

CERTIFIED TRANSLATION FROM SERBIAN INTO ENGLISH LANGUAGE
The Republic of Serbia
THE ACADEMY OF CRIMINALISTIC
AND POLICE STUDIES

No.

Belgrade

Pursuant to article 32, paragraph 1, item 11 of the Statute of the University of Criminal Investigation and Police Studies (17 No. 72/4-3-2014 as of 04 April, 2014), and in connection to article 41 of the Law on Higher Education ("The Official Gazette of the Republic of Serbia" 88/17)

At the session held on January 25, 2018, the Senate of the University of Criminal Investigation and Police Studies passes the following

THE RULEBOOK ON MOBILITY

The Rulebook herein shall set forth the basic rules and principles of student mobility, teaching and non-teaching staff, the duration of mobility, the application process, the rights and obligations of users, and the transfer of ECTS credits obtained at another higher education institution, as well as other issues related to the implementation of mobility programs.

The rules stipulated by this Rulebook for international student mobility may also be applied analogously to student mobility within the Republic of Serbia.

- I. STUDENT MOBILITY
- II. TRANSFER OF ECTS CREDITS

1. Basic Provisions

Article 1

The University of Criminal Investigation and Police Studies (hereinafter: the University) shall realize inter-university cooperation and promote student mobility and internationalization of higher education by means of student exchange.

The University shall strive towards a two-way mobility of students which implies a study stay/professional practice of students of the University at the host institution abroad, as well as a study stay/professional practice of foreign students at the University.

Article 2

Student mobility within the meaning of this Rulebook shall encompass the study, performing scientific research work and conducting professional practice during a certain period in other higher education institutions, after which a student shall return to the home higher education institution and continue the enrolled study program at bachelor, master and PhD studies.



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The type and duration of student mobility shall be determined within the framework of inter-institutional exchange programs, on the basis of institutional agreements or contracts and the open call.

Funding rules and detailed instructions for the implementation of the Student Mobility Program shall be defined by the call.

The inter-institutional agreement shall regulate the mutual rights and obligations of higher education institutions in terms of providing conditions for studying and staying of a visiting student such as: costs and types of board and lodging, health insurance costs and other expenses that a student may have during their stay at the host institution.

Article 3

The provisions of the Rulebook herein shall apply primarily to student mobility lasting at least one semester, which does not exclude its application in the event of a shorter duration of mobility.

During the studies, a student may participate in mobility programs several times, but the total duration of the mobility period at the same level of study cannot be longer than half the total duration of the curriculum to which the student is enrolled.

1. Access to Study at Another Higher Education Institution

Article 4

The procedures for the realization of student mobility shall be carried out by the competent authorities at the University: the competent prorector, the Academic ECTS Coordinator of Student Mobility (hereinafter: the Academic Coordinator), the Commission for the Implementation of the Student Mobility Program of the University, the Administrative ECTS Coordinator of Student Mobility (hereinafter referred to as the Administrative Coordinator) the Department of Student Registrar and the students, the mobility participants themselves.

The commission for the realization of the student mobility program shall be appointed by the Rector of the University, with the task of selecting and ranking the candidates on the basis of the total points and conditions for selection of students in accordance with the general act regulating the rules and conditions for selection of students of the University of Criminal Investigation and Police Studies.

The Academic ECTS Coordinator of Student Mobility (the curriculum) shall be appointed by the Rector of the University from the ranks of teaching staff for a period of up to three years.

The Academic ECTS Coordinator shall be responsible for assessing the coherence of curriculums (respecting the principle of flexibility), for preparing basic mobility documents and for their possible modification and for respecting all other aspects of mobility in accordance with national and international regulations and student mobility standards.

The Academic Coordinator shall be autonomous in their assessment of the similarities of the courses which the student proposed to take within the appropriate mobility document at the host institution and is obliged to consult the teacher of the University that is competent for a particular course or relevant field of science before the commencement of the student mobility.



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The Administrative Coordinator from the ranks of the employees of the Department of Student Registrar shall be appointed by the Rector to provide professional, administrative and academic support to exchange students (home and visiting students). The job and tasks of the Administrative Coordinator shall be determined further by the Decision on Appointment.

Professional, administrative and logistical support to exchange students shall also be provided by coordinators or project managers within which international exchange of students is carried out, as well as professional services of the University.

Article 5

The basic documents that enable student mobility and the transfer and recognition of ECTS points obtained at another higher education institution shall be as follows:

1. Student Application/Student Application Form;
2. Study Stay Plan;
3. Study Contract/Research Contract/Contract on Professional Practice, and
4. Academic Transcript/Certificate of Courses Taken.

The documents referred to in paragraph 1 of this Article shall also be made in English if the exchange of a student is realized with a foreign higher education institution.

Article 6

At the announced call for student mobility, the student shall submit to the Academic Coordinator of the University Student Application/Student Application Form. The Academic Coordinator, in accordance with the general act regulating the rules and conditions for selection of students of the University of Criminal Investigation and Police Studies shall consider the submitted application, and after evaluation shall submit it to the Commission for the Realization of the Student Mobility Program.

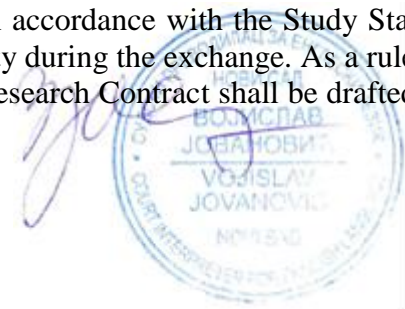
After the student has been selected for the mobility program, and before leaving they shall sign Study Contract, Study Research Contract and the Contract on Professional Practice. The contract shall be signed by the student, the University and a higher education institution where the student shall stay.

Article 7

A study stay plan is a document in which a student shall propose the courses they intend to take, in the course of the exchange program, or shall propose other academic activities which they plan to realize during the mobility period at another higher education institution. A study stay plan shall not be a compulsory document of mobility, but shall be compiled in cases where a particular exchange program requires it. It is of orientation character and its aim is to familiarise another higher education institution with the planned activities of the student applying for an exchange.

The student stay plan shall be signed by the student and the Academic Coordinator. As a rule, based on the Study Plan, a Study Contract shall be drafted.

The Research Plan and the Training Plan shall be in accordance with the Study Stay Plan and shall relate to the appropriate type of student activity during the exchange. As a rule, on the basis of the Research Plan and the Training Plan, a Research Contract shall be drafted, that is, a Contract on Professional Practice.



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Article 8

With the Study Contract agreement the contracting parties (a student, their parent higher education institution and another higher education institution) shall specify the courses the student plans to take, or other academic activities, which a student plans to realize during their stay at another higher education institution.

The Research Contract and the Contract of Professional Practice shall be analogous to the Study Contract and shall relate to the appropriate type of student activity during the exchange.

As a rule, the Study Contract shall specify the activities by which 30 ECTS credits are acquired per semester.

A Study Contract shall be a mandatory mobility document for bachelor and master students, whereas the Research Contract shall be a compulsory document of mobility for PhD studies students.

Article 9

By signing the Study Contract, the home higher education institution shall approve the student's mobility and attending the approved academic activities, and shall guarantee the recognition of ECTS credits and grades obtained at the exchange.

By signing the Study Contracts, another higher education institution shall confirm that the contracted academic activities are part of an existing curriculum, express its consent to the student's acceptance for exchange and shall approve accordingly the attending and realization of the approved academic activities.

For the students of the University who are studying abroad, the Study Contract shall also be drafted in English.

As a rule, a Study Contract shall be signed before the student goes for an exchange.

The Study Contract shall be signed by a student and the Rector of the University and an authorized person of another higher education institution.

The student shall be entitled to change the proposed courses from the Study Stay Plan with the written consent of the competent prorector, the Academic ECTS coordinator and the consent of the host institution in which the student shall realize mobility. The changes shall be determined by the Annex of the Study Contract and shall form its constituent part.

Article 10

A proposal for a Study Stay Plan and a proposal of a Study Contract shall be determined by a student applying for an exchange program in cooperation with the relevant prorector and Academic Student Mobility Coordinator. The Academic Coordinator shall assist the student in selecting courses from the curriculum they will take during the exchange period.

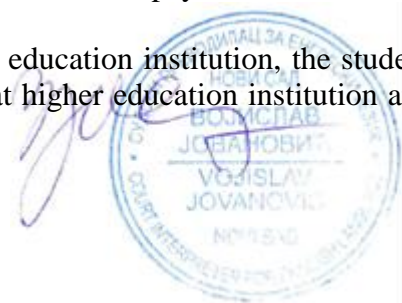
Article 11

While studying at another higher education institution, the student shall retain the status of a university student.

During the mobility period, a student shall achieve their academic obligations at another higher education institution, which is equivalent to studying and exercising rights and obligations at the home university.

During the stay, a student financed from the budget of the Republic of Serbia shall not lose their status, whereas the self-financing student shall continue to pay their tuition on a regular basis.

During the course of their studies at another higher education institution, the student shall abide by all the rules and obligations that apply at that higher education institution and other obligations



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they have undertaken in relation to studying at another higher education institution established by an international agreement, exchange program, scholarship agreement and so on.

1. Recognition of Courses and Earning ECTS Credits

Article 12

A student of the University, who was on exchange on the basis of the signed Study Contract shall be entitled to have their results they have achieved at another higher education institution, the host, recognised after returning from exchange.

Article 13

The process of recognition of the courses, i.e. the earned ECTS credits at another higher education institution shall be done on the student's request.

The student shall timely submit to the Academic Coordinator all relevant documents related to the achieved mobility, along with the application, as follows:

1. Study Contract/Research Contract/Contract on Professional Practice,
2. Academic Transcript/Original Document on the Earned ECTS credits
3. Curriculum at which ECTS credits have been earned, for the current school year
4. A program of the courses taken
5. Grading rules/Description of the assessment in the given higher education institution
6. Three photocopies of documents from points 1 to 5.

Article 14

The academic transcript shall be a certificate of the courses taken and evidence of the academic activities that are issued by the institution in the form of a formal document.

The academic transcript, apart from the data pertaining to the student, must contain information on the names of the courses taken, the content of the courses, the obtained grades and the number of ECTS credits achieved per course, the data on the duration of the study program, as well as other relevant information.

The academic transcript of the assessment should also include an explanation of the way of assessment and scoring (national scoring system).

4. Assessment of Students' Fulfillment of Obligations

Article 15

The basic criterion for transferring and recognizing ECTS credits shall be the outcome of the learning process defined by the curriculum, taking into account the relative nature of the scientific fields and the acquired knowledge as the outcome of the mastered course. The student shall be fully recognised the courses they have taken at the host institution if such courses can be substituted by the ones that a student would take in their home institution.

Article 16

ECTS credits shall be recognized for the courses taken at another higher education institution as indicated in the Academic Transcript.



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If the overlap in content (taking into account the learning outcome) is 70%, the courses taken at another high education institution shall be recognised as compulsory by the home higher education institution program. If the overlap in content is less than 70%, the ECTS credits earned and the grade received shall be recognized as an elective course.

The recognized elective courses do not have to respond to a set of elective courses in the curriculum of the home higher education institution. If the content of the courses taken significantly deviates from the content that fits into the outcome of the learning process defined by the study program, the earned ECTS credits shall not be counted in the total score predicted by the scope of studies, but the course shall be additionally recorded in the diploma supplement (in the “further information about the student” form).

In order for the ECTS credits to be recognized, it is not necessary to overlap the forms of lessons by which ECTS credits have been obtained with the corresponding courses of the curriculum of the home higher education institution.

Article 17

Academic recognition of the period of mobility is a procedure to determine the results that the student has achieved on the exchange.

The decision on the academic recognition of the period of mobility is an individual legal act by which the Academic Coordinator shall determine the method of recognition of the exams passed, i.e. the ECTS credits and the grades the student has got during the mobility period.

The obligatory elements of the Decision from the previous paragraph shall be:

- information about the student, the host institution and the home institution;
- the courses that the student has placed at the host institution (with the ECTS credits obtained and the grades awarded);
- courses from the home institution that shall be replaced by the courses that the student has placed at the host institution;
- courses that the student has placed on an exchange, which cannot be replaced, but as
- elective activities/course included in the Diploma Supplement;
- the method of grades equivalence;
- the remaining obligations that the student must meet in order to fulfill the obligations stipulated by the relevant semester or academic year (in cases where the student has not achieved enough ECTS credits for the exchange)
- other data that the Academic Coordinator considers relevant in the specific case.

The Decision on the Academic Recognition of the Mobility Period shall be delivered to the student and the Department of Student Registrar in order to regulate all the necessary administrative details related to the achieved mobility.

Article 18

ECTS credits recognized on the basis of the Decision stipulated in Article 17 of the Rulebook herein, shall be recorded into the student booklet and diploma supplement in their original form as they are listed in the Academic Transcript issued by the other higher education institution and shall form a constituent part of the total number of credits that the student achieves for a certain level of study.

Names of the recognized courses shall be written in Serbian and in the original language. The recognized grade shall be recorded in its original form, and if the grading system of the other higher education institution is different from the higher education system in the Republic of Serbia, the grade shall be entered in the transferred form.

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Article 19

In the process of academic recognition of the period of mobility, the type and level of studies as well as the data on the higher education institution in which the subjects are mastered shall be taken into account.

Article 20

Student of the University who during the period of exchange at another higher education institution did not pass all the exams, i.e. did not realize all the academic activities stipulated by the Study Contract shall be entitled to take exams from the semester during which they were on exchange, without fulfilling pre-exam obligations.

5. Visiting students at the University

Article 21

Based on the mobility program, i.e. the Student Exchange Agreement and the Study Contract, the Rector of the University shall issue a Decision authorizing fulfilling pre-exam and exam activities for students of another higher education institution at the University.

Article 22

On the basis of the Rector's Decision, a student from another higher education institution enrolls the appropriate study program of the University, which contains all the courses listed in the Study Contracts, in the status determined by the mobility program or the Student Exchange Agreement.

When enrolling in an appropriate curriculum, the student from another higher education institution shall be assisted by the Administrative ECTS Student Mobility Coordinator.

Article 23

During the study stay of the guest student, the Administrative Coordinator shall take on direct communication with the student, help the student when enrolling, keep a record of the student's stay, help the student in contacting teachers of the appropriate courses, inform the student about the administrative procedures of the Department of Student Registrar (the way applying for an exam, the deadlines for applying for an exam, exam period dates, etc.).

Article 24

By enrolling at the University of Criminal Investigation and Police Studies, a student from the other higher education institution shall be opened a student file and shall be issued a student booklet.

On enrolment, the student shall submit to the Department of Student Registrar: a Study Contract, a copy of the Contract based on which the exchange is realized or a copy



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of the Scholarship Agreement, a copy of the Identification Card, a statement on the address of residence during the exchange period, and for the foreign students a copy of the passport.

Article 25

An exchange student shall be equal in all with other University students.

For guest students from abroad, teaching and examination activities shall generally be conducted in English. Also, teaching shall as a rule be of a consultative type.

Article 26

As evidence of the academic activities achieved during the study visit, upon completion of the exchange period, the University shall issue the students from other higher education institutions an Academic Transcript/Certificate of the Courses Taken; Certificate of the Completed Research, as well as Certificate on the Completed Professional Practice.

In addition to data related to the student on the names of the courses taken, the Academic Transcript/Certificate of the Exams Passed shall also contain the grades obtained and the number of ECTS credits earned by the course, the data on the duration of the enrolled curriculum, the explanation of the grading and scoring method, as well as other relevant additional information.

The Academic Transcript/The Certificate of the Courses Taken shall be drafted by the Administrative Coordinator and signed by the Academic ECTS Coordinator.

6. Keeping the Records of Achieved Student Mobility

Article 27

The University shall collect, process and permanently keep the data on student mobility and transfer of ECTS credits in order to keep records and issue unique public documents at the University.

Article 28

The appropriate provisions of the Rulebook herein that relate to student mobility in terms of study stays shall be applied to the mobility of students in terms of scientific research stay, that is, in terms of professional practice.

II MOBILITY OF TEACHING AND NON-TEACHING STAFF

Article 29

Staff mobility shall refer to the stay of the University employees at the host institution, after which the employee shall return to the home institution.



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The mobility staff shall include:

1. Teachers in all teaching titles, employed in research and scientific titles and associates in all associate titles.
2. Non-teaching, professional and administrative staff, employed at the University for an indefinite period of time.

7. Types of Mobility

Article 30

University staff may participate in the following forms of mobility:

- Mobility within the framework of bilateral agreements concluded with higher education institutions abroad
- Mobility based on the Erasmus + program
- Mobility within other programs and projects.

The type and duration of mobility, applications, funding rules and detailed instructions for the implementation of the Staff Mobility Program shall be determined by the institutional agreement and the open call for proposals on the basis of which mobility shall be achieved.

Article 31

The teaching and non-teaching staff may participate in a mobility program for teaching (teaching staff) or professional training (teaching and non-teaching staff).

The selection of the registered candidates, i.e. teaching and non-teaching staff shall be carried out by the Commission appointed by the Rector of the University with a special decision. The selection shall be based on the criteria established by the Rules and Conditions for the Selection of Teaching and Non-teaching Staff of the University of Criminal Investigation and Police Studies.

Article 32

The staff involved in mobility shall be obliged to provide travel and health insurance during mobility, unless otherwise specified in a separate agreement.

Article 33

After returning to the home institution (University), the person shall submit a report on the achieved mobility in accordance with the requirements of the institutional agreement, as well as the official confirmation of the achieved mobility by the host institution.

8. Visiting Teaching and Non-teaching Staff

Article 34

The mobility of the visiting teaching and non-teaching staff of the partner institution shall be organized on the condition that the interinstitutional agreement has been concluded in the framework of the Mobility Program.



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The purpose of staying of the teaching and non-teaching staff of the partner institution may be teaching or professional training.

The University shall issue a certificate of the realized stay to the teaching or non-teaching staff of the partner institution in the framework of the Mobility Program and the concluded institutional agreement after the visiting mobility.

The University shall also issue the certificate from paragraph 3 of this article in English.

Final Provisions

Article 35

The required forms from this Rulebook shall be determined by a special decision of the Rector of the University.

Article 36

The Rulebook herein shall become effective within 8 days from the date of publication on the notice board of the University.

**Acting President of the Senate
prof. Đorđe Đorđević, PhD**

-END OF TRANSLATION-

I hereby certify that this translation is in full conformity with the original document written in Serbian
Vojislav Jovanović

Court interpreter for English language;

Resolution No.: 128-74-30/2014-02 as of 20, March 2015.

In: Novi Sad, date: 23 June, 2019

