

Na osnovu člana 52. stav (1), tačka b), a u vezi sa članom 190. stav (2) Statuta Univerziteta u Tuzli, Senat Univerziteta u Tuzli na sjednici održanoj 30.07.2020. godine donio je

PRAVILNIK O MEĐUNARODNOJ MOBILNOSTI

I. UVODNE ODREDBE

Sadržaj Pravilnika

Član 1.

Pravilnikom o međunarodnoj mobilnosti (u daljem tekstu: Pravilnik) uređuju se osnovna načela mobilnosti dolaznih i odlaznih studenata, akademskog i administrativnog osoblja na Univerzitetu u Tuzli (u daljem tekstu: Univerzitet), vrsta i trajanje mobilnosti, postupak prijave, osnovne isprave, prava i obaveze studenata, akademskog i administrativnog osoblja, uloga ECTS koordinatora na fakultetima/ADU Odbora ECTS koordinatora, kao i druga pitanja vezana za provedbu programa mobilnosti.

Član 2.

(Etički kodeks i drugi pravni propisi)

- (1) Osobe uključene u program mobilnosti dužne su poštovati Etički kodeks i propise Univerziteta i institucija na kojima ostvaruju mobilnost.
- (2) Izrazi koji se koriste u ovom Pravilniku podrazumijevaju oba roda.

Član 3.

Termini koji se koriste u ovom pravilniku imaju sljedeće značenje:

- (1) Visokoškolske ustanove su univerziteti i visoke škole.
- (2) Matična institucija je visokoškolska ustanova na kojoj je student upisan ili na kojoj je akademsko ili administrativno osoblje zaposleno.
- (3) Institucija domaćin je visokoškolska ustanova na kojoj se ostvaruje mobilnost.
- (4) Partnerska institucija je visokoškolska ustanova s kojom Univerzitet u Tuzli ili njegova organizaciona jedinica ima potpisan sporazum o međunarodnoj/ međuinstitucionalnoj suradnji.
- (5) Odlazni student (Outgoing Student) je student Univerziteta u Tuzli u mobilnosti na instituciji domaćinu.
- (6) Dolazni ili gostujući student (Incoming Student) je student u mobilnosti na Univerzitetu u Tuzli kao instituciji domaćinu.
- (7) Institucionalni sporazumi su ugovori, projekti i programi o međunarodnoj/ međuinstitucionalnoj saradnji koje zaključuje ili u kojima učestvuje Univerzitet i jedna ili više partnerskih institucija kao što su Erasmus+ programi, Mevlana programi i sl.

- (8) Ugovor o učenju (Learning Agreement) je ugovor kojim se za pojedinog studenta ugovara program studiranja. Ugovor o učenju može se sklapati na temelju institucionalnog sporazuma ili neovisno o takvom sporazumu.
- (9) Ugovor o mobilnosti za osoblje (Mobility Agreement) je ugovor kojim se utvrđuje plan aktivnosti za učesnike u mobilnosti iz reda akademskog i administrativnog osoblja na partnerskoj instituciji.
- (10) Ugovor o stručnoj praksi (Training Agreement) je ugovor kojim se za pojedinog studenta ugovara program stručne prakse na instituciji domaćinu. Ugovor o stručnoj praksi može se sklapati na temelju institucionalnog sporazuma ili neovisno o takvom sporazumu.
- (11) Prepis ocjena (Transcript of Records) je, isprava kojom visokoobrazovna institucija pruža detaljne podatke o ostvarenom programu i postignutim rezultatima studenta (iskazanom putem ECTS bodova ili drugog sistema bodovanja za svaki predmet te ocjena). Prepis ocjena mora biti izdan kao službeni dokument i na engleskom jeziku.
- (12) Potvrda o obavljenoj stručnoj praksi (Transcript of Work) je isprava kojom poslodavac pruža detaljne podatke o obavljenoj stručnoj praksi i postignutim rezultatima studenta.

Član 4.

Osobe uključene u program mobilnosti dužne su poštovati propise Univerziteta i institucija na kojima ostvaruju mobilnost.

Član 5.

(Stručna, administrativna i tehnička podrška mobilnosti)

- (1) Programe mobilnosti na nivou Univerziteta provodi i administrira Ured za međunarodnu saradnju u zemlji i inostranstvu Univerziteta (u daljem tekstu Ured) kojim rukovodi Prorektor, u saradnji sa fakultetima/ADU.
- (2) Fakulteti/ADU u smisli prethodnog stava imenuju ECTS koordinate u naučno-nastavnom ili umjetničko-nastavnom zvanju koji pružaju stručnu i administrativnu podršku odlaznim i dolaznim studentima.
- (3) ECTS koordinatori fakulteta/ADU čine Odbor ECTS koordinatora kao institucionalno tijelo koje koordinira rad fakultetskih ECTS koordinatora, koje zauzima stavove, daje mišljenje i smjernice s ciljem zauzimanja jednakih stavova i jedinstvene primjene odredaba ovog Pravilnika u praksi odlaznim i dolaznim studentima.

II. MOBILNOST STUDENATA

Član 6.

(Mobilnost studenata)

- (1) Pod mobilnošću studenata podrazumijeva se studiranje na instituciji domaćinu nakon čega se student vraća na matičnu instituciju i dovršava upisani studijski program. Mobilnost studenata uključuje studijski boravak ili stručnu praksu u sklopu redovnog studija prvog i integrisanog prvog i drugog ciklusa, te drugog i trećeg ciklusa.

- (2) Mobilnost studenata se ostvaruje u okviru međuinstitucionalnih sporazuma.
- (3) Dekan fakulteta/ADU može studentu na njegov zahtjev odobriti mobilnost na istom ili srodnom studijskom programu izvan međuinstitucionalnog sporazuma, primjenjujući na odgovarajući način odredbe ovog Pravilnika koje se odnose na mobilnost utemeljenu na institucionalnom sporazumu. Odlaznom studentu će se u takvom slučaju odobriti mobilnost ako ne postoje značajne razlike između studijskih programa institucije domaćina i Univerziteta, odnosno matičnog fakulteta/ADU, a gostujućem studentu ukoliko Univerzitet kao institucija domaćin raspolaže dovoljnim kapacitetom za prijem studenta, odnosno ako student u okviru programa mobilnosti Univerzitetu ne nameće finansijske obaveze.
- (4) Značajne razlike u smislu ovog člana postoje u slučaju kada bi kompetencije stečene tokom razdoblja mobilnosti na instituciji domaćinu bile bitno različite od onih koje se trebaju steći na matičnoj instituciji. Odbijanje zahtjeva za mobilnost izvan institucionalnog sporazuma mora biti obrazloženo.
- (5) Student iz prethodnog stava koji nije zadovoljan odlukom dekana o mobilnosti može istaći prigovor NNV fakulteta.
- (6) Dekan fakulteta/ADU potpisivanjem ugovora o učenju ili ugovora o stručnoj praksi daje saglasnost studentu da aplicira na mobilnost ili stručnu praksu, uz prethodnu provjeru odabranih predmeta sa predmetnim profesorima i šefom odsjeka i/ili ECTS koordinatorom.
- (7) Odluku o izboru studenta za mobilnost donosi Prorektor za međunarodnu saradnju Univerziteta na prijedlog komisije za provođenje postupka odabira studenta za mobilnost, osim ako način odabira nije drugačije regulisan pravilima pojedinog institucionalnog sporazuma. Komisija pri odabiru studenta, a na bazi dostavljenih dokaza, vrši odabir primjenom sljedećih uslova i kriterija, i to:
 - ostvarene prosječne ocjene tokom dosadašnjeg studija,
 - broja ostvarenih mobilnosti,
 - biografije / curriculum vitae (CV),
 - motivacionog pisma,
 - statusa studenta sa invaliditetom / socijalne dimenzije studenta
 - potvrde o poznanju jezika (ukoliko je propisana institucionalnim sporazumom i/ili konkursom)
 - drugih uslova ukoliko su propisani institucionalnim sporazumom i/ili konkursom.
- a) O rezultatima Komisije, Ured za međunarodnu saradnju obavještava elektronskim putem sve aplikante.
- b) Komisiju iz stavke 7. ovog člana imenuje rektor na mandatno razdoblje od jedne (1) godine.
- c) Komisija se sastoji od Prorektora za međunarodnu saradnju, jednog predstavnika Ureda za međunarodnu saradnju, i jednog predstavnika Ureda za naučno-istraživački rad.

Član 7.

(Dokumenti studentske mobilnosti)

Osnovni dokumenti kojima se definira program mobilnosti i na temelju kojih se priznaje ostvareni program su:

- (1) Ugovor o učenju odnosno ugovor o stručnoj praksi,
- (2) Prepis ocjena (prije i poslije mobilnosti),
- (3) Potvrda o obavljenoj stručnoj praksi,
- (4) Nominacijsko pismo.

Član 8.
(Ugovor o učenju i ugovor o stručnoj praksi)

- (1) Nakon što je student odabran za program mobilnosti za studijski boravak sklapa se ugovor o učenju između studenta, matične visokoškolske institucije i institucije domaćina, ako međuinstitucionalnim sporazumom nije drugačije propisano.
- (2) U ugovoru o učenju navode se nazivi predmeta za koje se student prijavio s pripadajućim brojem ECTS bodova koje izabrani predmeti nose na instituciji domaćinu; istraživanje ili izrada diplomskog, magistarskog ili doktorskog rada uz pripadajući broj ECTS bodova. Student može unaprijed dogovoriti sa predmetnim profesorom mogućnost priznavanja predmeta koji će slušati i polagati na drugom univerzitetu.
- (3) Kada pripadajući bodovi nisu izraženi ECTS sistemom, u ugovor o učenju upisuju se izvorni bodovi institucije domaćina, njihova vrijednost u ECTS bodovima te kriterij vrednovanja.
- (4) Nakon što je student odabran za program mobilnosti za stručnu praksu zaključuje se ugovor o stručnoj praksi između studenta, matične institucije i institucije domaćina (ustanova/firma/organizacija), ako međuinstitucionalnim sporazumom nije drugačije propisano. Sastavni dio ugovora o stručnoj praksi predstavlja i dokument „Quality commitment“ („Obaveza kvalitete stručne prakse“) kojim se uređuju prava i obveze svih ugovornih strana vezano za obavljanje stručne prakse.
- (5) Ugovor o učenju odobrava dekan matičnog fakulteta/ADU studenta, nakon čega potpisivanjem ugovora o učenju/stručnoj praksi matična institucija odobrava studentu odlazak na mobilnost i odabrani studijski program/program stručne prakse, a institucija domaćin ga prihvata i odobrava odabrani studijski program/program stručne prakse.

Član 9.
(Prepis ocjena i potvrda o obavljenoj stručnoj praksi)

Nakon ostvarene mobilnosti institucija domaćin dužna je studentu izdati prepis ocjena ili potvrdu o obavljenoj stručnoj praksi.

Član 10.
(Trajanje mobilnosti)

- (1) Mobilnost u svrhu stručne prakse i izrade završnog rada za odlazne i gostujuće studente traje najmanje jedan (1) mjesec, a njeno najduže trajanje utvrđuje se institucionalnim sporazumom u okviru kojeg se ta mobilnost provodi.
- (2) Student može u toku studija više puta učestvovati u programu mobilnosti s tim da ukupna mobilnost može trajati:
 - a) Dva (2) semestra na prvom ciklusu studija,
 - b) Dva (2) semestra na drugom ciklusu za studijske programe koji traju jednu (1) godinu uz uslov da student provede jedan (1) cijeli semestar na matičnom fakultetu,
 - c) Dva (2) semestra na drugom ciklusu za studijske programe koji traju dvije (2) godine,
 - d) Dva (2) semestra na trećem ciklusu studija.

Član 11.
(Osiguranje studenta)

Studenti koji učestvuju u mobilnosti dužni su lično regulisati boravište, putno zdravstveno osiguranje i osiguranje od nesreće za vrijeme mobilnosti, ukoliko posebnim sporazumom nije drugačije ugovoreno.

ODLAZNI STUDENTI

Član 12.

(Prijava, uslovi i kriteriji za učestvovanje u mobilnosti)

- (1) Uslovi za prijavu te kriteriji i način odabira kandidata za mobilnost određuju se međuinstitucionalnim sporazumom i konkursom za mobilnost koji Univerzitet raspisuje u skladu s odredbama međuinstitucionalnog sporazuma.
- (2) Ako drugačije nije navedeno u konkursu, u mobilnosti može učestvovati student ako ispunjava sljedeće uslove:
 - da je državljanin Bosne i Hercegovine ili osoba s registrovanim stalnim boravištem u Bosni i Hercegovini,
 - da u trenutku odlaska na mobilnost ima status studenta upisanog na prvi ciklus studija sa najmanje 60 ostvarenih ECTS bodova (druga godina studija), odnosno status studenta upisanog na studij prvog i integrisanog prvog i drugog ciklusa, te drugog i trećeg ciklusa,
 - da ispunjava i druge ostale uslove određene međuinstitucionalnim sporazumom u okviru kojeg se ostvaruje mobilnost.

Član 13.

(Sklapanje i mijenjanje ugovora o učenju i ugovora o stručnoj praksi)

- (1) Pri sklapanju ugovora o učenju odnosno ugovora o stručnoj praksi za odlazne studente vrši se poređenje i procjena usklađenosti studijskih programa matične institucije i institucije domaćina u skladu sa članom 15. ovog Pravilnika.
- (2) Ugovor o učenju potpisuju odlazni student, nadležan ECTS koordinator, dekan ili prodekan za nastavu i studentska pitanja matičnog fakulteta/ADU, te institucija domaćin.
- (3) Ugovor o stručnoj praksi potpisuju odlazni student, nadležan koordinator i institucija domaćin odnosno poslodavac.
- (4) Ugovor o učenju/stručnoj praksi može se mijenjati samo uz suglasnost svih potpisnika, a sve promjene moraju biti u pisanom obliku.

Član 14.

(Postupak priznavanja mobilnosti)

- (1) Ako je student ispunio sve obaveze iz sklopljenog ugovora o učenju/stručnoj praksi matična institucija dužna mu je priznati ostvareni uspjeh u studijskom programu u skladu sa ugovorom, bez provođenja posebnog dodatnog postupka priznavanja, a prema članu 103., stav 3., alineja 1. Zakona o visokom obrazovanju TK ("Službene novine TK 7/16,10/16,5/17,15/17 i 9/20").
- (2) Ako se mobilnost ostvarila bez prethodno zaključenog ugovora o učenju/stručnoj praksi, dekan matičnog fakulteta/ADU će u saradnji sa Uredom a na temelju obrazložene molbe te poređenja i procjene usklađenosti programa ostvarenog na instituciji domaćinu i matične institucije donijeti odluku o priznavanju razdoblja mobilnosti (ECTS bodove, položene predmete, ocjene i praksu) u skladu s odredbama ovog Pravilnika.
- (3) Odluka kojom se odbija priznavanje razdoblja mobilnosti mora biti obrazložena.

- (4) Kad stručna praksa nije sastavni dio studijskog programa matične institucije, matična institucija će podatke o obavljenoj stručnoj praksi unijeti u Dodatak diplomi dotičnog studenta.

Član 15.

(Poređenje i procjena usklađenosti studijskih programa)

- (1) Poređenje i procjenu usklađenosti studijskih programa, priznavanje ECTS bodova, predmeta, ocjena te stručne prakse vrši ECTS koordinator matičnog fakulteta/ADU koji se, prema potrebi savjetuje sa dekanom/prodekanom, nosiocem odgovarajućeg predmeta na matičnom fakultetu/ADU, uvažavajući stavove i mišljenja Odbora ECTS koordinatora.
- (2) Poređenje i procjena usklađenosti iz stava (1) ovoga člana vrši se polazeći od načela maksimalne fleksibilnosti te uzimajući u obzir sljedeća pravila:
- (a) Priznavanje ECTS bodova i predmeta vrši se uvažavajući sljedeće principe:
- Da se Certifikat o položenim ispitima koji se, u pravilu izdaje na engleskom jeziku priznaje na univerzitetu kao takav, s tim da eventualno, certifikat o položenim ispitima može biti izdat i na njemačkom ili turskom jeziku za matične odsjeke njemačkog/turskog jezika.
 - Za odslušane i položene predmete na instituciji domaćinu priznaju se ECTS bodovi kako je to predviđeno na matičnoj instituciji. Ukoliko su ECTS bodovi na predmetu institucije domaćina manji od ECTS bodova na predmetu matične institucije priznaju se ECTS bodovi predmeta matične institucije, ako je preklapanje u programima navedenih predmeta 70% ili više (uzimajući u obzir ishode učenja). U slučaju da na instituciji domaćinu ne postoji sistem ECTS bodovanja, stečeni bodovi priznaju se u utvrđenom broju ECTS bodova matične institucije.
 - Predmeti kod kojih preklapanje u programu (uzimajući u obzir ishode učenja) iznosi preko 70% priznaju se studentu ukoliko je iz njih položio ispit. U slučaju da je predmet odslušan, a nije položen na instituciji domaćinu, matična institucija će dozvoliti studentu po povratku da pristupi polaganju ispita bez ponovnog slušanja dotičnog predmeta.
 - Ako su preklapanja u programu predmeta manja od 70%, studentu se stečeni ECTS bodovi i dobivena ocjena priznaju kao izborni predmet.
 - Priznati izborni predmeti ne moraju odgovarati ponudi izbornih predmeta na matičnoj instituciji, ali se navedena činjenica mora evidentirati u dodatku diplomi u rublici dodatne informacije.
 - Pri priznavanju ECTS bodova nije odlučujuće na kojem obliku nastave su stečeni.
 - ECTS bodovi ostvareni polaganjem ispita iz pojedinih predmeta mogu zamijeniti ECTS bodove koji bi se po nastavnom programu matične institucije ostvarivali kroz druge oblike nastave (seminare, vježbe) i obrnuto.
- (b) Priznavanje ocjena:
- Studentu se priznaju ocjene ostvarene na instituciji domaćinu. Ako sistem ocjenjivanja na instituciji domaćinu i matičnoj instituciji nisu istovjetni ocjene se, u mjeri u kojoj je to moguće, pretvaraju u ocjene matične institucije, a u skladu sa važećim ECTS User's Guide (Priručnik za korisnike ECTS-a).
 - Sve ocjene ostvarene na instituciji domaćinu koje je moguće pretvoriti u nacionalni sistem ocjena ulaze u prosjek ocjena studija na matičnoj instituciji. Ocjene koje nije

moguće pretvoriti u nacionalni sistem ocjena (npr. položio – nije položio) upisuju se u izvornom obliku i ne ulaze u prosjek ocjena studija na matičnoj instituciji.

(c) Upis priznatih predmeta, bodova, ocjena i stručne prakse:

- U indeks matičnog studenta se upisuju nazivi predmeta, ostvarene ocjene i ECTS bodovi te stručna praksa.
- Nazivi predmeta upisuju se na bosanskom/srpskom/hrvatskom i izvornom jeziku, a gdje nije moguće na engleskom jeziku s naznakom predmeta kojeg zamjenjuju ili kao zasebni izborni predmet.
- Ostvarena ocjena se upisuje u izvornom obliku, a ukoliko sistemi ocjenjivanja na instituciji domaćinu i matičnoj instituciji nisu istovjetni ocjena se upisuje u pretvorenom obliku.
- Kad na instituciji domaćinu ne postoji sistem ECTS bodovanja upisuju se drugi odgovarajući bodovi u obliku kako su navedeni u prepisu ocjena institucije domaćina te njihov ekvivalent u ECTS bodovima.
- Obavljena stručna praksa upisuje se u obliku kako je poslodavac naveo u potvrdi o stručnoj praksi.
- U indeks matičnog studenta se upisuje napomena gdje i kada su predmeti položeni odnosno stručna praksa obavljena kao i kriterij pretvaranja drugog sistema bodovanja u ECTS bodove odnosno kriterij pretvorbe ocjena ukoliko sistemi ocjenjivanja nisu istovjetni.
- Studentska služba fakulteta/ADU dužna je, najkasnije u roku od 10 dana prije početka semestra u kojem matični student nastavlja program na matičnoj instituciji, upisati podatke iz ove tačke u indeks. Ako to nije moguće učiniti u navedenom roku, matična institucija dužna je studentu omogućiti redovan nastavak studija i bez upisa navedenih podataka.

(3) Upis priznatih predmeta, bodova, ocjena i stručne prakse u smislu stava (2) tačka c) ovog člana vrši dekan fakulteta na prijedlog ECTS koordinatora fakulteta.

Član 16.

(Prava odlaznog studenta kod mobilnosti utemeljene na institucionalnom sporazumu)

- (1) Odlazni student tokom mobilnosti zadržava status upisanog studenta na Univerzitetu. Odlazni student je za vrijeme trajanja mobilnosti oslobođen plaćanja školarine na instituciji domaćinu, ukoliko institucionalnim sporazumom nije drugačije određeno.
- (2) Odlaznom studentu se ovjerava semestar na matičnoj instituciji bez potpisa u indeksu, uz zabilješku u indeksu da je u mobilnosti.

Član 17.

(Obaveze odlaznog studenta kod mobilnosti utemeljene na institucionalnom sporazumu)

- (1) U okviru odabranog programa, student na instituciji domaćinu za boravak u jednom semestru u pravilu upisuje najmanje 28 ECTS bodova, ali za kraće razdoblje srazmjerno manje.
- (2) Izuzeto od stava (1) ovog člana je boravak predviđen za izradu završnog diplomskog, ili magistarskog rada, odnosno doktorske disertacije, te boravak na stručnoj praksi.

- (3) Uslučaju da student, na instituciji domaćinu, ne ostvari broj ECTS bodova naznačenih u ugovoru o učenju, razliku ECTS bodova će ostvariti nakon povratka, na matičnom fakulteta/ADU.
- (4) Nakon završetka mobilnosti, a najkasnije do završetka sljedećeg semestra, student je obavezan dostaviti prepis ocjena sa institucije domaćina ili potvrdu obavljene stručne prakse od poslodavca te druge dokumente određene konkursom i institucionalnim sporazumom Uredu i nadležnom ECTS koordinatoreu.

DOLAZNI STUDENTI

Član 18.

(Dolazni student u okviru institucionalnog sporazuma o mobilnosti)

- (1) Na zahtjev studenta, a u skladu sa institucionalnim sporazumom, Univerzitet kao institucija domaćin sklopit će sa studentom i matičnom institucijom Ugovor o učenju/stručnoj praksi. Ugovor o učenju potpisuju dolazni student, nadležan ECTS koordinator, dekan ili prodekan u ime matičnog fakulteta te institucija domaćin. Ugovor o stručnoj praksi potpisuju odlazni student, nadležni koordinator i institucija domaćin odnosno poslodavac. Ugovor o učenju/stručnoj praksi može se mijenjatisamo uz suglasnost svih potpisnika, a sve promjene moraju biti u pisanom obliku.
- (2) Studentska služba fakulteta vodi posebnu evidenciju o dolaznim studentima u koju se evidentira semestar koji student pohađa, izvršene obaveze studenta i to list o upisu i ovjeri semestra, sa popisom nastavnih predmeta, fondom sati i brojem ECTS bodova, ispitne prijave, te po jedan primjerak certifikata o položenim ispitima, na bosanskom i engleskom jeziku.
- (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.
- (5) Trajanje mobilnosti u toku studija za dolazne studente nije ograničeno ukoliko međuinstitucionalnim sporazumom nije drugačije utvrđeno.
- (6) Ured za međunarodnu saradnju u zemlji i inostranstvu vodi poseban registar dolaznih studenata, čiji sadržaj propisuje rektor Univerziteta.

Član 19.

(Dolazni student izvan institucionalnog sporazuma o studentskoj mobilnosti)

- (1) Student koji želi upisati dio/dijelove studijskog programa na Univerzitetu izvan institucionalnog sporazuma o mobilnosti podnosi poseban zahtjev dekanu matičnog fakulteta/ADU.
- (2) Odluku o prihvatanju studenta i troškovima njegovog studiranja donosi NNV na prijedlog dekana.

Član 20.

(Prepis ocjena)

Nakon ostvarene mobilnosti Univerzitet odnosno odgovarajući fakultet/ADU kao institucija domaćin izdaje studentu prepis ocjena odnosno potvrdu o obavljenoj stručnoj praksi na engleskom jeziku.

Član 21.
(Informacijski paket)

U cilju pružanja informacija zainteresiranim dolaznim studentima o mogućnostima i uslovima studiranja na Univerzitetu, Ured za međunarodnu saradnju u zemlji i inostranstvu na web stranici Univerziteta objavljuje informativni paket na engleskom jeziku do 15. aprila tekuće akademske godine za sljedeću akademsku godinu.

III. MOBILNOST OSOBLJA

Član 22.
(Osoblje u mobilnosti)

- (1) Mobilnost osoblja odnosi se na boravak zaposlenika matične institucije (u daljnjem tekstu: osoblje) na instituciji domaćinu nakon koje se zaposlenik vraća na matičnu instituciju.
- (2) Osoblje u mobilnosti uključuje:
 - a) Osoblje zaposleno po osnovu ugovora o radu na Univerzitetu u zvanjima: naučnonastavno/umjetničko-nastavno, saradničko zvanje asistenta ili višeg asistenta.
 - b) Administrativno osoblje zaposleno po ugovoru o radu na Univerzitetu.
 - c) Spoljni saradnici koji nemaju ugovor o radu na Univerzitetu i njegovim jednicima ne ispunjavaju uslove za mobilnost/finansijsku potporu u svrhu boravka na inostranoj visokoobrazovanoj instituciji.

Član 23.
(Oblici mobilnosti)

- (1) Osoblje može sudjelovati u sljedećim oblicima mobilnosti:
 - a) mobilnost u okviru bilateralnih univerzitetskih sporazuma sklopljenih sa partnerskim institucijama u inozemstvu,
 - b) mobilnost u okviru bilateralnih univerzitetskih sporazuma fakulteta/ADU sklopljenih sa partnerskim institucijama u inozemstvu,
 - c) mobilnost na temelju sporazuma sa partnerskim institucijama u okviru LLP programa, Erasmus Mundus programa, Erasmus Mundus Action 2 programa te ostalih EU programa,
 - d) mobilnost u okviru CEEPUS i Mevlana programa,
 - e) mobilnost u okviru projekata,
 - f) i drugim oblicima mobilnosti u kojima sudjeluje Univerzitet i njegove organizacione jedinice.
- (2) Vrsta i trajanje mobilnosti definiše se institucionalnim sporazumom i/ili raspisanim konkursom na temelju kojeg se ostvaruje mobilnost.
- (3) Akademske osoblje u toku jednog izbornog perioda može ostvarivati mobilnost više puta, ali u maksimalnom trajanju od 1 godine.

Član 24.
(Prijava za mobilnost i odabir odlaznih kandidata)

- (1) Prijava, način i kriteriji odabira kandidata definišu se međuinstitucionalnim sporazumom odnosno odredbama konkursa u okviru kojih se ostvaruje mobilnost.
- (2) Odabir kandidata iz reda naučno-nastavnog / umjetničko-nastavnog osoblja vrši se na osnovu kriterija kako slijedi:
 - a) **Ugovor o mobilnosti:**
 - Razvoja postojećeg naučno-istraživačkog/međunarodnog projekta (prednost imaju naučno-istraživački radovi ili projekti koji se realizuje u saradnji subjekata iz različitih kantona, entiteta, te u okviru međunarodne saradnje, te naučno-istraživačkog rada ili projekta čija je tematika od posebnog odnosno šireg interesa za razvoj kantona i države)
 - Rad na planiranom naučno-istraživačkom radu ili projektu,
 - Opravdanost iskazanih interesa i postavljenih ciljeva, te očekivanih ishoda u odnosu na strateške ciljeve razvoja Univerziteta, te planu razvoja kadrova Univerziteta,
 - b) **Aplikacijski paket**
 - Dosadašnji broj ostvarenih mobilnosti (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 u prethodnim godinama nisu ostvarili mobilnost)
 - Biografija koja treba da sadrži sljedeće podatke:
 - Stečeno akademsko zvanje,
 - Dužina stečenog akademskog zvanja,
 - Jezičke sposobnosti (broj stranih jezika)
 - Broj objavljenih naučnih radova
 - Broj objavljenih knjiga
 - Broj recenzija
 - Broj mentorstva
 - Broj učestvovanja u naučnim simpozijama i konferencijama.
 - Motivaciono pismo:
 - Usklađenost sa uslovima i preporukama konkursa
 - Potvrda o poznavanju jezika
 - Pozivno pismo
 - c) U slučaju da je broj prijavljenih kandidata koji ispunjavaju sporazumom utvrđene uslove i kriterije, veći od broja raspoloživih stipendija, utvrđenih međuinstitucionalnim sporazumom, a odabir vrši Univerzitet, prijedlog o odabiru kandidata za mobilnost naučno-nastavnog/umjetničko-nastavnog osoblja donosi Prorektor za međunarodnu saradnju Univerziteta u Tuzli na prijedlog Komisije za provođenje postupka odabira odlaznih kandidata za mobilnost prema utvrđenim pravilima institucionalnog sporazuma ili poziva;
 - d) Komisiju čini Prorektor za međunarodnu saradnju i po jedan nastavnik iz područja: društvenih, tehničkih, humanističkih, prirodnih, biomedicinskih i umjetničkih nauka. Komisiju imenuje Rektor prije početka svake akademske godine na mandatno razdoblje od jedne (1) godine.
- (3) Odabir kandidata iz reda administrativnog osoblja vrši se na osnovu kriterija kako slijedi:
 - a) **Ugovor o mobilnosti:**
 - Kvalitet plana rada
 - Usvajanje novih naučnih znanja i spoznaja

- Opravdanost iskazanih interesa i postavljenih ciljeva, te očekivanih ishoda u odnosu na strateške ciljeve razvoja Univerziteta, te planu razvoja kadrova Univerziteta
- b) Aplikacijski paket**
- Dosadašnji broj ostvarenih mobilnosti (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 u prethodnim godinama nisu ostvarili mobilnost)
 - Biografija:
 - Jezičke sposobnosti (broj stranih jezika)
 - Motivaciono pismo:
 - Usklađenost sa uslovima i preporukama konkursa
 - Potvrda o poznavanju jezika
 - Pozivno pismo
- (4) Izuzeto od prethodnih odredbi, Ured za međunarodnu saradnju Univerziteta u Tuzli može posebnom odlukom nominirati zaposlenike Rektorata za realizaciju pojedinih specifičnih mobilnosti.
- (5) U slučaju da je broj prijavljenih kandidata koji ispunjavaju sporazumom utvrđene uslove i kriterije, veći od raspoloživih stipendija utvrđenih međuinstitucionalnim sporazumom, a odabir vrši Univerzitet, prijedlog o odabiru kandidata za mobilnost naučno-nastavnog/umjetničko-nastavnog osoblja donosi Prorektor za međunarodnu saradnju Univerziteta u Tuzli na prijedlog Komisije za provođenje postupka odabira odlaznih kandidata za mobilnost prema utvrđenim pravilnima institucionalnog sporazuma ili poziva;
- (6) Komisiju čine Prorektor za međunarodnu saradnju, jedan predstavnik Ureda za međunarodnu saradnju i jedan predstavnik Ureda za naučno-istraživački rad.
- (7) Ured za međuniverzitetsku saradnju obavještava elektronskim putem sve aplikante o rezultatima Komisije.
- (8) Sastavni dio svakog poziva je tablica sa kriterijima o odabiru kandidata.

Član 25.

Žalbu može podnijeti odlazni kandidat za mobilnost (student ili uposlenik).

Žalba se podnosi Rektor u roku od 8 dana. Odluku po žalbi Rektor donosi u roku od 8 dana.

Odluka Rektora po žalbi je konačna.

Član 26.

(Osiguranje odlaznog osoblja)

Osoblje koje učestvuje u mobilnosti dužno je posjedovati putno zdravstveno osiguranje i osiguranje od nesreće za vrijeme mobilnosti, ukoliko posebnim sporazumom nije drugačije ugovoreno.

Član 27.

(Finansiranje pojedinačne mobilnosti)

Pojedinačna mobilnost finansira se u skladu zahtjevima institucionalnog sporazuma, iz sredstava koja se osiguravaju međunarodnim projektima ili na drugi način.

Član 28.
(Obaveze po povratku s mobilnosti)

Nakon povratka na matičnu instituciju osoba je dužna podnijeti izvještaj o ostvarenoj mobilnosti, u skladu sa zahtjevima institucionalnog sporazuma Prorektoru za međunarodnu saradnju u roku od 30 dana.

Član 29.

Sastavni dio ovog Pravilnika su Aneksi od I do VI.

Aneks I. Prijavni obrazac

Aneks II. Nominacijsko pismo

Aneks III. Ugovor o učenju za studentsku mobilnost

Aneks IV. Ugovor o akademskoj mobilnosti

Aneks V. Ugovor o mobilnosti osoblja u svrhu obuke

Aneks VI. Ugovor o stručnoj praksi

IV. PRIJELAZNE I ZAVRŠNE ODREDBE

Član 30.

Ovaj Pravilnik se odnosi i na mobilnost između visokoškolskih ustanova institucija unutar Bosne i Hercegovine, ukoliko općim aktom Univerziteta ova mobilnost nije uređena na drugačiji način.

Član 31.

Ovaj Pravilnik stupa na snagu danom donošenja.

Stupanjem na snagu ovog Pravilnika prestaje da važi Pravilnik o međunarodnoj mobilnosti broj: 03-5170-18/19 od 09.10.2019.godine (Prečišćeni tekst).

UNIVERZITET U TUZLI

SENAT

Broj: 03-3426-1-4/20

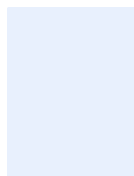
Tuzla, 30.07.2020. godine

PREDSJEDAVAJUĆA SENATA

Dr. sci. Nermina Hadžigrahić, red. prof.

ANEKS I: PRIJAVNI OBRAZAC

PRIJAVNI FORMULAR ZA MEĐUNARODNU KREDITNU MOBILNOST U OKVIRU PROGRAMA ERASMUS+



Ovdje unesite (upload) svoju sliku

OSOBNİ PODACI:

Ime i prezime:
Click here to enter text.
Datum rođenja:
Click here to enter text.
Mjesto rođenja:
Click here to enter text.
Adresa stanovanja:
Click here to enter text.
Državljanstvo:
Click here to enter text.
Email:
Click here to enter text.
Broj telefona (mobitel):
Click here to enter text.
Spol:
Choose an item.

INFORMACIJE O VAŠEM STATUSU NA UNIVERZITETU U TUZLI (ispunjava student):

Ciklus studija/status:
Choose an item.
Godina studija u akademskoj 2020/2021. godini
Click here to enter text.
Fakultet
Click here to enter text.
Odsjek
Click here to enter text.

INFORMACIJE O VAŠEM STATUSU NA UNIVERZITETU U TUZLI (ispunjava osoblje):

Da li ste zaposleni u akademskoj 2020/2021. godini na Univerzitetu u Tuzli?
Choose an item.
Ukupan broj godina radnog staža na Univerzitetu u Tuzli do danas:
Navesti institucije na kojima je do sada ostvarena mobilnost (npr. Univ. Wroclaw, Univ. Granada, itd.)
Navesti ukoliko imate invalidnost, medicinsko stanje ili posebne potrebe:

MOBILNOST U OKVIRU ERASMUS+ PROGRAMA

(ukoliko se prijavljujete na više EU univerziteta u sklopu konkursa, molimo vas da navedete, kako bismo znali koji su vam prioriteti prilikom odabira)

Na koju se visokoobrazovnu instituciju prijavljujete? (prvi izbor)
Click here to enter text.
Za koju akademsku oblast se prijavljujete?
Click here to enter text.
Na koju se visokoobrazovnu instituciju prijavljujete? (drugi izbor)
Click here to enter text.
Za koju akademsku oblast se prijavljujete?
Click here to enter text.
Na koju se visokoobrazovnu instituciju prijavljujete? (treći izbor)
Click here to enter text.
Za koju akademsku oblast se prijavljujete?
Click here to enter text.

Koji semestar? (samo za studente)	Odabrani period boravka? (samo za osoblje)
Choose an item.	Click here to enter text.

SAMO ZA OSOBLJE (molimo pročitati detaljno):

Po povratku sa mobilnosti, osoblje je dužno Uredu za međunarodnu saradnju dostaviti sljedeće (na email: international@untz.ba):
Dokument o obavljenoj mobilnosti (Certificate of Attendance) potpisan od strane institucije domaćina kojim se potvrđuje period trajanja mobilnosti i obavljene aktivnosti
Dostaviti kratki tekst (do 20 rečenica) o obavljenoj mobilnosti i 5 fotografija u svrhu objave na web stranici Univerziteta u Tuzli
Dostaviti izvještaj o obavljenoj mobilnosti napisan u skladu sa urnekom iz Aneksa Pravilnika o međunarodnoj mobilnosti Univerziteta u Tuzli

LISTA DOKUMENATA KOJU DOSTAVLJATE (OZNAČITI)

Studenti	Akademsko/administrativno osoblje
<input type="checkbox"/> Prijavni formular	<input type="checkbox"/> Prijavni formular
<input type="checkbox"/> CV	<input type="checkbox"/> CV
<input type="checkbox"/> Motivacijsko pismo	<input type="checkbox"/> Motivacijsko pismo
<input type="checkbox"/> Erasmus+ ugovor o učenju	<input type="checkbox"/> Erasmus+ ugovor o mobilnosti
<input type="checkbox"/> Uvjerenje o položenim ispitima	<input type="checkbox"/> Pozivno pismo
<input type="checkbox"/> Skenirani pasoš	<input type="checkbox"/> Skenirani pasoš
<input type="checkbox"/> Dokaz o poznavanju jezika	<input type="checkbox"/> Dokaz o poznavanju jezika

Datum i mjesto prijave:

Potpis:

Potpisivanjem prijavnog formulara za prijavljivanje na Erasmus+ konkurse, prihvatate i potvrđujete da su Vam pravila i uslovi ovog konkursa jasni, da ste dostavili sve tražene dokumente navedene na web stranici www.untz.ba, te da su podaci uneseni u ovaj formular i dostavljeni u okviru tražene dokumentacije istiniti.

ANEKS II: NOMINACIJSKO PISMO (OSOBLJE I STUDENTI)

ERASMUS+ PROGRAMME. INTERNATIONAL CREDIT MOBILITY (KA107) INFORMATION FOR PARTNER UNIVERSITIES

Nomination (template)

We would like to nominate the following participants from **[University of Tuzla, Bosnia and Herzegovina]** to attend the University of _____ under the Erasmus + Programme.

Students

Surname, name	Cycle: - 1 st Undergraduate - 2 nd Master - 3 rd Doctorate (PhD)	Email	Period (from – to)	Programme at home university	Previous Erasmus+ stays within the same cycle of studies (please indicate the period of stay abroad, from-to):

Reserve list

Staff

Surname, name	Category: - Teaching - Training	Email	Period (from – to)	Department or Unit at home university	Position

Reserve list

The home university declares that the candidate/s nominated to take part in the Erasmus + mobility programme has/have been selected in a transparent, public and competitive process, in accordance with programme regulations and the inter-institutional agreement existing with the University of Granada.

Please attach to this nomination letter supporting documents proving that the selection process applied has been fair, transparent and documented and that equal opportunities have been ensured to participants eligible for mobility, as indicated in the "Information for partners".

Date

.....
Signature and Stamp (person in charge of International Credit Mobility)

ANEKS III: UGOVOR O UČENJU ZA STUDENTE



Higher Education
Learning Agreement for Studies
Student's name
Academic Year 2020/2021

Learning Agreement Student Mobility for Studies

Student	Last name (s)	First name (s)	Date of birth	Nationality ⁱⁱ	Sex [M/F]	Academic year	Study cycle ⁱⁱⁱ	Subject area, Code ^{iv}
Sending Institution	Name	Faculty	Erasmus code ^v (if applicable)	Department	Address	Country, Country code ^{vi}	Contact person name ^{vii}	Contact person e-mail / phone
	UNIVERSITY OF TUZLA				Dr. Tihomila Markovića 1, 75000 Tuzla	Bosnia and Herzegovina, BA	Mirha Mujkanović	International Relations Office Email: internationalstudents@untz.ba Tel: +387 35 300 522
Receiving Institution	Name	Faculty	Erasmus code (if applicable)	Department	Address	Country, Country code	Contact person name	Contact person e-mail / phone

Study Programme at Receiving Institution				
Planned period of the mobility: from [month/year] to [month/year]				
Table A Before the mobility	Component ^{viii} code (if any)	Component title (as indicated in the course catalogue ^{ix}) at the receiving institution	Semester [e.g. autumn / spring / term]	Number of ECTS credits (or equivalent) ^x to be awarded by the receiving institution upon successful completion
				Total: ...
Web link to the course catalogue at the receiving institution describing the learning outcomes: [web link to the relevant information]				

The level of language competence in _____ [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 A2 B1 B2 C1 C2 Native speaker

Recognition at Sending Institution					
Table B Before the mobility	Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [e.g. autumn / spring / term]	Number of ECTS credits (or equivalent) for the group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad	
					Total: ...
Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i>					

<p>By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed 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 (or the principles agreed in the inter-institutional agreement for institutions located in Partner Countries). The sending 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 in Table A are in line with its course catalogue and should be available to the student. The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table C. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.</p>						
Commitment	Name	Function	Phone number	Email	Date	Signature
Student	Ime Prezime	<i>Student</i>	+387		___. __. 202__	_____
Responsible person ^{xi} at the Sending Institution	Prof. dr. _____, red. prof.	RECTOR	+387 35 300 522	internationalstu dents@untz.ba	___. __. 202__	_____
	Dr.sci. Ime Prezime, zvanje	DEAN				_____
	_____ Ime Prezime, zvanje (optional)	ECTS Coordinator				_____
Responsible person at the Receiving Institution						

During Mobility

Exceptional changes to Table A						
(to be approved by e-mail or signature by the student, the responsible person in the sending institution and the responsible person in the receiving institution)						
Table A bis During the mobility	Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent) to be awarded by the receiving institution upon successful completion of the component
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

Exceptional changes to Table B						
(to be approved by e-mail or signature by the student and the responsible person in the sending institution)						
Table B bis During the mobility	Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent) for the group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

After Mobility

Academic Outcomes at Receiving Institution					
Start and end dates of the study period: from [day/month/year] to [day/month/year]					
Table C After the mobility	Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Receiving Institution Grade
				Total: ...	

<i>Recognition Outcomes at Sending Institution</i>				
Start and end dates of the study period: from [day/month/year] to [day/month/year]				
Table D After the mobility	Component code (if any)	Title of recognised component (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending Institution Grade (if applicable)
			Total: ...	

Annex 1: Guidelines

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

It is recommended to use this template. However, if higher education institutions already have an IT system in place to produce the Learning Agreement or the Transcript of Records, they can continue using it. What is important is that all the information requested in this template is provided, no matter in which format (e.g. font size and colours can be modified), provided that it respects certain requirements outlined in the sections below.

How to use the Learning Agreement:

Before the mobility, it is necessary to fill in page 1 with information on the student, the sending and the receiving institutions and the three parties have to agree on the section to be completed before the mobility.

On page 1, most of the information related to the student, sending and receiving organisations will have to be encoded in the Mobility Tool+ (for Capacity Building projects, in the EACEA Mobility Tool). Institutions can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the two institutions, and names and contact details of the student and persons of contact in both the sending and receiving institutions.

The tables to be completed **during the mobility** (tables Abis and Bbis) should only be used if it is necessary to introduce changes to the original mobility programme. These tables and the section before mobility (tables A and B) should always be kept together in all communications.

After the mobility, the receiving institution should send a Transcript of Records to the student and the sending institution (table C). Finally the sending institution should issue a Transcript of Records (table D) to the student or record the results in a database accessible to the student.

PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months of the agreed study programme that the student will carry out abroad.

The Learning Agreement must include **all the educational components to be carried out by the student** at the receiving institution (in table A) and it must contain as well the group of educational components that will be replaced in his/her degree by the sending institution (in table B) upon successful completion of the study programme abroad. It is necessary to fill in tables A and B thoroughly before the mobility. Additional rows can be added as needed to tables A and B. Additional columns can also be added, for example, to specify the study cycle-level of the educational component. The presentation of this document may also be adapted by the

institutions according to their specific needs. However, **in every case, the two tables A and B must be kept separated**, i.e. they cannot be merged. The objective is to make clear that **there needs to be no one to one correspondence** (neither in terms of content nor in terms of credits) between the courses followed abroad and the ones replaced at the sending institutions. The aim is rather that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the sending institution, without having a one to one correspondence between particular modules or courses.

A normal academic year of full-time study is normally made up of educational components totalling 60 ECTS credits. It is recommended that for mobility periods shorter than a full academic year, the educational components selected should equate to a roughly proportionate number of credits. In case the student follows additional educational components beyond those required for his/her degree programme, these additional credits must also be listed in the study programme outlined in table A.

Where all credits in Table A are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window^{xii}. When mobility windows are embedded in the curriculum, it will be enough to fill in table B with a single line as described below:

<i>Recognition at Sending Institution</i>				
Table C Before the mobility	Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [e.g. autumn / spring / term]	Number of ECTS credits (or equivalent) for the group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad
			<i>Mobility window</i>	...

Otherwise, the group of components will be included in Table B as follows:

<i>Recognition at Sending Institution</i>				
Table C Before the mobility	Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [e.g. autumn / spring / term]	Number of ECTS credits (or equivalent) for the group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad
			<i>Course x</i>	...
		<i>Module y</i>	...	10
		<i>Laboratory work</i>	...	10
				Total: 30

The sending institution must fully recognise the number of ECTS credits (or equivalent) contained in table A if there are no changes to the study programme abroad and the student successfully completes it. Any exception to this rule should be clearly stated in an annex of the Learning Agreement and agreed by all parties. Example of justification for non-recognition: the student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.

Since the recognition will be granted to a group of components and it does not need to be based on a one to one correspondence between single educational components, the sending institution must foresee which provisions will apply if the student does not successfully complete some of the educational components from his study programme abroad. A web link towards these provisions should be provided in the Learning Agreement.

In all cases, the student will report via the on-line EU survey on the full recognition by the sending institution of his/her credits achieved abroad based on what has been agreed in Table B (or table B bis in case of changes during the mobility) and its possible annexes.

A recommended level in the main language of instruction has been agreed between the sending and receiving institutions in their inter-institutional agreement. The sending HEI is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study period.

For mobility between Programme Countries, and for the languages covered by the Erasmus+ Online Linguistic Support (OLS), the student must carry out the OLS language assessment before and at the end of the mobility period, except for native speakers. The completion of the online assessment before departure is a pre-requisite for the mobility, except in duly justified cases. This assessment will be taken after the student is selected, but before signing the Learning Agreement or, alternatively, the grant agreement, whenever agreed with the sending institution.

The OLS has been designed to assist Erasmus+ students in improving their knowledge of the language in which they will study before and during their stay abroad, to ensure a better quality of learning mobility.

For all mobilities, in case the level of the student before the mobility is below the recommended one, the sending HEI and the student commit that he/she will reach the recommended level by the start of the mobility, with the support to be provided by the sending or receiving institution (either with courses that can be funded by the Organisational Support grant or with the Erasmus+ OLS language courses, where applicable).

The level of language competence that the student already has or agrees to acquire by the start of the study period has to be reported in the Learning Agreement in the box indicated below or, alternatively, in the grant agreement. The student commits to reach this reported level in the main language of instruction by the start of the study period.

The level of language competence in _____ [<i>the main language of instruction</i>] 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 type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>
--

All the students who took the assessment with the Erasmus+ OLS before the mobility will also take a final assessment at the end of the mobility. More opportunities are available with OLS. Please visit <http://erasmusplusols.eu>

All parties must **sign the Learning Agreement**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The section to be completed during the mobility (Tables Abis and Bbis) is **needed only if changes have to be introduced into the original Learning Agreement**. In that case, the section to be completed before the mobility (Tables A and B) should be kept unchanged and changes should be described in this section.

Changes to the mobility **study programme** should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad, in the light of the course catalogue that the receiving institution has committed to publish well in advance of the mobility periods and to update regularly. However, introducing changes might be unavoidable due to, for example, timetable conflicts.

Other reasons for a change can be the request for **an extension of the duration** of the mobility programme abroad. Such a request can be made by the student at the latest one month before the foreseen end date.

These **changes to the mobility study programme should be agreed by all parties within four to seven weeks** (after the start of each semester). Any party can request changes within the first two to five-week period after regular classes/educational components have started for a given semester. The exact deadline has to be decided by the institutions. The shorter the

planned mobility period, the shorter should be the window for changes. All these changes have to be agreed by the three parties within a two-week period following the request. In case of changes due to an extension of the duration of the mobility period, changes should be made as timely as possible as well.

Changes to the study programme abroad should be listed in table Abis and, once they are agreed by all parties, the sending institution commits to fully recognise the number of ECTS credits (or equivalent) as presented in table Bbis. Any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties. The total number of ECTS credits (or equivalent) indicated in table Abis should refer solely to the ECTS credits (or equivalent) inserted/removed in this table, and not to the total of ECTS (or equivalent) credits referring to table A. For example:

Exceptional changes (to be approved by e-mail or signature by the student, the responsible person in the sending institution and the responsible person in the receiving institution)						
Table Abis During the mobility	Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent) to be awarded by the receiving institution upon successful completion of the component
		XXX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A3	5
		YYY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B1	8

Only if the changes described in table Abis affect the group of educational components in the student's degree (table B) that will be replaced at the sending institution upon successful completion of the study programme abroad, Table Bbis should be used. Additional rows and columns can be added as needed to tables Abis and Bbis.

Exceptional changes (to be approved by e-mail or signature by the student and the responsible person in the sending institution)						
Table Bbis During the mobility	Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent) for the group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

In case of changes in the responsible person(s), the information below should be inserted. Additional rows and columns can be added.

Changes in the responsible person(s), if needed	Name	Function	Phone number	Email
New responsible person at the Sending Institution				
New responsible person at the Receiving Institution				

All parties must confirm that the proposed amendments to the Learning Agreement are approved. For this specific section, original or scanned signatures are not mandatory and an approval by email may be enough. The procedure has to be decided by the sending institution, depending on the national legislation.

RECOGNITION OUTCOMES

The receiving institution commits to provide the sending institution and the student with a **Transcript of Records** within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student's results at

the receiving institution. It can be provided electronically or with other means accessible to the student.

The Transcript of Records from the receiving institution will contain at least the minimum information requested in this Learning Agreement template. Table C (or the representation that the institution makes of it) will include all the educational components agreed in table A and, if there were changes to the study programme abroad, in table Abis. In addition, grade distribution information should be included in the Transcript of Records or attached to it (a web link where this information can be found is enough). The actual start and end dates of the study period will be included according to the following definitions:

- The **start date** of the study period is the first day the student has been present at the receiving institution. For example, this could be the start date of the first course/first day at work, a welcoming event organised by the receiving institution, or language and intercultural courses; this may include attending language courses organised or provided by other organisations than the receiving institution if the sending institution considers it as a relevant part of the mobility period abroad.
- The **end date** of the study period is the last day the student has been present at the receiving institution and not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a Transcript of Records, without further requirements from the student, and normally within five weeks, or record the results in a database or other means accessible to the student.

The sending institution's Transcript of Records must include at least the information listed in table D (the recognition outcomes) and attach the receiving institution's Transcript of Record.

In case of mobility windows, table D may be completed as follows:

<i>Recognition Outcomes at Sending Institution</i>				
Start and end dates of the study period: from [day/month/year] till [day/month/year]				
Table D After the mobility	Component code (if any)	Title of recognised component (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending Institution Grade (if applicable)
		<i>Mobility window</i>	<i>Total: 30</i>

Where applicable, the sending institution will translate the grades received by the student abroad, taking into account the grade distribution information from the receiving institution (for higher education institutions from Programme Countries, see the methodology described in the ECTS Users' Guide). In addition, all the educational components will appear as well in the student's Diploma Supplement (not applicable to mobility from Partner Countries). The exact titles from the receiving institution will also be included in the Transcript of Records that is attached to the Diploma Supplement.

Steps to fill in the Learning Agreement for Studies

Before the mobility

Provide **mobility programme**
Identify **responsible persons**
Commitment of the three parties with original / scanned/ digital signatures.

During the mobility

If modifications **are needed**

A party requests changes in the first **2 to 5-week** period after the start of regular classes/ educational components (after the start of each semester) *N.B.: Request for extension of the duration to be made up to one month before the foreseen end date.*

Agreement by email by the three parties within a **2-week period** after the request.
N.B.: Changes to be agreed within 4 to 7 weeks after the start date of the studies.

After the mobility

Receiving institution provides **Transcript of Records** to student and sending institution in period stipulated in IIA (normally **max. 5 weeks** after results).

Sending institution provides the **Transcript of Records** to the student **within 5 weeks**.

ANEKS IV: UGOVOR O AKADEMSKOJ MOBILNOSTI (TEACHING AGREEMENT)

Mobility Agreement

Staff Mobility For Teaching^{xiii}

Planned period of the teaching activity: from [day/month/year] till [day/month/year]

Duration (days) – excluding travel days:

The teaching staff member

Last name (s)		First name (s)	
Seniority ^{xiv}		Nationality ^{xv}	
Sex[M/F]		Academic year	20../20..
E-mail			

The Sending Institution/Enterprise^{xvi}

Name			
Erasmus code ^{xvii} (if applicable)		Faculty/Department	
Address		Country/ Country code ^{xviii}	
Contact person name and position		Contact person e-mail / phone	
Type of enterprise: NACE code ^{xix} (if applicable)		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

The Receiving Institution

Name		Faculty/Department	
Erasmus code (if applicable)			
Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	

For guidelines, please look at the end notes on page 3.

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Main subject field^{xx}:

Level (select the main one): Short cycle (EQF level 5) ; Bachelor or equivalent first cycle (EQF level 6) ; Master or equivalent second cycle (EQF level 7) ; Doctoral or equivalent third cycle (EQF level 8)

Number of students at the receiving institution benefiting from the teaching programme:
.....

Number of teaching hours:

Language of instruction:

Overall objectives of the mobility:

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

Content of the teaching programme:

Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):

II. COMMITMENT OF THE THREE PARTIES

By signing^{xxi} this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

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

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

The teaching staff member

Name:

Signature:

Date:

The sending institution/enterprise

Name of the responsible person:

Signature:

Date:

The receiving institution

Name of the responsible person:

Signature:

Date:

ⁱ A study period abroad can last from a minimum of 3 months (or 1 academic term or trimester) to a maximum of 12 months. A student can benefit of an exchange abroad with Erasmus+ multiple times, either as a student or as a trainee, but the total time abroad (study abroad periods included) may not exceed 12 months within one cycle of study. Cycle" refers to the level of study as defined by the European Qualifications Framework (EQF: <https://ec.europa.eu/ploteus/content/descriptors-page>). More information available at: https://ec.europa.eu/programmes/erasmus-plus/opportunities/individuals/students/studying-abroad_en

Data Protection Policy:

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

ⁱⁱⁱ **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).

^{iv} The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm 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.

^v **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 Programme Countries.

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

vii **Contact person:** 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 will work at the international relations office or equivalent body within the institution.

viii An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

ix **Course catalogue:** a detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before entering 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.

x **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries 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.

xi **Responsible person in the sending institution:** an academic who has the authority to approve the mobility programme of outbound students (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.

xii **Mobility window:** a period of time reserved for international student credit mobility that is embedded into the curriculum of a study programme.

xiii In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types.

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

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

xvi All references to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

xvii **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.

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

xix The top-level NACE sector codes are available at http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

xx The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscled-f_en.htm) (available at http://ec.europa.eu/education/tools/iscled-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training.

xxi 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.

ANEKS V: UGOVOR O MOBILNOSTI OSOBLJA (TRAINING AGREEMENT)**STAFF MOBILITY FOR TRAINING^{xxi}**
MOBILITY AGREEMENT

Planned period of the training activity: from [day/month/year] till [day/month/year]

Duration (days) – excluding travel days:

The Staff Member

Last name(s)		First name(s)	
Seniority ^{xxi}		Nationality ^{xxi}	
Sex [M/F]		Academic year	20../20..
E-mail			

The Sending Institution

Name		Faculty/Department	
Erasmus code ^{xxi} (if applicable)			
Address		Country/ Country code ^{xxi}	
Contact person name and position		Contact person e-mail / phone	

The Receiving Institution / Enterprise^{xxi}

Name			
Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code	
Contact person, name and position		Contact person e-mail / phone	
Type of enterprise: NACE code ^{xxi} (if applicable)		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

For guidelines, please look at the end notes on page 3.

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Language of training:

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:
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 signing^{xxi} 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 sending 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:

The sending institution/enterprise

Name of the responsible person:

Signature:

Date:

The receiving institution

Name of the responsible person:

Signature:

Date:

ANEKS VI: UGOVOR O STRUČNOJ PRAKSI



Erasmus+

Learning Agreement Student Mobility for Traineeships

Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20...

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Organisation/Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the mobility: from [month/year] to [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of language competence ⁸ in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

Table B - Sending Institution	
Please use only one of the following three boxes: ⁹	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ...
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ...
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	
Accident insurance for the trainee	
The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

¹Nationality: Country to which the person belongs administratively and that issues the ID card and/or passport.

Table C - Receiving Organisation/Enterprise					
The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>					If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:					
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>			The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>		
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>					
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.					
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.					
<p>By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).</p>					
Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person ¹ at the Sending Institution					
Supervisor ² at the Receiving Organisation					

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)	
Planned period of the mobility: from [month/year] till [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

¹**Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set

After the Mobility

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise[street, city, country, phone, e-mail address], website:
Start date and end date of traineeship: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

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

¹**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).

¹**Field of education:**The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) 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 trainee by the sending institution.

¹**Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (E CHE) receives. It is only applicable to higher education institutions located in Programme Countries.

¹**Contact person at the sending institution:** 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 will work at the international relations office or equivalent body within the institution.

¹**Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

¹**Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

¹**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>

¹**There are three different provisions for traineeships:**

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

¹**ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.

¹**Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. 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.

¹**Supervisor at the Receiving Organisation:** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.