral programmes: Comenius, Erasmus, Leonardo da Vinci, Gruntvig and 2 complementary programmes: the transversal programme and Jean Monnet).
- (18) *ERASMUS* is a mobility sub-programme within LLP which encompasses mobility at higher education level.
- (19) *CEEPUS (Central European Exchange Programme for University Studies)* is an academic exchange programme for students and professors in Central and Eastern Europe.

II. STUDENT MOBILITY

Student Mobility

Article 6

- (1) Student mobility refers to studying at a host institution after which the student shall return to the resident institution to complete the enrolled studies. Student mobility includes a study stay or training at the host institution.
- (2) Student mobility is accomplished under the inter-institutional agreement.
- (3) Head of a constituent can, at a student's request, approve mobility even outside the inter-institutional agreement by appropriately applying the relevant provisions regarding mobility based on an inter-institutional agreement. In such a case, an outgoing student will be admitted to mobility if there are no significant differences between study programmes at the host institution and at the University constituent - home institution, while an incoming student will be admitted to mobility if the University or its constituent - host institution has at its disposal a sufficient capacity to host the student. Under this Article, more significant differences would arise if competences, i.e. learning outcomes acquired during the period of mobility at the host institution are significantly different from the ones which should be acquired at the home institution. Denying the request for mobility outside the inter-institutional agreement must be substantiated.

- (4) The Constituents shall regulate matters related to student status (full-time or part-time), tuition fee and all other matters related to the student referred to in Paragraph 3 by means of their own regulations, in accordance with the provisions of these Regulations.

Student Mobility Documents

Article 7

- (1) Basic documents by means of which mobility programme is defined and on the basis of which the completed programme is recognised are the following:
1. Learning agreement, i.e. Training agreement (defined in the Article 5, Paragraphs 13 and 14),
 2. Transcript of records (defined in the Article 5, Paragraph 15),
 3. Certificate of Completion of Training (defined in the Article 5, Paragraph 16)

Learning Agreement and Training Agreement

Article 8

- (1) After the student has been selected for a mobility programme, and before the departure abroad, a learning agreement shall be concluded between the student, the home institution, and the host institution, unless otherwise specified by the inter-institutional agreement.
- (2) Learning agreement shall identify titles of course units which the student applied for, with the corresponding number of ECTS credits allocated to the selected course units at the host institution, research or writing the final thesis, graduation thesis or doctoral dissertation, along with the corresponding number of ECTS credits. When corresponding credits are not expressed by means of the ECTS system, the original credits, their value expressed in ECTS credits, and the principle of conversion shall be specified in the Learning agreement.
- (3) After the student has been selected for a training mobility programme, a training agreement shall be concluded between the student, the home institution and the host institution (institution/company/other organisation), unless specified otherwise by the inter-institutional agreement. The “Quality commitment” document represents another integral part of the Training agreement, regulating rights and obligations of all contractual parties regarding the implementation of training.
- (4) By signing the Learning/Training agreement, the home institution allows the student to depart for the mobility and the selected study/training programme, while the host institution admits the student and approves the selected study/training programme.
- (5) In the event that mobility is accomplished on the basis of joint studies or other similar programmes in which a system of mutual recognition of the completed programme is defined between the host institution and the home institution, no learning/training agreement shall be concluded unless the conclusion of learning/training agreement is provided for in the programme.

Transcript of Records and Certificate of Completion of Training

Article 9

- (1) After the accomplished mobility, the host institution is obliged to issue a Transcript of Records or a Certificate of Completion of Training to the student.

Duration of Mobility

Article 10

- (1) A single period of mobility for outgoing and incoming students lasts for at least one (1) month, while the longest possible period of mobility shall be defined by the inter-institutional agreement on the basis of which the said mobility is implemented.
- (2) A student can participate in a mobility programme for several times in the course of his/her studies, with the total longest period of mobility shall be defined by the study programme, provided that it does not exceed half of the duration of a specific study programme.

Student Insurance

Article 11

- (1) Students who participate in mobility are obliged to have a travel health insurance policy and personal accident insurance policy during the period of mobility, unless specified otherwise by a special agreement.

OUTGOING STUDENT

Application and Requirements for Admission to Mobility

Article 12

- (1) Application requirements and criteria for selection of the mobility candidate shall be defined by the inter-institutional agreement and mobility tender which the University, i.e. the constituent shall invite in accordance with provisions of the inter-institutional agreement and other legal regulations.
- (2) Unless regulated otherwise in the tender, a student can apply for mobility if he/she meets the following requirements:
 - at the moment of departure, the student has the student status at the University (as defined by the University rules),
 - the student is a Croatian citizen or a person with a refugee status, i.e. a stateless person or a person with registered permanent residence in the Republic of Croatia,
 - the student meets other requirements specified in the inter-institutional agreement on the basis of which mobility is accomplished.

Conclusion of and Amendments to the Learning Agreement and Training Agreement

Article 13

- (1) Upon conclusion of the Learning or Training agreement for outgoing students, comparison and assessment of study programmes compatibility at the home institution and host institution shall be carried out in accordance with the article 14 of these Regulations.
- (2) Learning agreement is signed by the outgoing student, appointed University ECTS coordinator, ECTS commissioner of the constituent, Head of the constituent and the host institution.
- (3) Training agreement is signed by the outgoing student, ECTS commissioner of the constituent, and the host institution / employer.

- (4) Learning / training agreement can be amended only with the consent of all signatories, in a written form, not later than 30 days from the arrival of the student at the host institution.

Recognition Procedure for Mobility

Article 14

- (1) If the student has fulfilled all obligations specified in the Learning/Training agreement, the home institution is obliged to recognise all courses the student has completed within the study programme in accordance with the agreement, without an additional recognition procedure.
- (2) In the event that training is not a part of the study programme at the home institution, the home institution shall register the information on completed training into the additional study certificate.

Comparison and Assessment of Compatibility of Study Programmes

Article 15

- (1) Comparison and assessment of compatibility of study programmes, recognition of ECTS credits, course units, obtained grades and completed training shall be carried out by the ECTS commissioner at the home constituent of the University, i.e. by University ECTS coordinator, who will, if necessary, consult the dean, the authorised provost or head of studies at the home constituent and holder of the corresponding course unit.
- (2) Comparison and assessment referred to in Paragraph 1 of this Article shall be carried out in accordance with the maximum flexibility principle and in conformity with the following rules:

1. Recognition of ECTS credits and course units:

1.1. For completed and passed course units at the host institution, acquired ECTS credits shall be recognised by the host institution as specified in the Transcript of Records. If there is no ECTS credit system at the host institution, the acquired credits shall be converted into the corresponding ECTS credits by evaluating the time spent for study.

1.2. Course units in which overlapping of study programmes (with regard to learning outcomes, i.e. competences) amounts to about 70% shall generally be recognised if the student had passed the exam from the said course units. Learning outcomes within the course unit, number of acquired ECTS credits and grade obtained shall be recognised. In the event that the student had not passed the exam at the host institution, but has fulfilled all other study obligations (as confirmed by the host institution), the home institution can allow the student to enter for examination upon his/her return without having to fulfil other study obligations anew.

1.3. If overlapping of study programmes amounts to less than cca 70%, ECTS credits which the student has acquired and the grade he/she obtained can be recognised in a manner specified in the regulations of the University constituent.

1.4. Upon recognition of ECTS credits, the form of assessment by means of which they have been acquired is not decisive. ECTS credits acquired by sitting for exams

from specific course units can substitute ECTS credits which would have been acquired through other forms of assessment (seminars, exercises) within the study programme at the home institution, and vice versa.

2. Grade recognition:

2.1. Grades which the student obtained at the host institution shall be recognised. If the grading systems at the host institution and the home institution are not identical, the grades shall be converted into the grades of the home institution to whatever extent possible, in conformity with the relevant *ECTS User's Guide*.

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

3. Registering of recognised course units, ECTS credits, grades and completed training:

3.1. Course unit titles, obtained grades and ECTS credits, and completed training shall be registered in the student's transcript (the "Index"), ISVU (Higher Education Institutions Information System) and supplementary document on studies.

3.2. Course unit titles shall be written both in Croatian and the original language, and in cases where this is not possible, in English, along with a description of the course unit which they replace or as separate elective / facultative course units.

3.3. The obtained grade shall be registered in its original form, and if the grading systems at the host institution and the home institution are not identical, the grade shall be registered in the converted form as well.

3.4. When there is no ECTS credit system at the host institution, other corresponding credits shall be registered as specified in the Transcript of Records of the host institution, along with their equivalent in ECTS credits.

3.5. Completed training shall be registered in the form specified by the employer in the certificate of completion of training.

3.6. ISVU and supplementary document on studies should contain a note on where and when the course units have been completed, i.e. where and when the training had been completed, as well as the criterion for converting the other credit system into the ECTS credits, i.e. the grade conversion criteria if the grading systems are not identical.

3.7. The home constituent of the University is obliged to register the data referred to in Paragraph into the student's transcript (the „Index“) and ISVU within an appropriate time, and not later than 10 days before the beginning of the semester in which the student will continue the study programme at the home institution. If it is not possible to do this within the defined timeframe, the home institution is obliged to allow the student to continue his/her studies even without the registration of the said data.

Rights of the Outgoing Student in case of Mobility Based on an Inter-institutional Agreement

Article 16

- (1) An outgoing student shall maintain the student status at the University during the period of mobility.
- (2) An outgoing student does not have to pay tuition fee at the host institution during mobility, unless specified otherwise by the inter-institutional agreement.
- (3) Financial support for outgoing students shall be regulated by means of the Inter-institutional agreement and other acts of the University, i.e. its constituents. The University, i.e. its constituent shall conclude the Financial Support Contract with the students which financial support for mobility is granted to. Financial support contract regulates rights and obligations of the University and the students, i.e. the constituent and the students, including receiving of a national or other scholarship for the period of mobility, and defines the amount of and requirements for granting financial support.

Duties of the Outgoing Student in case of Mobility Based on an Inter-Institutional Agreement

Article 17

- (1) Within the selected programme, the student needs to register minimum 20 and maximum 40 ECTS credits in one semester at the host institution, and proportionally less for a shorter study period.
- (2) An exception to the Paragraph 1 of this Article refers to a study stay intended for writing the final or graduation thesis or doctoral dissertation, and training stay.
- (3) In case that the student fails to acquire the number of ECTS credits specified in the learning agreement at the host institution, the difference in ECTS credits shall be acquired upon return at the home constituent.
- (4) After the completion of the period of mobility, and not later than the beginning of the following semester, the student is obliged to submit the transcript of records from the host institution or certificate of completed training from the employer, as well as other documents specified in the application and inter-institutional agreement to the Office for International Cooperation at the University and the authorised ECTS commissioner.
- (5) If the student fails to submit the required documents within the specified timeframe, the student is obliged to refund the total amount of financial support.
- (6) Original basic documents referred to in the Article 7, Paragraph 1, shall be kept at the Office for International Cooperation of the University or at the constituent, depending on the inter-institutional agreement or on who invited the mobility tender, while in case of non-institutional mobility, the said original basic documents shall be kept at the constituent.

INCOMING STUDENT

Incoming Student within the Inter-institutional Agreement on Student Mobility

Article 18

- (1) An incoming student who wishes to spend a certain period of study at the University of Split must submit a formal application letter and completed Student Application Form, accompanied by the ECTS transcript of records from the home institution and the draft Learning Agreement. The student shall submit the copy of the said documents via e-mail, and take the original copy to the University constituent at which the student accomplishes mobility, which the constituent needs to inform the University about.
- (2) An incoming student within the ERASMUS sub-programme must submit the completed ERASMUS Student Application Form, accompanied by Transcript of Records from the home institution and the draft Learning/Training Agreement; the student shall submit the copy of the said documents via e-mail, and take the original copies to the University which will then forward the application to the ERASMUS coordinator at the corresponding constituent.
- (3) The content and form of Student application forms and accompanying documents referred to in Paragraphs 1 and 2 are uniform for the entire University and are regulated in the Annex to these Regulations.
- (4) Application form and Learning agreement referred to in Paragraph 1 must bear the stamp of the student's home institution and be signed by the student and ECTS coordinator (or other authorised person) from the student's home institution.
- (5) Application form and Learning agreement referred to in Paragraph 2 must bear the stamp of the student's home institution and be signed by the student and authorised persons from the student's home institution.
- (6) Decision on the Application referred to in Paragraph 1 shall be issued by the Head of the constituent, ECTS commissioner of the constituent, and ECTS coordinator of the University, in the following way: in case of admission, they will sign the Student application form and Learning agreement, after which the constituent shall forward the said documents to the incoming student. At the student's request, the constituent shall issue an Acceptance letter as a guarantee for acceptance of mobility. If the student is not admitted, the constituent is obliged to explain the reasons for refusal/rejection to the student in a written decision by means of which the application is refused/rejected.
- (7) If the application referred to in Paragraph 2 meets the requirements of the signed LLP bilateral agreement and all other regulations related to the ERASMUS sub-programme, the Student application form shall be signed by the Head of the constituent, ERASMUS coordinator of the constituent and ERASMUS coordinator of the University by way of acceptance, while the Learning/Training Agreement shall be signed by the Head of the constituent, ECTS commissioner of the constituent and ECTS coordinator of the University, after which the constituent shall send the said documents to the University address (bearing a note: for ERASMUS), and the University shall forward the said document to the incoming student. The University shall issue an Acceptance letter to the student as a guarantee for acceptance of mobility.
- (8) Learning/Training Agreement can be amended only with the consent of all signatories, and all amendments must be made in written within 30 days from the student's arrival at the University.
- (9) The incoming student shall be matriculated at the student administration office of the constituent which concluded the mobility agreement, when the student will be issued a student's transcript (the „Index“).
- (10) If the student attends a course outside the constituent which concluded the mobility agreement, the said course unit shall be registered in the student's transcript (the „Index“) referred to in Paragraph 9 of this Article.

- (11) Incoming student has rights and obligations of a full-time student at the University, unless specified otherwise in the inter-institutional agreement.
- (12) Incoming student does not have to pay tuition fee at the University for the period of mobility, unless specified otherwise in the inter-institutional agreement.
- (13) Incoming student is obliged to bring the complete documentation necessary for obtaining a residence permit in the Republic of Croatia, and autonomously obtain the said permit from the competent state administration authority.

Incoming Student outside the Inter-institutional Agreement on Student Mobility

Article 19

- (1) University constituents shall regulate all matters by means of their own regulations, and fully and autonomously implement the procedure regarding non-institutional mobility of incoming students (acceptance of students, student status, study costs and all other matters).

Application Deadline

Article 20

- (1) Deadline for the application of an incoming student for mobility in the winter semestre is from April 15 to June 15, while the deadline for mobility in the summer semestre is from September 15 to November 15.
- (2) The recipient of the Student application form is obliged to issue a decision on the said application within 45 days from the receipt of the application form.

Transcript of Records

Article 21

- (1) Following the completion of mobility, the University constituent - host institution shall issue the Transcript of Records, i.e. the Training Certificate to the student, in both Croatian and English.

Information Package

Article 22

- (1) For the purpose of providing information to the interested incoming students on possibilities and conditions of studying at the University or its constituents, the University constituents are obliged to publish an information package for the following academic year in Croatian and English on their website, by April 15 of the current academic year.

III. STAFF MOBILITY

Staff in the Mobility Programme

Article 23

- (1) Staff mobility refers to the stay of staff members of the home institution (hereinafter: the Staff) at the host institution, after which the staff member shall return to the home institution.
- (2) The following staff is eligible for mobility:

1. persons with an employment contract at the University and its constituents, appointed to the following positions: scientific-teaching, artistic-teaching, scientific, teaching positions, associate position of an assistant lecturer or senior assistant lecturer (including junior researchers),
 2. non-teaching technical and administrative staff employed on the basis of an employment contract at the University and its constituents.
- (3) External associates who do not have an employment contract with the University and its constituents do not meet the mobility / financial support requirements for the purpose of stay at a foreign higher education institution.

Forms of Mobility

Article 24

- (1) Staff members can participate in the following forms of mobility:
- mobility within bilateral university agreements concluded with foreign partner institutions,
 - mobility within bilateral agreements concluded between constituents and foreign partner institutions,
 - mobility based on agreements with partner institutions within the LLP programme, Erasmus Mundus programme, Erasmus Mundus External Cooperation Window programme, and other EU programmes,
 - mobility within the CEEPUS programme and Visegrad fund,
 - mobility within other programmes and projects,
 - other forms of mobility in which the University and its constituents participate.
- (2) Type and duration of mobility shall be regulated by the inter-institutional agreement and invited tender on the basis of which mobility is accomplished.

Mobility Application and Selection of Outgoing Candidates

Article 25

- (1) Application, manner and criteria for selection of candidates are defined by means of the inter-institutional agreement, i.e. by means of tender provisions within which mobility is accomplished.
- (2) Committee for selection of candidates at the constituent shall decide on which candidates meet the mobility requirements and which are the priority candidates, in conformity with the requirements and criteria specified in the legal regulations of the University constituents, unless the manner of selection is regulated otherwise by provisions of a given inter-institutional agreement.
- (3) The criteria referred to in Paragraph 2, which the constituents are obliged to integrate in their regulations, are the following:
- strategic goals for the development of the University constituent
 - quality of proposed work programme / work plan
 - number of mobilities completed so far (namely, unless specified otherwise in the inter-institutional agreement, the number of period of mobility which a person can obtain within one academic year is not limited to one, but advantage will generally be given to persons who have not accomplished mobility in the current or previous years).

Outgoing Staff Insurance

Article 26

- (1) Staff members who participate in mobility are obliged to have a travel health insurance policy and a personal accident insurance policy during the period of mobility, unless specified otherwise in a special agreement.

Obligations Upon Return from Mobility

Article 27

- (1) Upon return to the home institution, the person is obliged to submit a report on completed mobility in accordance with the requirements of the inter-institutional agreement.
- (2) If the person fails to submit the required documents within the specified timeframe, the person is obliged to refund the total amount of financial support upon request.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 28

- (1) These Regulations shall become effective on the eighth day from the day of their publishing on the bulletin board of the University.
- (2) Under these Regulations, the University Rector's Office is considered as a University constituent.
- (3) The Office for International Cooperation of the University is authorised to autonomously modify the forms of mobility documents from the Annex to these Regulations and publish them on the University website.
- (4) The constituents can regulate certain mobility-related matters by means of their own regulations, in conformity with these Regulations.
- (5) For all matters which are not regulated by these Regulations, the Regulations on Studies and Study System at the University of Split shall apply, as well as any other current regulation.

RECTOR

Ivan Pavić, PhD

These Regulations were published on the bulletin board and website of the University on, and became effective on

HEAD SECRETARY

Josip Alajbeg, LL.B.