

Pursuant to Article 33 of the Algebra University College Statute, the Professional Council of the Algebra University College adopted, at its 59th session held on January 23 2018, the following

BOOK OF REGULATIONS ON ERASMUS+ INTERNATIONAL MOBILITY PROGRAMME

I. GENERAL PROVISIONS

Article 1

(1) The Book of Regulations on Erasmus+ International Mobility Programme (hereinafter: Book of Regulations) further regulates the implementation of Erasmus+ International Mobility Programme (hereinafter: Mobility Programme), the basic principles of mobility of incoming and outgoing students, incoming and outgoing teaching and non-teaching staff of the Algebra University College, the rights and obligations of students, teaching and non-teaching staff, the rights and obligations of the Erasmus Coordinator and other matters significant for the implementation of the Mobility Programme.

Article 2

(1) Participants included in the organization and implementation of the Mobility Programme at the Algebra University College shall abide by the provisions of the Erasmus Charter for Higher Education awarded by the European Commission, the Ethical Codex and other regulations of the University College and of the institutions hosting mobility programmes.

II. DEFINITIONS OF TERMS

Article 3

(1) The terms used in this Book of Regulations have the following meaning:

1. *Erasmus+ is the European Union programme for education, training, youth and sport for the period 2014-2020* that, among other things, enables mobility at the level of higher education.
2. *Home Institution* is a higher education institution in which students are enrolled or at which the teaching and non-teaching staff is employed.
3. *Host Institution* is a higher education institution implementing Mobility Programme.
4. *Erasmus Bilateral Agreement* is an interinstitutional agreement between the Algebra University College and the foreign higher education institution which has been awarded the Erasmus University Charter.
5. *Outgoing Student* is a student of the Algebra University College who participates in the Mobility Programme at the host institution.
6. *Incoming Student* is a student of the Algebra University College who participates in the Mobility Programme at the Algebra University College as the host institution.
7. *Outgoing Teaching and Non-Teaching Staff* includes persons selected to participate in the Mobility Programme at the host institution. These persons are employed at the University College under an employment contract or as part-time associates whose cooperation is regulated by service contracts or copyright contracts.
8. *Incoming Teaching and Non-Teaching Staff* includes persons employed by the foreign partner institution or their part-time associates who participate in the Mobility Programme at the University College as the host institution.
9. *Learning Agreement* is a document that sets out the program of studies for each particular student during their study visit at the host institution.
10. *Training Agreement* is a document that sets out the training programme for each particular student at the host institution.
11. *Transcript of Records* is a document by means of which the host higher education institution registers the results achieved by the student expressed by means of ECTS

credits or another credit system for each course unit, and grades. The *Transcript of Records* shall be issued in English as an official document within 5 weeks after the end of the Mobility Programme. The *Transcript of Records* is submitted and kept in the student archives of the home institution at the Department for International Cooperation and a copy may be given to the student upon request.

12. *Transcript of Work* is a document by means of which the host institution (employer) records the completed training together with the results achieved by the student.
13. *Statement of Host Institution* is a document by which the host institution confirms the duration of the mobility period of each participant in the Erasmus Mobility Programme in terms of study visits, training, teaching or professional training.
14. *Mobility Plan* is a document that stipulates which corresponding course units attended at the foreign institution shall be acknowledged instead of particular course units of the home institution. In addition, it stipulates the semester during which the student will attend the course unit that has not been attended at the home institution during the mobility period and that has not been passed as a corresponding course unit at the host institution. The document is initially filled out by the student and, if necessary, can be supplemented and changed by the Registrar's Office in cooperation with the teacher in charge of the course unit and student. After the final version of the document is established, the *Mobility Plan* is confirmed by the Registrar's Office.

III. ORGANIZATION AND IMPLEMENTATION OF MOBILITY PROGRAMME

Article 4

- (1) The mobility of outgoing and incoming students for the purpose of study visits and the mobility of outgoing and incoming teaching and non-teaching staff shall be implemented solely on the basis of previously concluded Erasmus+ Bilateral Agreements.
- (2) The mobility programme at the Algebra University College is implemented and administered by the Department for International Cooperation.
- (3) The Committee for Erasmus Mobility Programme shall carry out the selection procedure for participants in the Erasmus+ Mobility Programme on the basis of a public tender.
- (4) The Erasmus Coordinator of the Algebra University College participates in the work of the Committee, carries out the administrative and technical implementation and coordinates the Mobility Programme at the University College. The Coordinator prepares Erasmus+ Bilateral Agreements, organizes outgoing mobility of students, teaching and non-teaching staff at the host institutions and carries out administrative tasks related to the organization of study visits of incoming students and incoming teaching and non-teaching staff at the Algebra University College as the host institution.

Article 5

- (1) Documents that define the Mobility Programme and which are the basis for the acknowledgement of the completed programme are:
 1. *Learning Agreement* (defined in Article 3, paragraph 9 hereof),
 2. *Training Agreement* (defined in Article 3, paragraph 10 hereof),
 3. *Transcript of Records* (defined in Article 3, paragraph 13 hereof),
 4. *Transcript of Work* (defined in Article 3, paragraph 14 hereof),
 5. *Statement of Host Institution* (defined in Article 3, paragraph 15 hereof),
 6. Assessment of language competences (before and after mobility),
 7. *Final Report* in the form and procedure stipulated by the tender and the Erasmus+ Programme Guide of the Agency for Mobility and EU Programmes

Learning Agreement

Article 6

(1) After the student has been selected for the Mobility Programme for the study visit at the host institution, prior to the beginning of the mobility period, a *Learning Agreement* shall be concluded stating the titles of the course units of the same study level that the student shall attend at the host institution and other activities that the student shall carry out during the mobility.

(2) The *Learning Agreement* shall include the corresponding number of ECTS credits awarded to the student per each course or activity.

(3) The *Learning Agreement* is signed by: the outgoing student, the Erasmus Coordinator of the Algebra University College and the representative of the host institution.

(4) The *Learning Agreement* consists of three parts: Before the mobility, During the mobility and After the mobility.

(5) The *Learning Agreement* may be changed only with the consent of all signatories, and amendments to the agreement must be defined by the *Learning Agreement*. Amendments to this agreement may, as a rule, be signed one month after the beginning of the student mobility.

Training Agreement

Article 7

(1) After the student has been selected for the Mobility Programme for the purpose of training, prior to the beginning of the mobility period, a *Training Agreement* shall be concluded. The *Training Agreement* is signed by: the outgoing student, the Erasmus Coordinator of the Algebra University College and the representative of the host institution/company (mentor).

(2) The *Training Agreement* consists of three parts: Before the mobility, During the mobility and After the mobility.

(3) The *Training Agreement* may be changed only with the consent of all signatories, and amendments to the agreement must be defined by the *Training Agreement*. Amendments to this agreement may, as a rule, be signed one month after the beginning of the student mobility.

Transcript of Records

Article 8

(1) Upon completion of mobility, the host institution shall issue a *Transcript of Records* in English to the student within 5 weeks after the end of student mobility.

(2) Based on the *Transcript of Records*, the Algebra University College shall carry out a procedure for the acknowledgement of course units and ECTS credits awarded to the student during the mobility period.

(3) The *Transcript of Records* is submitted and kept in the archives of the Department for International Cooperation of the home institution.

Transcript of Work

Article 9

(1) Upon completion of mobility, the host institution shall issue a *Transcript of Work* in English to the student.

(2) Based on the *Transcript of Work*, the Algebra University College may carry out the procedure for the acknowledgement of training.

(3) The *Transcript of Work* is submitted and kept in the archives of the Department for International Cooperation of the home institution.

Statement of Host Institution

Article 10

(1) The *Statement of Host Institution* specifies the period in which the student or member of the teaching or non-teaching staff was officially enrolled, performed training, held classes or performed professional training at the host institution. In accordance with the *Statement of Host Institution*, the University College shall acknowledge the mobility period.

Insurance

Article 11

(1) Prior to their departure abroad, students, teaching and non-teaching staff participating in the Mobility Programme shall take out an insurance policy for the period of mobility including health insurance abroad (compulsory), or an enclosed copy of EHIC, liability insurance policy and personal accident insurance policy (in case of training) and may include additional insurance in accordance with the request of the foreign institution or the relevant embassy in the Republic of Croatia that may determine a particular type of insurance as a condition for a visa.

(2) A copy of the insurance policy shall be attached to the agreement between the Algebra University College and the student or member of the teaching or non-teaching staff.

IV. OUTGOING STUDENTS

Mobility of Outgoing Students

Article 12

(1) The mobility of outgoing students completed through the Mobility Programme refers to a study visit or training at the host institution for a period of at least two (2) months (for training) or at least three (3) months (for study visit) up to a maximum of twelve (12) months, after which the student continues the study programme at the home institution.

(2) The mobility of outgoing students includes a study visit at the host institution as part of a full-time undergraduate and graduate study programme or professional training at the host institution.

(3) The mobility of outgoing students for the purpose of study visits is completed on the basis of an Erasmus+ Bilateral Agreement. The host institution grants the student the status of a full-time exchange student free from tuition fee payment. During the mobility period, the student shall pay tuition only at the home institution.

(4) Students of the University College may participate in the Mobility Programme if they are enrolled at least in the second (2nd) year of the undergraduate study programme. Exceptionally, students may be enrolled in the first year of the undergraduate study programme.

(5) A student may receive financial support for mobility for a total duration of up to 12 months for each level of the study program (undergraduate, graduate, post-graduate level) regardless of the number and type of activity (study visit or training).

Status of Students Participating in the Mobility Programme

Article 13

(1) Students selected for the Mobility Programme based on a public tender shall be full-time enrolled in the academic year or semester at the University College having a status of a full-time or part-time student at their home institution.

(2) Students participating in the Mobility Programme shall maintain their student status at the University College during their visit abroad.

(3) Exceptionally, students participating in mobility for the purpose of training may participate in mobility during the year following graduation. In this case, the student shall submit his/her application to the public tender while having student status, i.e. before the completion of the study programme, and training must be completed no later than one year after graduation.

Comparison of Study Programmes

Article 14

(1) Comparison and assessment of compatibility of study programmes and course units shall be carried out by the Erasmus Coordinator in accordance with the principle of maximum flexibility and in consultation with the head of the study programme, sub-specialisation or department and teacher in charge of the course unit.

(2) Comparison of course units enrolled by the student at the foreign institution and course units that would be attended at the home institution, shall be made prior to the signing of the *Learning Agreement* on the basis of the *Mobility Plan* defined in Article 3 filled out and submitted to the Erasmus Coordinator by the student in electronic form.

(3) If for particular course units the student does not find an equivalent course unit to be attended during the mobility period or an equivalent course unit is not passed during the mobility period, the student shall attend the relevant courses at the home institution during the semester stipulated by the Erasmus Coordinator at the proposal of the student in consultation with the Head of the Registrar's Office. These comparisons and approximate framework (semester) of attendance are specified in the *Mobility Plan* which is initially filled out by the student and, if necessary, changed by the Erasmus Coordinator in consultation with the head of the study programme, sub-specialisation, department and teacher in charge of the course unit and is signed by the student and Head of the Registrar's Office.

(4) The acknowledgement of ECTS credits, grades and training periods shall be conducted by the Erasmus Coordinator in consultation with the Registrar's Office, the head of the study programme, sub-specialisation or department and teacher in charge of the course unit.

Procedure for Acknowledgement of Student Mobility

Article 15

(1) The procedure for acknowledgement of student mobility is carried out on the basis of the *Learning Agreement* or *Training Agreement*, *Transcript of Records*, *Transcript of Work* and *Statement of Host Institution*. If a student has fulfilled all obligations stipulated by the *Learning Agreement* or the *Training Agreement*, the Algebra University College shall acknowledge the student's achievements in the study programme in accordance with the relevant documents.

(2) The student who has participated in mobility must complete a language assessment test after the mobility and submit a *Final Report* to the University College within 30 calendar days after the end of the mobility period in the form and procedure stipulated by the tender and the Erasmus+ Mobility Guide of the Agency for Mobility and EU Programmes.

(3) Regardless of the success achieved during the study programme or the results of training, the Algebra University College as the home institution shall, on the basis of the *Statement of Host Institution*, register the student's *Mobility Programme* period in the *Diploma Supplement* and electronic student service system.

Article 16

(1) For course units passed at the host institution, ECTS credits shall be acknowledged as stated in the *Transcript of Records* of the host institution.

(2) The University College may carry out the comparison of course units passed by the student at the host institution with the compulsory and elective course units provided in the student's regular study programme or may carry out the procedure of acknowledgement of course units, number of ECTS credits awarded and grades as specified in the original *Transcript of Records*.

(3) It is possible to acknowledge particular learning outcomes of a course unit and in case of full acknowledgement of a course unit and ECTS credits, learning outcomes shall be registered in the electronic student service system in English or in the original language as specified in the *Transcript of Records*.

Article 17

(1) If a student does not fulfil the obligations stipulated by the *Learning Agreement* and does not achieve a sufficient number of ECTS credits required to continue the study programme at the University College as the home institution, the Algebra University College shall acknowledge the entire mobility period and particular passed course units specified in the *Transcript of Records* and decide which course units should be passed during the current semester in order to obtain a sufficient number of ECTS credits required for further study or enrolment in the following academic year.

Article 18

(1) ECTS credits awarded to the student by the host institution on the basis of the *Transcript of Records* that are not stipulated by the *Learning Agreement* and that cannot be acknowledged by the University College as part of a regular study program, should be registered as additional ECTS credits in the *Diploma Supplement*.

(2) The student shall be acknowledged grades specified in the *Transcript of Records* by the host institution. If the assessment systems at the host institution and the University College are not equivalent, grades shall be acknowledged in accordance with the ECTS system and, if possible, converted to the national grading system. All grades obtained at the host institution, which can be converted to the national grading system, shall contribute to the grade average at the University College and grades which cannot be converted to the national grading system shall be entered in their original form and shall not contribute to the grade average of the study programme.

Article 19

(1) Based on the *Transcript of Work* and *Statement of Host Institution* submitted by the student to the University College after return from mobility, the University College shall acknowledge the entire duration of the *Mobility Programme* for the purpose of completing training as part of the study programme. The mobility period shall be registered in the *Diploma Supplement*.

(2) If the training does not represent an integral and compulsory part of the student's study programme, the University College shall register the completed training in the *Diploma Supplement* and may decide to award a certain number of ECTS credits for the training conducted abroad.

Obligations of Students upon Return from Mobility

Article 20

(1) Upon return from mobility from a foreign partner institution, students shall submit the following documents to the University College:

1. *Statement of Host Institution* (issued by the foreign partner institution)
2. *Transcript of Records* or *Transcript of Work*
3. *Final Report* (electronically as stipulated by the tender and the Mobility Guide of the Agency for Mobility and EU Programmes)
4. other documents at the request of the Algebra University College

(2) Upon return from mobility, students are required to complete a language assessment test.

V. INCOMING STUDENTS

Article 21

(1) In order to provide students with information on the possibilities and conditions of studying at the University College, the Department for International Cooperation shall prepare the *Student Guide for Foreign Students and Staff* (Erasmus+ Student/Staff Exchange) which shall be published on the University College website.

Article 22

- (1) The Algebra University College organizes classes in English for incoming students in accordance with the capabilities of its teachers and associates.
- (2) The Erasmus Coordinator of the Algebra University College is responsible for the organization, administration and acceptance of incoming students.

Article 23

- (1) Pursuant to the provisions of the *Mobility Programme* and institutional agreements, the Algebra University College shall conclude a *Learning Agreement* or a *Training Agreement* with the incoming student and his/her home institution.
- (2) The *Learning Agreement* or *Training Agreement* shall be signed by the incoming student, the Erasmus Coordinator of the Algebra University College and the representative of the home institution of the incoming student.
- (3) The *Learning Agreement* or *Training Agreement* may be changed only with the consent of all signatories and all changes must be recorded in the particular contract.

Article 24

- (1) The incoming student shall be matriculated at the Registrar's Office of the Algebra University College or at the Department for International Cooperation and shall receive a certificate of enrolment and student status.
- (2) The incoming student attending the Algebra University College as part of the Mobility Programme has the rights and obligations of a full-time student at the Algebra University College and does not have to pay tuition fee for the period of mobility.
- (3) Upon completion of the mobility, the Algebra University College shall issue a *Transcript of Records* or *Transcript of Work* as well as a *Statement of Host Institution* in English.

VI. OUTGOING MOBILITY OF TEACHING AND NON-TEACHING STAFF

Article 25

- (1) Outgoing mobility of the University College teaching and non-teaching staff refers to the stay of staff members at the host institution the duration of which is determined by the Mobility Programme tender.
- (2) The staff eligible to participate in the Mobility Programme:
 1. teaching staff – persons appointed to teaching professions employed at the University College based on employment contracts and part-time associates whose cooperation is governed by agreements on business cooperation, service contracts or copyright contracts,
 2. teaching staff – assistants employed at the Algebra University College based on employment contracts and part-time associates whose cooperation is governed by agreements on business cooperation, service contracts or copyright contracts,
 3. non-teaching (professional and administrative) staff employed at the Algebra University College based on employment contracts and part-time associates whose cooperation is governed by agreements on business cooperation, service contracts or copyright contracts.
- (3) The teaching staff may participate in the Mobility Programme for a period of at least 2 days up to a maximum of 2 months not counting the travel days. Within teaching activities, a teacher shall hold at least 8 hours of classes per week. In case the teaching activities last less than a week, the minimum number of hours a teacher shall hold at the foreign university is 8.
- (4) Non-teaching staff may participate in the Mobility Programme for the purpose of professional training at the host institution for a period of at least 2 days up to a maximum of 2 months.
- (5) Attendance at professional/scientific conferences cannot be funded from Erasmus+ funds.

Article 26

(1) The type and duration of the mobility as well as the application, method and criteria for the selection of candidates are defined by the public tender announced by the Algebra University College.

(2) The Mobility Programme is funded in accordance with the rules of the Erasmus+ Programme defined by the European Commission and the Agency for Mobility and EU Programmes. Funding rules and detailed guidelines for the implementation of staff mobility are announced by the University College for a particular tender.

(3) The procedure for the acknowledgement of mobility of teaching and non-teaching staff shall be carried out on the basis of an agreement concluded between the member of staff and the Algebra University College regulating the mutual rights and obligations related to the receipt of financial support for the co-financing of stay at a foreign institution and the *Statement of Host Institution*.

(4) The member of teaching or non-teaching staff who has participated in the mobility must submit a *Final Report* to the Algebra University College within 30 calendar days from the end of the mobility period in the form stipulated by the tender and the *Mobility Guide of the Agency for Mobility and EU Programmes*.

(5) In one academic cycle (undergraduate, graduate, post-graduate) the participant may take part in the Mobility Programme several times, but priority shall be given to those participating in the Mobility Programme for the first time.

Obligations of Teaching and Non-teaching Staff upon Return from Mobility

Article 27

(1) Upon return from mobility from a foreign partner institution, members of teaching and non-teaching staff shall submit to the University College the following:

1. *Statement of Host Institution* (issued by the foreign institution)
2. *Final Report* in the form prescribed by the tender and the *Mobility Guide of the Agency for Mobility and EU Programmes*
3. other documents at the request of the University College

VII. INCOMING MOBILITY OF TEACHING AND NON-TEACHING STAFF

Article 28

(1) Incoming teaching and non-teaching staff participating in the Mobility Programme at the University College as the host institution shall be selected and registered by the foreign partner institution.

(2) The mobility of incoming teaching and non-teaching staff of partner institutions shall be organized at the Algebra University College provided that an Erasmus Bilateral Agreement has been previously signed.

(3) The purpose of stay of teaching and non-teaching staff of partner institutions at the University College can be teaching or professional training.

(4) The University College shall issue a *Statement of Host Institution* in English to the teaching and non-teaching staff of partner institution.

VIII. TRANSITIONAL AND FINAL PROVISIONS

Article 29

(1) Amendments to this Book of Regulations shall be adopted in the same way as the Book of Regulations.

(2) The Dean of the Algebra University College shall be responsible for the interpretation of the provisions of this Book of Regulations.

(3) The Book of Regulations shall enter into force on the date of its adoption.

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