

UNIVERSITY OF NOVI SAD
FACULTY OF PHILOSOPHY
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Pursuant to Article 31 of the Law on Higher Education (Official Gazette RS, no. 76/2005, 97/2008, 44/2010) of the Guidebook on the mobility of students and academic recognition (University of Novi Sad, 12 July 2011), the Teaching and Scholarly Council of the Faculty of Philosophy, University of Novi Sad, at a session held on 18 March 2016, passed the

GUIDELINE ON MOBILITY AND ACADEMIC RECOGNITION OF THE MOBILITY PERIOD

Basic regulations

Article 1

The guideline on academic recognition of the mobility period (henceforth: Guideline) determines the basic principles and procedures related to international mobility of students realised at the Faculty of Philosophy, University of Novi Sad.

The Faculty of Philosophy, University of Novi Sad supports and promotes student mobility as an integral part of the process of internationalisation of higher education, in line with positive legal regulations and the generally accepted European standards.

Basic terms

Article 2

Student mobility – study visit and internship which students realise at universities, i.e. institutions abroad.

Sending/home institution – a higher education institution (university, i.e. faculty) that sends the student on mobility.

Receiving/host institution – a higher education institution (university, i.e. faculty) or other institution where the student mobility takes place.

Outgoing student – a student of the University of Novi Sad who realises their mobility (study or internship) at a university, i.e. institution abroad.

Incoming student – a student from a university abroad who realises their mobility (study or internship) at the Faculty of Philosophy, University of Novi Sad.

Mobility period – the time period during which the student is on exchange, i.e. internship abroad.

Learning agreement – an agreement which determines student’s obligations and academic activities which they will realise at the receiving institution. The learning agreement has three parties and is signed by the sending institution, the receiving institution and the student partaking in the mobility.

Training/teaching plan – a document suggesting academic activities planned to take place during the exchange period at the receiving institution.

Transcript of records – a document by which the higher education institution gives detailed data on achieved academic results (grades, ECTS points) of the student.

Academic ECTS coordinator/academic coordinator for exchange students – person authorised by the Faculty for signing mobility documents, for leading the process of the academic recognition of the mobility period.

Academic recognition of the mobility period – a process whereby it is decided on the recognition of passed exams, ECTS points and grades achieved by the student during the exchange.

Converted grade – a grade which is determined, in the process of the academic recognition of the mobility period, to be equivalent to the grade which the student achieved at the receiving institution.

ECTS Grading table – recommendations from the European Commission for interpreting and understanding of the results achieved by the student during exchange and the conversion of the aforementioned results into ECTS points and grades in the sending institution.

ECTS Grading scale – recommendations from the European Commission for interpreting and understanding of the results achieved by the student during exchange and the conversion of the aforementioned results into ECTS points and grades in the sending institution. The ECTS grading scale is a temporary solution used until the switch to the ECTS grading table.

Course catalogue – an overview of the courses offered by the Faculty (code/password, content, the number of ECTS points, the expected learning outcomes after successfully mastering the pre-exam and exam obligations).

Student mobility

Article 3

The student mobility in the sense of this Guideline implies the studying, i.e. the internship during a certain period at a receiving institution abroad, after which the student returns to the sending institution and continues their original study programme.

Student mobility includes the study visit, i.e. internship within the bachelor, master, doctoral and postdoctoral studies.

Student mobility is primarily realised within the institutional exchange programmes and on the basis of international agreements at the university and faculty levels.

A student can use mobility outside of the institutional mobility from the previous paragraph (e.g. on the basis of international agreements, available exchange programmes and the possibility to study at universities abroad, as well as on the basis of personal choice).

The Faculty of Philosophy, University of Novi Sad aims for a two-way student mobility which implies a study visit/internship of students at the receiving institution abroad, and at the same time a study visit/internship of foreign students at the Faculty of Philosophy, University of Novi Sad.

Duration of the mobility period

Article 4

The regulations of this Guideline are primarily applied to student mobility periods lasting at least one semester, which does not exclude the appropriate application of the Guideline in the case of shorter mobility periods.

Mobility documents

Article 5

The basic documents used to establish mobility of the students of the Faculty of Philosophy, University of Novi Sad are the following:

1. Learning agreement
2. Training/research/teaching plan
3. Transcript of records
4. Confirmation of the internship

The documents listed in the previous paragraph do not exclude the possibility of existence of different mobility documents within a specific exchange programme.

Learning agreement

Article 6

Using the Learning agreement, the parties agreeing (the student, the sending institution and the receiving institution) specify the courses the student is planning to take exams in, i.e. other academic activities (e.g. research), which the student is planning to realise during their study visit at the receiving institution.

By signing the Learning agreement, the sending institution approves the student's departure for mobility and the attending of chosen academic activities, and thus guarantees the recognition of the ECTS points and grades achieved during the exchange.

By signing a Learning agreement, the receiving institution confirms that the agreed academic activities are a part of the current curriculum, it expresses consent on the

acceptance of the student on exchange period, and accordingly, approves the attendance and realisation of the chosen academic activities.

The Learning agreement is made in English and Serbian and it must contain:

- Course code – if the receiving institution has numbered programme content;
- Course titles, i.e. activities the students chose;
- The number of ECTS points held for each course, i.e. activity at the receiving institution
- Grades of the passed exams during the exchange period

The Learning agreement for outgoing students is signed by the student, the dean (i.e. vice-dean) and the responsible Academic ECTS coordinator.

The Learning agreement for incoming students is signed by the student, the responsible Academic ECTS coordinator and the institutional coordinator, i.e. dean or vice-dean in charge.

The agreement parties, as a rule, sign the Learning agreement before the student leaves for exchange, unless the receiving institution decides differently.

The Learning agreement can be altered afterwards only with the consent of all the signed parties, and all changes must be in written form.

The changes to a Learning agreement are an annex to the Learning agreement which is filled out and signed only in the case that the student suggests changes afterwards, and if the changes are agreed upon by all three parties.

A model of the Learning agreement can be found at the Faculty website.

Training/research/teaching plan

Article 7

A Training/research/teaching plan is a document suggesting academic activities planned to take place during an exchange period at the receiving institution.

The paragraphs in Articles 6, 7 and 8 of Guideline are analogously applied here.

A model of the Training/research/teaching plan can be found at the Faculty website.

Transcript of Records

Article 8

The Transcript of records is a transcript of the exams passed, as a formal document issued by the home institution.

The Transcript of records, besides the student data, must contain data regarding the names of the passed courses, the grades attained and the number of attained ECTS points per course, the data on the duration of the study programme, as well as other additional information if relevant.

The Transcript of records should contain the explanation on how grades and points are given (national grade awarding system).

At the end of mobility period, the Faculty should issue a Transcript of records for incoming students as a proof of achieved academic activities, if possible, in English.

Student status during the mobility period

Article 9

During the exchange/internship at the receiving institution, the student retains the status of a student at the Faculty of Philosophy, University of Novi Sad.

During the mobility period, students do not stop their studies, neither is their status frozen at the sending institution, since it is implied that the students have completed their academic obligations at the receiving institution (unless this matter is regulated differently by general legal acts of the Faculty, of which the student should be informed about on time).

Students financed from the budget of the Republic of Serbia do not lose this status during the mobility period.

Students in the self-financed category continue to pay the determined tuition fees regularly at their sending institution during the mobility period.

Academic recognition of the mobility period

Article 10

A student of the Faculty of Philosophy, University of Novi Sad, who was on an exchange on the basis of a signed Learning agreement, has a right to have their results achieved at the receiving institution acknowledged by the sending institution.

Academic recognition of the mobility period is a process by which the responsible Academic ECTS coordinator determines the results achieved by the student during the exchange, making the decision on the recognition of the passed exams (ECTS points and grades).

The student is obliged to give all the relevant documents regarding the realised mobility to the official in charge at the Student service of the Faculty after the exchange, and at the latest three weeks before the beginning of the next semester.

The responsible Academic ECTS coordinator is due to make the decision on recognition of the mobility period, in the course of 14 days at the latest from the date the student submits all the relevant documents regarding the realised mobility, and pass the decision to the Student service so that all the necessary administrative procedures regarding the realised mobility can be regulated. Should the responsible Academic ECTS coordinator be prevented from doing the recognition, this can be done by the dean or vice-dean.

If the administrative procedure from the previous paragraph is not finalized within the aforementioned deadline, the sending institution is due to enable the student to continue their studies even without the data being entered, as well as finish the aforementioned procedure in the shortest period of time possible.

The principles of the recognition of the mobility period

Article 11

The recognition of the results (ECTS points and grades) achieved during the mobility period is based on the principles of transparency, flexibility and fairness.

The principle of transparency implies that the rules of the academic recognition on the mobility period are publicly available (at the web page and the bulletin board of the University, i.e. Faculty and similar).

The principle of flexibility implies a realistic approach in the recognition of academic results achieved during the exchange. A complete content overlap of the study programmes of the receiving and sending institutions is impossible. For this reason, the basic way for the academic recognition of the mobility period is to focus on similarities and learning outcomes, and not the differences between the study programmes being compared. The accent is on the knowledge gained by the student during the exchange in a certain area, which does not have to be identical, but related to the knowledge they could attain from a course at the sending institution.

The responsible Academic ECTS coordinator uses the principles of fairness during the process of the academic recognition of the mobility period, as the generally accepted legal principle.

Article 12

The essence of mobility is to enable the student to realise academic activities at the receiving institution and to have the mobility period valued as being realised at the sending institution.

The student that has not passed all of the exams at the receiving institution, planned by the Learning agreement, i.e. that has not attained the necessary 30 ECTS points per semester, and has attended the appropriate classes, has a right to take exam(s) at the sending institution from the semester during which they were on exchange, without the need to be present, while the other pre-exam obligations must be arranged with their departmental Academic coordinator.

Comparison and the evaluation of study programme similarity

Article 13

The comparison and evaluation of the courses at the sending institution and the receiving institution is done by the responsible Academic ECTS coordinator of the sending institution, i.e. its organisational unit (department), using the principle of flexibility.

The Academic ECTS coordinator is chosen by the Teaching and Scholarly Council, based on the proposition of the International relation office and the Dean's office.

The Academic ECTS Coordinator is independent in their evaluation of the similarity of courses that the student suggested to take within the appropriate mobility document at the receiving/host institution, and if necessary, they take advice from the dean, the vice-dean in charge and/or the professor in charge of a certain course.

It is recommended that the courses that student passed at the receiving institution be fully acknowledged if they are replaceable with the courses the student would take at the sending institution. In this case, "replaceable" implies the similarity of the scientific areas and the acquired knowledge as the outcome of the mastered material (learning process outcome).

Full recognition from the previous paragraph implies that student, after returning from the mobility, has no additional academic obligations (such as e.g. writing a seminar paper, taking a midterm test/part of an exam etc.) from the course which has been replaced by the course at the receiving institution based on the Learning Agreement.

Transfer and recognition of the acquired ECTS points and grades

Article 14

The basic criterion for the transfer and recognition of the ECTS points and grades attained during the mobility period is the learning process outcome, and it is in line with the following recommendations:

1. The recognition of a course which the student attended and passed at the receiving institution, and which is related i.e. similar to a course from the sending institution, will be taken as equivalent to the course planned by the study programme of the sending institution. The recognition includes the title, ECTS points and the number of classes which the related course has at the sending institution, regardless of whether the course the student passed during the exchange carried more or less ECTS points.
2. The possibility of "replacing" a course from the sending institution is also related to compulsory and elective courses. In the column 6.1 of the Diploma Supplement (Additional information on the student), the fact that a certain course has been passed during international exchange will be listed, as well as the exact course title (in the original language), the original grade and ECTS points.
3. If the content of the taken and passed course during the exchange regarding the learning process outcomes significantly differs from the related course at the sending institution, or if the course that the student passed during the exchange does not exist at the sending institution, then the data of the passed course and the achieved results at the receiving institution will be written into the Diploma Supplement, in the original language and form (in the column: Passed

courses/activities not planned by the study programme for attaining a diploma). In the column 6.1 of the Diploma Supplement (Additional information on the student), the fact that the course was passed during exchange is given, along with the name of the foreign higher education institution and the grading system in the same way as it is written at the Transcript of Records.

4. The grades attained at the receiving institution are recognised as equivalent. If the grading systems at the sending and the receiving institutions are not the same, the grades are turned into the sending institution's grades through the process of conversion.
5. The conversion of grades from the courses passed by the student during the exchange, and which are recognised as equivalent at the sending institution, count at the sending institution's grade point average. The grades attained by the student for the courses which are not "replaced" with similar courses at the sending institution, and are signified in their original form pursuant to paragraph 1 point 3 of this article, do not count with the grade point average.
6. The ECTS points and grades from the paragraph 1 points 1 and 2 of this article are treated as every other course which the student passed at their sending institution (ECTS points count with ECTS points attained within the study programme).
7. The ECTS points from the courses from the paragraph 1, point 3 of this Article, do not count towards the number of ECTS points within the study programme.

**Interpreting and transferring the grades attained by the student
during the mobility period at the receiving institution**

Article 15

The grade students attained during exchange in the course can be replaced by a course from the sending institution. If the grading systems at the sending and receiving institutions are not the same, the grade which the student got during the exchange will be converted to a grade which would suit that grade at the sending institution (so called "converted grade"). The process of grade conversion is performed in line with the agreement between institutions and by comparing the ways of grading abroad and at home.

**Recommendations for the improvement of student mobility
at the Faculty of Philosophy, University of Novi Sad**

Article 16

Aiming to improve the process of internationalisation in the area of student mobility and to harmonise of the administrative procedure, the following measures and activities are suggested:

- The rules of academic recognition of the mobility period should be made available to the students at the web page.

- The web page should be maintained in English with the data relevant to potential incoming students (about the studies, study programmes, contact persons, logistical data...).
- The course catalogue should be available in Serbian and English at the Faculty website (code, structure, purpose, goals and study programme curricula, learning outcomes, information on the competences of graduated students).
- Outgoing and incoming students should be given a Transcript of records with a table of the Serbian grading system.
- The faculties collect, process and permanently store data on student mobility and the transfer of ECTS points for the purpose of keeping records and issuing official documents.
- In the case of doubt regarding the student mobility, the Faculty can address the Board for the integrated research work and international relations of the Senate of the University of Novi Sad for their opinion.

TRANSITIONAL AND FINAL REGULATIONS

Article 17

All of the regulations from this Guideline are equally applied to internships.

This Guideline comes into force as of academic year 2016-2017.

The Dean of the Faculty of Philosophy

Prof. Dr. Ivana Živančević Sekeruš