

Pursuant to Article 18, Paragraph 1, Item 10, in relation to Article 62, Paragraph 7 of the Statute of the University of Montenegro, the Senate of the University of Montenegro, in its session held on 31 March 2011, adopted the

RULES ON STUDENT MOBILITY

I GENERAL PROVISIONS

Article 1

These Rules closely regulate the basic principles of the mobility of students at the University of Montenegro (hereinafter referred to as “the University”), the type and duration of mobility, application procedures, students’ documents, students’ rights and obligations, as well as other issues related to the implementation of the mobility programme.

Professional and administrative support for mobility

Article 2

Mobility programmes at the University level are realised through the Department for International and Inter-university cooperation of the University Rectorate, in cooperation with the Vice-Deans for Teaching, as well as international cooperation at the Organizational units of the University (hereinafter referred to as “the Units”).

Definitions and the content of terms

Article 3

- The Home institution** is the Higher Education Institution at which the student is enrolled.
- The Host institution** is the Higher Education Institution at which the mobility is completed.
- A Partner institution** is a Higher Education institution with which the University, or one of its Units, has signed an agreement on international cooperation, as well as a contractual liability for the implementation of joint projects dealing with mobility.
- An Outgoing Student** is a student of the University who spends part of his mobility time at the Host institution, and, after the end of that period, continues his/her studies at the University.
- An Incoming Student** is a student on the mobility programme who completes his/her mobility at the University as the host institution.
- Institutional Agreements** are contracts, projects and programmes concerning international cooperation concluded by the University or a University unit, on one hand, and partner institutions, on the other.
- A Learning Agreement** is an agreement that involves the Study programme for a particular student. A Learning Agreement can be concluded on the basis of an institutional agreement or separately. It is desirable that the University prepares a Learning Agreement for each period of student mobility, when the student participates in the educational process at the Host institution.

-A Transcript of Records is a document by which a Higher Education institution provides detailed data regarding the completed programme and achieved results of the student, expressed by ECTS credits or other means of scoring for each subject, as well as by an appropriate system of assessment at the Host institution. The Transcript of Records must be issued as an official document in English.

-Learning Outcomes are statements that express what students should know, understand and/or be able to show at the end of a specified period of learning.

-An Information Package is a set of information that provides interested students with information about the University, i.e. the University units, study programmes and conditions for their completion, living conditions (accommodation, food, insurance and medical care), and other related activities.

Article 4

A student of the University may complete a part of their study programme at another Higher Education institution. The same refers to the students of other Higher Education Institutions that may complete a part of their study programme at the University. The period for mobility completion may be one semester or one study year, depending on the conditions prescribed by the project or programme through which the mobility is undertaken.

During the same study level, a student may participate in different mobility programmes several times (in accordance with the propositions of corresponding programmes), but the total duration of their mobility cannot be longer than half of the time that the programme which he/she enrolled on lasts.

Article 5

Student mobility can also be completed without institutional agreements and, in such cases, the provisions of the Rules related to mobility are to be applied if institutional agreement/project contract exists.

Mobility is granted to a student of the University if there is a complementarity between the Study programmes of the Host institution and the University, i.e. its Unit. Apart from the previous principle, there is another condition for granting mobility to incoming students, meaning that the University, i.e. its Units, has sufficient capacity to receive the student.

Complementarity, in terms of the preceding Paragraph, represents a situation in which the competences gained during the mobility programme can be compared to those that could have been achieved at the Home institution.

Article 6

Upon the completion of a part of a study programme at a Host institution, the student continues their studies at their Home institution and transfers the credits for exams passed elsewhere.

Recognition of the credits gained is achieved through the analysis of the acquired knowledge, skills and competences (Learning outcomes), which are defined by the study programme.

Article 7

An Institutional agreement regulates the mutual rights and obligations of Higher Education Institutions, in terms of ensuring the conditions of study and the stay of incoming student, such as: accommodation and food costs, health insurance and other expenses that a student might have during his/her stay.

Student mobility documents

Article 8

The main documents that define the mobility programme, and on the basis of which a completed programme and its results are recognised, are the following:

- The Learning Agreement
- The Transcript of Records

The Learning Agreement

Article 9

Once the student has been selected for the mobility programme, a Learning Agreement is to be concluded between the student, the Home institution and the Host institution, unless an Institutional Agreement provides otherwise.

The Learning Agreement lists: the names of the subjects for which the student applied, with the number of ECTS credits which has to correspond to those of the same subjects at the Host institution and the theme of Specialist, Master's or Doctoral thesis research, along with the number of ECTS credits related to that, which has to correspond to those at the Host institution.

Article 10

When the student is awarded a mobility programme at an institution that does not use ECTS credits, original credits shall be written into the Learning Agreement. After the Transcript of Records, achieved in the period of mobility, had been included, the procedure for the recognition of the credits and appropriate grades acquired is to be started, by a conversion process (equalization) when the names of subjects, grades and credits correspond to each other. In the conversion process of grades achieved in a system which does not correspond to the assessment system at the University (assessment using numbers, or where more than five grades are used in the system), conversion aids (tables), developed at the University of Montenegro, are to be used.

Article 11

In the case that the mobility programme is achieved through joint degrees programmes between two Higher Education institutions or through other similar programmes, in which the system of mutual recognition of the completed programmes between the Host institution and the Home institution is institutionally and nationally defined, a Learning Agreement is not to be concluded, unless the conclusion of the contract of a Learning Agreement is specifically required by the programme.

The Transcript of Records

Article 12

After the completion of the mobility period, the Host institution is obliged to issue the student with a Transcript of Records in English.

II STUDENT MOBILITY AT THE UNIVERSITY OF MONTENEGRO

Application and conditions for participation in mobility

Article 13

The terms and conditions for University students' participation in mobility are defined by Institutional Agreements. Information about various mobility programmes is published on the website of the University and the Department for National and International University Cooperation.

The right to apply for mobility is given to regular students at all three study levels who achieved at least 30% of the total number of ECTS credits in the study programme, and students who have permanent residence in Montenegro, with the exception of first-year students. This right also applies to people who have been granted a temporary or permanent residency permit in Montenegro.

Conclusion and amendment of the Learning Agreement

Article 14

In the process of completing a mobility period, the first thing to be done is to conclude a Learning Agreement.

When the conclusion of the agreement for the outgoing students is to be done, the Vice-Deans for Teaching and International Cooperation assist the students where the comparison and evaluation of study programmes between Home and Host institution are concerned. While this procedure is carried out, the person from the University, i.e. the Units responsible for providing assistance to students who are preparing themselves for mobility programme can consult with the Dean and other subject teachers.

The Learning Agreement shall be signed by the student, the Vice-Deans for teaching, as well as the person responsible for international cooperation at the Unit and the Vice-Rector for International Cooperation.

Article 15

The Learning Agreement can be changed only with the consent of all the signatories; amendments and changes must be in written form and recorded immediately after the student arrives at the Host institution.

The procedure for mobility recognition

Article 16

By signing the Learning Agreement, the Home institution approves the student's departure on the mobility programme and the selected study programme, and the Host institution accepts the student and approves their study programme. The Home institution is obligated to recognise all the student's subjects, marks and credits specified in the Learning Agreements and verify the results achieved in the same way as it does for all students who have not been on any mobility programme.

In the process of the recognition of the credits and marks achieved, (and if necessary the conversion of credits and marks) the proposal to the Council of the Unit is to be prepared by the person who, on behalf of the Unit, signed the Learning Agreement. Recognition of the student's results achieved in the period of mobility is done by the Unit Council, in the same manner as the recognition of results achieved at the home institution is done.

Article 17

If mobility has been achieved without having signed a Learning Agreement, the Dean of the Organizational unit is to form a commission (one member of the commission has to be one of those who are obliged to sign Learning Agreements at the Unit), which deals with the students' justified appeal, and, after the comparison and evaluation of both programmes completed at the Host institution, as well as those at the Home institution, makes a decision on the recognition of the results achieved in the mobility period (passed exams, ECTS credits and marks), all in accordance with the provisions of these Rules.

If a commission makes the decision to reject the recognition of the results achieved on mobility programmes, that decision must be explained.

Article 18

In cases where a student has achieved results in subjects, professional practices or skills that are not recognised at the Home institution, which for that reason are not an integral part of the study programme at Home institution, the Unit may state the achieved results in a Diploma supplement.

Comparison and evaluation of the compliance of study programmes

Article 19

The comparison and evaluation of the compliance of study programmes between two institutions is to be done, taking into account the principle of maximum flexibility, as well as the principles set out in Articles 7 and 11 of these Rules. Exceptionally, the following rules may also be used:

Subjects whose programmes are compatible (taking into account the Learning Outcomes) to a degree of 70% should be recognised if a student passed the exam in that subject. In such cases, the subject, number of achieved ECTS credits and the level of grade are to be recognised. If a student had attended the lectures, but not passed the exam, the Home institution, upon his return, may permit the student to take the exam in that subject without re-attending the lectures.

If compatibility in the subject's programme is less than 70%, the ECTS credits and grades that the student acquired, may be recognised as an elective subject. An elective subject, which is recognised in such a way, does not have to match the possible elective courses at the Home institution.

Article 20

When recognising ECTS credits, it is not necessary for them to be gained only by passing exams. ECTS credits gained by passing exams, may be replaced by those gained through other forms of teaching (seminars, scientific work and so on), and *vice versa*.

Article 21

All grades obtained at the Host institution, which can be converted to the national grading system, in accordance with Article 7 and 11 of these Rules, are to be considered in the GPA at the Home institution. Grades that cannot be converted to the national grading system (e.g. pass-fail) are to be stated in a Diploma supplement, in their original form, and they are not to be calculated in the GPA at the Home institution.

Rights of University mobility students based on an Institutional Agreement

Article 22

The University student, during the mobility period, retains the status he had at the Home University before his departure.

The University student is not released from paying tuition fee at the Home institution, but they are released from paying them at the Host institution, unless an Institutional Agreement states otherwise.

Responsibilities of University mobility students based on an Institutional Agreement

Article 23

Within the selected programme, the student must enrol to complete at least 20 ECTS credits in one semester at the Host institution.

An exception to Paragraph 1 of this Article is made for students staying for research on their Specialist, Master's or Doctoral thesis.

In cases where a student, who is at a Host institution, does not achieve the number of ECTS credits prescribed by Learning Agreement, the difference between the ECTS credits is to be achieved after their return to the Home institution.

Article 24

An outgoing student is allowed to enrol 35 ECTS credits for a semester, before, during or after his study mobility year.

Article 25

After the completion of the mobility period, and no later than the end of the next semester, the student is obliged to submit the Transcript of Records from the Host institution to the Home institution representative who signed the Learning Agreement at the Unit.

III INCOMING STUDENTS MOBILITY

Incoming students under an Institutional Agreement on mobility

Article 26

At the request of a student, and in accordance with the Institutional Agreement, the University, as a Host institution, concludes a Learning Agreement with a student and the Home institution. The Agreement is signed by the incoming student, a responsible representative of the Home institution,

the Vice-Rector for International Cooperation of the University, the Vice-Dean for Teaching, and the International Cooperation representative of the appropriate Unit. The Agreement may be changed only with the consent of all parties, and all changes must be made in written form.

The incoming student is to be registered in the Unit Registry for incoming students, where all the important documents regarding the period of student mobility have to be archived in written form.

Article 27

If during the mobility period, a student attends lectures at several Units, each Unit is to archive data related to its own scope of work, but only one of these Units (the one at which the student has enrolled on courses awarding the highest number of ECTS credits) is obliged to issue the student with a unique Transcript of Records on the basis of the success of the student at all Units. The Transcript of Records is to be signed by the individuals authorised for all Units where a student attended lectures and passed exams during the mobility period.

The incoming student has the same rights and obligations as a home student does, unless the Institutional Agreement provides otherwise.

Article 28

During the mobility period, the incoming student is released from paying tuition fees to the University, unless the Institutional Agreement provides otherwise.

Incoming students without an Institutional Agreement on student mobility

Article 29

A student who wants to enrol on part/parts of a study programme at the University, apart from the Institutional agreement on mobility, is to submit a request to the University, i.e. to the Unit where the selected programme is provided. The Unit is to make a decision on the acceptance of the student onto their mobility programme, as well as on study costs.

Information package

Article 30

In order to provide information to interested students about the opportunity of studying and study conditions at the University, i.e. the Organizational units, the Units are obliged to post on their internet sites an information package on studying for the next academic year in English by May of the current calendar year.

Article 31

These rules shall take effect on the eight day of their publication in the Bulletin of the University of Montenegro.

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Podgorica, 31 March 2011.

THE SENATE OF THE UNIVERSITY OF MONTENEGRO
THE PRESIDENT

Predrag Miranović, PhD