**MEGATREND UNIVERSITY**

**REGULATIONS ON STUDENT MOBILITY AND ACADEMIC RECOGNITION OF MOBILITY PERIOD**

**Basic regulations**

**Article 1.**

Regulations on student mobility and academic recognition of mobility period (hereinafter referred to as Regulations) consist of the basic principles and procedures for international student mobility that takes place at Megatrend University.

Megatrend University, according to its Strategy of Internationalization, supports and promotes student mobility, aiming to improve the transfer of knowledge, experience and positive values.

**Basic terms**

**Article 2.**

**Academic recognition of mobility period** – The procedure made according to the recognition of passed exams, ECTS credits and grades the student on exchange acquired.

**Department coordinator** – The person that is authorized by the Faculty, e.g. a unit of higher education institution, for signing mobility documents, the process of academic recognition, conducting the proceedings of mobility period and declaring the Decision regarding the academic recognition of mobility period.

**Incoming student** – The student coming from a foreign university who realizes his/her mobility at Megatrend University.

**Institutional coordinator** – The person that is authorized by the University for signing mobility documents, conducting the process of academic recognition, conducting the proceedings of mobility period and declaring the Decision regarding the academic recognition of mobility period.

**Course catalogue** – The overview of the courses at the higher education institution with mandatory specific data about the courses.

**Coordinator of Erasmus+ program** – The person that is authorized by the Faculty, e.g. a unit of higher education institution, for signing mobility documents, the process of academic recognition, conducting the proceedings of mobility period and declaring the Decision about the academic recognition of mobility period. All these tasks are the parts of Erasmus+ program.

**Home institution** – HEI that sends a student on exchange. Within Megatrend University the home institution is the faculty that sends its student on the exchange program.

**Student mobility** - Studying or training that students have at higher education institutions abroad.

**Outgoing student** – A student of Megatrend University who realizes his/her mobility at a higher education institution abroad.

**Mobility period** – Time period during which a student is on exchange.

**Transcript of Records** – The document through which an institution of higher education provides detailed data regarding a student`s academic results (grades, ECTS credits).

**Learning Agreement** – The contract determining the obligations and the academic activities of the student which he/she will realize at the host institution. The Learning Agreement is trilateral, and concluded between the home institution, the host institution, and the student participating in mobility.

**Equivalent grade** – The grade determined in the process of academic recognition of the mobility period to be the equivalent to the grade a student received at the host institution.

**Host institution** – HEI (university, faculty) at which a student realizes his/her exchange. In regards to the rights and obligations towards the outgoing student, the host institution is Megatrend University.

**Proposal of a study program** – The document with which a student, while applying for an exchange program, suggests courses he/she plans to take, or suggests other academic activities (research, etc.) he/she plans to realize at the host institution. If a student is accepted on exchange, Learning Agreement is concluded based on the Proposal of the study program. It is obligatory for the Proposal of the study program to be signed by the student and the authorized person at his/her home institution.

**Student mobility**

**Article 3.**

Student mobility according to the Regulation implies attending a study program (a semester or an academic year) at a foreign higher education institution with which Megatrend University has signed a cooperation agreement.

Student mobility includes staying in the country of the host institution as a part of undergraduate studies, master and doctoral studies.
After the completed mobility, the student returns to the home institution and continues the originally enrolled study program.

Student mobility at Megatrend University can be achieved on the basis of a bilateral cooperation program with foreign higher education institutions, as well as within the framework of inter-institutional ERASMUS + contracts.

Megatrend University, on the basis of the Internationalization Strategy, establishes two-way student mobility, which means when students from Megatrend University study at the host institution abroad, as well as when foreign students from foreign higher education institutions study at Megatrend University.

**Mobility period**

**Article 4.**

The provisions of the Regulation apply to student mobility for the period of one semester at least.

A student at Megatrend University can participate several times in mobility programs during the studies.

**Mobility documents**

**Article 5.**

The basic documents that enable student mobility on bachelor, master and PhD studies as well as transfer and recognition of ESCT credits gained at other higher education institutions are:

1. Student application form
2. Learning Agreement
3. Transcript of Records

The documents that are stated in the articles do not exclude the possibility of existence of different type of documents in the particular mobility program.

**Student’s application**

**Article 6.**

In order to realize their right for mobility programs, the students of Megatrend University (MU) shall submit the application for that mobility based on published competition.

Student’s application consists of the following documents:

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1. Application Form
2. Copy of passport
3. Proposal of study program
4. The list of passed exams at a home faculty
5. Conformation of regular studies at home faculty
6. Conformation/ proof of the knowledge of English

Proposal of the study program is of orientation character and is intended to inform the host institution with the planned academic activities of the student applying for the exchange.

Proposal of study program is signed by the student, the institutional coordinator and the departmental coordinator/coordinator of ERASMUS + program that is selected at the faculty.

Learning Agreement is drawn up based on proposal of study programme

During the application process, the student is required to submit a certificate of English language (minimum level B2). For this purpose, a student can submit the certificate obtained outside his/her higher education institution or the certificate obtained at a higher education school where he or she is studying.

**Learning Agreement**

**Article 7.**

Learning Agreement has to be signed by three parties: student, student’s home faculty official representative and host university official.

Proposal for a study program is a document in which a student, when applying for an exchange program, proposes the courses that he/she intends to take in the host institution (or other academic activities he/she plans to realize during the mobility period).

This contract specifies the courses a student plans to take, or other academic activities, which a student plans to accomplish during his/her stay in the host institution.

Learning Agreement should be in line with the proposed study program, however, the changes to the submitted proposal are allowed.

By signing Learning Agreement, the home institution grants a student the mobility and attendance of selected academic activities, and guarantees the recognition of ESPB credits and grades acquired on exchange.

By signing Learning Agreement, the host institution confirms that the arranged academic activities are the part of the existing curriculum, expresses the consent to the student's acceptance to the exchange program and, accordingly, approves the attendance and the realization of the selected academic activities.

Learning Agreement is composed in English language and it is mandatory to list the names of the courses or activities the student selected; as well as the number of ESPB credits of each course or the activities in the host institution.

Learning Agreement is signed in the form of a contract intended for inter-institutional cooperation, that is, in the case of ERASMUS + program, the contract intended for the program.

The contracting parties, as a rule, sign Learning Agreement before the student goes for on exchange, unless the host institution decides otherwise.

Learning Agreement can be changed, at the latest within 30 days upon the student's arrival at the host institution. The modification of Learning Agreement is possible only with the consent of all contracting parties, and all changes have to be made in writing.

The modifications to the Learning Agreement are an integral part of Learning Agreement that is completed and signed only in the case when a student suggests changes and if all the parties agree.

The modifications to Learning Agreement shall be made in English language and shall include the names of the courses or the activities the student chose; as well as the number of ESPB credits for each course or the activities in the host institution.

**Transcript of Records**

**Article 8.**

Transcript of Records is a certificate of passed exams issued by a home institution in a formal document.

Transcript of Records, in addition to the data on the student, have to contain the information on the names of the passed exams, obtained grades and ESPB credits achieved per course, the duration of the study program, as well as other additional information if they are considered relevant.

Transcript of Records should also include an explanation of the method of assessment and scoring (national scoring system).

Having completed the mobility period, the higher education institution is obliged to issue a copy of Transcript of Records as the evidence of the achieved academic activities. The transcript is issued in English, except in the cases where the bilateral agreement of higher education institutions is not specified in any other way.

**Public competition**

**Article 9.**

The competition for student mobility shall be published publicly on the website of the University. The competition will be published mainly on the website of the International Cooperation Department. If the competition refers to study mobility/research in PR China, it will be published on the website of the Chinese Centre. If the competition refers to study mobility/research in Iran, it will be published on the website of the Iranian Centre.

**Competition procedure**

**Article 10.**

The student mobility competition is announced on the basis of a signed agreement between Megatrend University and a foreign higher education institution.

The text of the competition has to state all the necessary terms and conditions that the student has to fulfil, as well as the necessary documentation submitted by the student, so that his/her application for mobility can be taken into consideration.

Incomplete and untimely applications are not taken into consideration.

For each student exchange program, the appropriate department at Megatrend University selects a three-member commission.

The Commission is in charge of considering applications, reviewing and checking the submitted documentation, as well as conducting the interviews with registered candidates.

Consideration of applications and the selection of candidates shall be conducted in a transparent way and in a fair manner.

**Procedure for applying**

**Article 11.**

After finishing a selection process and the selection of candidates, the selected applications are sent to the host institution, and the applications are included into a further review process.

If the host institution accepts a student`s application, all three parties sign Learning Agreement.

If a student applies for the mobility program within the ERASMUS + programs, he/she submits the application to the International Cooperation Department of Megatrend University based on the published competition.

A student who is approved mobility within the ERASMUS + program is obliged to submit a copy of the proof of the approved scholarship before the beginning of the exchange to the International Cooperation Department of Megatrend University. The proof of acceptance, or a letter of invitation, is provided by the host institution.

If a student applies for the exchange within the Chinese Centre, the application is submitted to the Director of the Chinese Centre, based on the competition published on the website of the Chinese Centre.

If a student applies for the exchange within the Iranian Centre, the application is submitted to the Director of the Iranian Centre, based on the competition published on the Iranian website

**Academic recognition of mobility period**

**Article 12.**

A student of Megatrend University who was on the basis of signed Learning Agreement on exchange, after returning from the exchange, the home institution has the right to recognise the results that he/she achieved at the host institution.

The academic recognition of a mobility period is a procedure by which a departmental coordinator determines the results achieved by the student on exchange and makes a decision on the recognition of passed exams (ESPB credits and grades), which is determined after the end of the procedure by the Academic Recognition of the Mobility Period.

**Procedure for recognition of realized mobility**

**Article 13.**

Having completed mobility, the student is obliged to submit to the International Cooperation department of Megatrend University within 30 days the following documents:

1. Transcript of Records issued by the host institution,
2. Translation of Transcript of Records in Serbian and certified by a court interpreter (in the cases where the Transcript is not issued in English, Montenegrin, Bosnian or Croatian language)
3. Request for the recognition of the exams.

The departmental coordinator is obliged to issue the Decision on the academic recognition of the period of mobility within the period of 7 days prior to the beginning of the semester in which the student continues the program at the home institution, and submit it to the student and student service to regulate all the necessary administrative details regarding the realized mobility.

Recognition of the exam and transfer of ESPB credits is done on the basis of signed Learning Agreement and a Transcript of Records issued by the host institution.

Once a positive evaluation of a particular program of courses from a foreign higher education institution is done, all subsequent cases shall follow the same procedure regarding the course.

**Decision of academic recognition of mobility period**

**Article 14.**

The decision on the academic recognition of the mobility period is a legal act by which the responsible departmental coordinator determines the method of recognition of passed exams, i.e. ESPB credits and grades that the student achieved during the mobility period.

The obligatory elements from the previous article are:

- the data on the student, the host institution and the home institution

- the courses that the student passed in the host institution (with the ESPB credits awarded and the grades obtained)

- the courses from the home institution that will be replaced with the courses that the student took in the host institution

– courses which the student took on exchange, and which cannot be replaced, and shall be entered as elective activity / courses in the Diploma Supplement

- equivalent grade

- the remaining obligations that a student has to fulfil in order to fulfil the obligations for the relevant semester or academic year (in cases when the student has not obtained enough ESPB credits on exchange)

- other data that the relevant departmental coordinator considers essential in a specific case.

**The principles of academic recognition of mobility period**

**Article 15.**

The recognition of the results (ESPB credits and grade) acquired during the mobility period is based on the principles of transparency, flexibility and equity.

The principle of transparency implies that the rules on academic recognition of a mobility period are publicly available (on the website and the bulletin board of the University, or faculty, etc.).

The principle of flexibility implies a realistic approach to the recognition of academic results achieved on the exchange. A complete content matching between the study programs of the home institution and the host institution in which the student was on exchange cannot be expected, therefore, the basic method of academic recognition of the mobility period is focused on the similarities in course content and learning outcomes. The acquired knowledge during mobility does not necessarily have to be identical to the expected knowledge at the home institution, but during the recognition process, the knowledge gained by the student during the mobility will be assessed with the knowledge that would be gained from a particular course in the home institution.

In the process of academic recognition of the period of mobility, the departmental coordinator is guided by the principle of equity, as a generally accepted legal principle.

**Article 16.**

The student who did not pass all the exams at the host institution as stipulated in the Learning Agreement, i.e. did not acquire the necessary 30 ECTS during the semester, and did attend the lectures, has the right to take the exam/s at the home institution from the semester during which he/she was on exchange, without additional pre-exam obligations.

**Comparison and valuation of similarities in study programs**

**Article 17.**

The comparison and evaluation of the courses at the home institution and the host institution is performed by the authorized Department Coordinator of the home institution, using the principle of flexibility.

The faculties decide independently on the election of the Department Coordinator.

The Department Coordinator is independent in his/her assessment of the similarity of the courses a student proposed to take at the host institution within the appropriate mobility document, and, if necessary, he/she consults the Dean, the authorized Vice Dean, and/or the professor in charge of a particular course, prior to the mobility period.

A full recognition of the courses taken at the host institution is proposed, if they are related to the courses the student can take at his/her home institution. This refers to the equivalence of scientific fields and acquired knowledge as the outcome of mastered course material (the outcome of the learning process).

The full recognition implies that after the return from mobility program, on the basis of the Decision on Academic Recognition of the Mobility Period, the student has no additional academic obligations regarding the course that was replaced.

**Transfer and recognition of ESCT points and grades**

**Article 18.**

1. The recognition of a course which a student attended and passed at the host institution, and which is related to the course from the home institution, will be interpreted as if the student passed the regular exam in the home institution. Grade conversion includes the title, ECTS credits and the number of lectures which the related course has at the home institution, regardless of the fact whether the course the student passed during the exchange has more or less ECTS credits.

2. The possibility of ‘replacing’ a course from the home institution refers to both compulsory and elective courses. The Diploma Supplement will indicate that a particular course was passed during the exchange program at a relevant higher education institution abroad and the exact course title (in the original language), the original grade, ECTS credits and the evaluation system of the host institution will be specified, as they are listed in the Transcript of Records.

3. If the content of passed course during the exchange program significantly differs from related course at the home institution, in terms of learning process outcomes, or if the course that the student passed during the exchange program does not exist at the home institution, then the data of the passed course and the achieved results at the host institution will be written into the Diploma Supplement, in the original language and its original form, stating that the course was passed during an exchange, along with the name of the foreign higher education institution and the grading system in the same way as it is listed in the Transcript of Records.

4. The student’s grades attained at the host institution will be recognized. If the grading systems at the home and the host institutions are not similar, the grades are converted into the home institution’s grades through the process of grade conversion.

5. Grade conversion from the courses passed by the student during an exchange, recognised as if the student passed the courses at the home institution, count towards the grade point average at the home institution. The grades attained by the student for the courses which are not ‘replaced’ with similar courses at the home institution, do not count with the grade point average.

6. The ECTS credits and grades from the section 1.2 of the Article shall have the same status as ECTS credits and grades obtained at the home institution (ECTS credits count as ECTS credits attained within the study program).

7. The ECTS credits from the courses from the sections 1.3 of this Article shall not be included in the number of ECTS credits within the study program, but in the total number of ECTS credits.

8. The information on whether the selected ECTS credits and grades for the taken courses will be recognized or not after the mobility, the student will receive in a written form prior to the mobility period. This decision is signed by a vice-dean from the home institution.

**Understanding and conversion of grades during the mobility period at the home institution**

**Article 19.**

A grade the student achieved during the exchange period for the course that can be replaced by the course from the home institution. If the grading systems at the home and host institutions are not similar, the grade which the student acquired during the exchange will be converted to a grade which would suit that grade at the home institution (so called ‘grade conversion’).

The process of grade conversion is conducted according to the assessment of proportional equivalence based on the comparison of the rating system of the home institution and the host institution.

Grade conversion is conducted according to the table provided in the Appendix (Appendix1) and presents the integral part of the Regulation.

**Decision of academic recognition of mobility period**

**Article 20.**

Having returned from the exchange program, a student on exchange submits the necessary documentation, the authorized department coordinator shall without delay issue the Decision on the academic recognition of the mobility period.

**Student’s status during the mobility period**

**Article 21.**

During the mobility period, a student retains the status of a student of Megatrend University and his/her home (sending) faculty.

During the mobility period, a student neither interrupts his/her studies nor his/her status is inactive at interrupted at his/her home institution, therefore, it is assumed that the student completed his/her academic obligations at the host institution (unless this issue is otherwise regulated by the general legal act of the faculty, about which the student should be timely informed).

**The right to make a request**

**Article 22.**

According to the Megatrend University Policy Quality, each student of Megatrend University has the right to make a request and a complaint.

Students make requests/complaints on an appropriate form given by the University.

The complaints against the decision of the Commission regarding mobility can be submitted no longer than 7 days after the public announcement of the decision.

That document is afterwards given to the Erasmus coordinator. The Commission for solving students` request consists of: the Head of Erasmus Office, the Vice Dean of the Faculty and the Erasmus Institutional Coordinator.

The decision on the filed complaint has to be issued no later than 15 days from the date of its receipt.

**Evaluation of mobility and the analysis of achievements**

**Article 23.**

According to the achieved mobility, the authorized department of Megatrend University evaluates the achieved results of mobility.

Evaluation is conducted in relation to the results, achievements and satisfaction of the students after returning from the host institution, aiming to adopt and apply positive performance.

With regard to the students who come from a foreign higher education institution, the evaluation is conducted to analyse the perception of the quality of procedures, practice and teaching processes at Megatrend University to overcome possible shortcomings and improve the processes.

**Transitional and final provisions**

**Article 24.**

This Regulation shall enter into force on the day of its publication.
The Regulation shall be published on the University's website and shall be delivered to the faculties within the University.

THE PRESIDENT OF THE SENAT

Professor Mića Jovanović, PhD

**Appendix 1**

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| **Grade** | **Points** | **Definition** |
| **Numerical** | **Verbal** | **Alphabetical** |
| 10 | Outstanding | A | 91-100 | Outstanding performance. |
| 9 | Excellent | B | 81-90 | Above the average standard. |
| 8 | Very good | C | 71-80 | Average standard. |
| 7 | Good | D | 61-70 | Generally sound work with a number of notable errors. |
| 6 | Sufficient | E | 51-60 | Performance that meets the minimum criteria. |
| 5 | Not sufficient / student did not pass | F | ˂ 51 | Insufficient performance. |