

Pursuant to Article 32, Paragraph 18, Item 10, in relation to Article 134 of the Statute of the University of Montenegro, the Senate of the University of Montenegro, in its session held on 20 November 2018, adopted the

## **RULES ON INTERNATIONAL STUDENT MOBILITY**

### **I GENERAL PROVISIONS**

#### **Article 1**

These Rules closely regulate the basic principles of the international mobility (hereinafter referred to as “mobility”) of outgoing and incoming students at the University of Montenegro (hereinafter referred to as “the University”), the type and duration of mobility, application procedures, students’ documents, procedure for recognition of a mobility, outgoing and incoming students’ rights and obligations, the role of Vice-Deans for international cooperation or Vice-Dean responsible for international mobility, 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 University’s Centre for International Cooperation and Career Development, in cooperation with the Vice-Deans for international cooperation or Vice-Dean responsible for international mobility at the Organizational units of the University.

#### **Definitions and the content of terms**

#### **Article 3**

The particular terms used in these rules have the following meanings:

- An *international mobility programme* is a programme within which the international mobility of students is exercised, with the aim of learning and professional improvement;
- An *international mobility* is a stay abroad by a student, with the aim of conducting activities specified in the international mobility programme;
- The *parent institution* is the higher education institution, organisational unit of the University, or the University, at which the student, who is participating in the international staff mobility programme, 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 some of its organisational units, has a signed international cooperation agreement, as well as a contractual obligation for undertaking joint projects related to issues of mobility;
- *Institutional agreements* are contracts, projects, and international cooperation programmes concluded by, or participated in, by the University or organisational unit, as one party, and a partner organisation, as the other party;

- An *Outgoing Student* is a student of the University who spends part of his study programme obligations or traineeship at the Host institution, and, after the end of that period, continues his/her studies at the University.
- An *Incoming Student* is a student of who spends part of his study programme obligations or traineeship at the University as host institution.
- A *Learning Agreement* is an agreement concluded in order to define for each student a study programme during a mobility. A Learning Agreement can be concluded on the basis of an institutional agreement or separately. It is obligatory 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 *Traineeship Agreement* is an agreement concluded in order to define for each student a traineeship programme at a Host institution or a company where traineeship is realized. A Learning Agreement can be concluded on the basis of an institutional agreement or separately.
- 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 course, 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.
- A Certificate on a Traineeship is a document containing detailed information on traineeship and achieved results by a student issued by host institution where a traineeship took place.
- *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.
- *The Commission for Selecting Students in Mobility Programmes* is a body which is appointed by the University Rector and which adopts decisions in individual cases of selection on the basis of a mobility competition
- *The Commission for Mobility* is a permanent working body of an Organizational Unit of the University, formed by the Council of an Organizational Unit, upon the Dean's proposal, which in mobility programmes determines compatibilities between study programmes of the host institution and Organizational Unit of the University

## **Institutional agreement**

### **Article 4**

The mutual rights and obligations of higher education institutions are regulated in an institutional agreement in relation to guaranteeing the conditions for mobility and the stay of the outgoing and incoming students, such are the expenses, accommodation and food, health insurance and any other expenses, which students may have during their stay.

## **II INTERNATIONAL MOBILITY OF UNIVERSITY OF MONTENEGRO STUDENTS**

### **International mobility of outgoing students**

#### **Article 5**

A student of the University (hereinafter referred to as outgoing student) may complete a part of their study programme or traineeship abroad, at another Higher Education institution.

Mobility period shall be three semesters at longest, depending on the conditions provisioned with the institutional agreement (hereinafter referred to as: agreement) according to which the mobility is realized.

During the same study level, an outgoing 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.

Mobility is approved for an outgoing student if there are compatibilities between study programmes of the host institution and University, i.e. its Organizational Unit.

Compatibility, in relation to paragraph 4 of this Article, represents a situation where knowledge, skills and competences (learning outcomes) gained through advancement during mobility at the host institution are comparable to those gained at home institution.

In order to determine compatibility in mobility programmes, a Council of an Organizational Unit, upon the Dean's proposition, establishes the Commission for Mobility as a permanent body.

The President of the Commission for Mobility, as function, is the Vice-Dean for international cooperation or a Vice-Dean responsible for international mobility.

In the end of each semester, the Commission for Mobility submits a report to the Vice-Rector for international cooperation.

### **Application, Conditions and Selection of Candidates to Participate in a Mobility**

#### **Article 6**

The conditions and deadlines for participation in the mobility are specified in the agreement. The conditions and deadlines for applying, for each of the different mobility programmes, are published on the website of the University and of the University's Centre for International Cooperation and Career Development.

Students with disabilities have an advantage in mobility competitions.

The decision on the selection of candidates is carried out by the Commission for Selecting Students in Mobility Programmes, in accordance with previously defined criteria.

The decision on the criteria is brought by Rector.

## **Student Mobility Documents**

### **Article 7**

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 or Traineeship Agreement;
- The Transcript of Records or Certificate on a Completed Traineeship, and
- Certificate on the Duration of Stay at the Host Institution, or an Institution or a Company

## **The Learning Agreement or Traineeship Agreement**

### **Article 8**

Once the outgoing 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 courses for which the student applied, with the number of ECTS credits which has to correspond to those of the same courses 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.

Once the outgoing student has been selected for the mobility programme for a traineeship, a Traineeship Agreement is to be concluded between the student, the Home institution and the Host institution or Company where a traineeship is realized, unless an Institutional Agreement provides otherwise.

The Traineeship Agreement lists the name of the Host institution where the traineeship is realized, duration of the traineeship, programme of the traineeship, knowledge and skills that are to be gained during the traineeship, the way of evaluation of student work and the way of recognition of the traineeship at the Home institution.

The Learning Agreement, as well as the Traineeship Agreement, can be altered only with the consent of all signatories, and alterations and amendments must be in the written form, registered not later than eight weeks upon the arrival of a student at the Host institution.

The Learning Agreement, as well as the Traineeship Agreement, has to be signed at the Home Institution also by student and Vice-Dean for international cooperation or Vice-Dean responsible for international relations.

Signing of the Learning Agreement or Traineeship Agreement, implies that the Home Institution approves a mobility for a student and selected study programme, and Host Institution accepts student mobility and selected study programme.

The Home Institution also obliges to recognize all courses, grades and credits listed within the Learning Agreement or realized traineeship defined within the Traineeship

Agreement, and it shall verify achieved results in the same manner as for students who are not in a mobility programme.

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 Commission for Mobility**

### **Article 9**

In conclusion of a Learning Agreement or Traineeship Agreement for outgoing students, the Commission for Mobility of an Organizational Unit shall provide assistance for a student in comparison and evaluation of compatibility of study programmes between the Home and Host Institution.

In this procedure, the Commission for Mobility may consult a Dean or other course teachers.

Comparison and evaluation of compatibility of study programmes is performed through an analysis of gained knowledge, skills and competences (learning outcomes) which are defined with study programmes of Home and Host institutions, on the basis of the maximum flexibility principle.

## **The Transcript of Records or Certificate on a Completed Traineeship**

### **Article 10**

The Host Institution shall issue a Transcript of Records to a student after a realized mobility.

The Institution or a Company where a traineeship is realized shall issue a Certificate on a Completed Traineeship in English language after the completion of a traineeship.

## **The Procedure for Mobility Recognition**

### **Article 11**

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 Learning Agreement.

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 courses listed within the Learning Agreement, and appropriate credits and grades, shall be initiated at the Home Institution.

In the conversion process of grades achieved in a system which does not correspond to the assessment system at the University (numerical assessment, or where more than five grades are used in the system), conversion aids (tables), developed at the University of Montenegro, are to be used.

In the case if the University does not have a developed conversion table for a certain grading system, conversion shall be performed according to data and tables delivered by the Host institution.

Courses whose programmes or learning outcomes are compatible to a degree of 50% and the student passed the exam, the course shall be recognised, number of achieved ECTS credits and the level of grade.

In cases where the number of gained ECTS credits of a course under consideration does not match the number of ECTS credits of a compatible course at the Home institution, equalization with the number of credits at the Home institutions shall be performed.

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 course without re-attending the lectures.

If compatibility in the course's programme is less than 50%, the ECTS credits and grades that the student acquired, may be recognised as an elective course or listed within the Diploma Supplement.

An elective course, which is recognised in such a way, does not have to match the possible elective courses at the Home institution.

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.

All grades obtained at the Host institution, which can be converted to the national grading system, 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.

The Traineeship is stated in the form as stated within the Certificate of Traineeship issued by the Host Institution, or company, where the traineeship has been realized.

## **Verification of Mobility Results**

### **Article 12**

In the process of the recognition of the credits and grades achieved, Vice-Dean for international cooperation or Vice-Dean responsible for international mobility, who signs

the Learning Agreement on behalf on the institution, prepares a proposal (and if necessary the conversion of credits and marks) to the Council of the Unit.

Verification 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.

In cases where a student has achieved results in courses, 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.

### **Rights of Outgoing Students in a Mobility Based on an Institutional Agreement**

#### **Article 13**

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

The outgoing 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 Outgoing Students in a Mobility Based on an Institutional Agreement**

#### **Article 14**

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.

Upon the completion of a mobility, within 45 days at latest, the student is obliged to submit a Transcript of Records or Certificate of Traineeship to Vice-Dean for international cooperation or Vice-Dean responsible for international mobility.

## **III INTERNATIONAL MOBILITY OF INCOMING STUDENTS**

### **Incoming Students in a Mobility Based on an Institutional Agreement**

#### **Article 15**

Incoming student may complete a part of their study programme or traineeship at the University, i.e. Organizational unit, as a rule, according to the Institutional Mobility Agreement.

Mobility is approved for an incoming student if there are compatibilities between study programmes of the partner institution and University, i.e. its Organizational Unit.

Besides the condition from the paragraph 2 of this Article, the grounds for the approval of mobility for an incoming students is that the University, i.e. its Organizational Unit, has adequate capacities for his/her acceptance.

Compatibility, in relation to paragraph 2 of this Article, represents a situation where knowledge, skills and competences (learning outcomes) gained through advancement during mobility at the host institution are comparable to those gained at home institution.

The selection of incoming students is performed by his/her Home institution.

Upon the request from incoming student, and in accordance with the Agreement, the University as a Host Institution concludes Learning Agreement with the student and Home Institution.

The Agreement from paragraph 6 of this Article is signed by incoming student, authorised person on behalf of Home institution, Vice Rector for international cooperation of the University, as well as Vice Dean for international cooperation or Vice Dean responsible for international relations at an Organizational Unit.

The Agreement from paragraph 6 of this Article can be altered only with the consent of all signatories, and alterations and amendments must be in the written form, registered not later than eight weeks upon the arrival of a student at the Host institution.

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.

Vice Dean for international cooperation or Vice Dean responsible for international relations at an Organizational Unit is obliged to provide instructions to the incoming student regarding teaching and other obligations and rights.

## **Rights and Obligations of an Incoming Student**

### **Article 16**

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 from paragraph 1 of this Article is issued in English language, and is to be signed by the individuals authorised for all Units where a student attended lectures and passed exams during the mobility period.

Institution or Company is obliged to issue a Certificate on Traineeship in English language after the completion of traineeship.



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

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 17**

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 18**

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.

## **IV TRANSITIONAL AND FINAL PROVISIONS**

### **Deadline for the Commission for Selecting Students in Mobility Programmes Establishment**

#### **Article 19**

The Commission for Selecting Students in Mobility Programmes is to be established within 30 days at latest since coming into force of these Rules.

### **Deadline for the Commission for Mobility Establishment**

#### **Article 20**

The Commission for Mobility is to be established within 30 days at latest since coming into force of these Rules.

### **Deadline for Defining Criteria for Student Selection**

#### **Article 21**

The Commission for Selecting Students in Mobility Programmes shall define criteria in accordance with the Article 9 of these Rules within 60 days at latest since coming into force of these Rules.

### **Initiated Procedures**

#### **Article 22**

Student mobility started before the day when these Rules came into force shall be ended according to the rules that were in force until the day when these Rules are effective.

### **Cease of Validation**

#### **Article 23**

On the day when these Rules come into force, the Rules on Student Mobility no. 08-462 from March 31st 2011 cease to be effective.

### **Coming into Force**

#### **Article 24**

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

Number: 03-810  
Podgorica, 20 November 2018  
THE SENATE OF THE UNIVERSITY OF MONTENEGRO  
THE PRESIDENT  
Danilo Nikolić, PhD