

Pursuant to the Statute of the Algebra University College, at its 85<sup>th</sup> session held on 19 April 2021, the Academic Council of Algebra University College enacted the following:

## **BOOK OF REGULATIONS ON MOBILITY**

### **1. GENERAL PROVISIONS**

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#### **Article 1**

- (1) The Book of Regulations on Mobility (hereinafter: Book of Regulations) specifies the implementation of programmes, agreements on international mobility or mobility independently organised by students, basic principles of mobility of incoming and outgoing students, incoming and outgoing teaching and non-teaching staff at Algebra University College, rights and obligations of the Erasmus+ and Exchange Coordinator, and other issues relevant to the implementation of the international mobility programmes or agreements.

#### **Article 2**

- (1) The terms used in this Book of Regulations in masculine gender are neutral and refer to male and female persons, and should not, in any way, be interpreted as a basis for sex or gender discrimination or favouritism.

#### **Article 3**

- (1) Persons involved in the organisation and implementation of mobility at Algebra University College are obliged to comply with the provisions of the Erasmus Charter for Higher Education issued by the European Commission as well as with the Code of Ethics and other regulations of Algebra University College and institutions in which mobility is conducted.

### **2. DEFINITIONS OF TERMS**

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#### **Article 4**

- (1) The terms used in this Book of Regulations have the following meaning:
- a. Erasmus+ is the European Union programme for education, training, youth and sport which, among other things, enables mobility in higher education.
  - b. Home Institution is the higher education institution where the student is enrolled or where teaching and non-teaching staff are employed.
  - c. Host Institution is the higher education institution where mobility is achieved.
  - d. Bilateral agreement is an interinstitutional agreement concluded between Algebra University College and a foreign higher education institution.
  - e. Multilateral agreement is an interinstitutional agreement concluded between Algebra University College and more than one foreign higher education institution.
  - f. Outgoing Student is a student of Algebra University College on mobility at the host institution.
  - g. Incoming Student is a student on mobility at Algebra University College as the host institution.
  - h. Outgoing teaching and non-teaching Staff are persons selected to participate in the mobility programme at the host institution. These persons are employed at Algebra University College on

the basis of employment contracts or as part-time associates whose cooperation is regulated by service contracts or copyright contracts.

i. Incoming teaching and non-teaching Staff are persons employed at a foreign partner institution or their part-time associates who achieve mobility at Algebra University College as the host institution.

j. Learning Agreement is a document that sets out the study visit programme for each particular student at the host institution.

k. Training Agreement is a document that sets out the training programme for each particular student at the host institution.

l. Transcript of Records is a document by which the host institution registers the results achieved by the student reported in ECTS credits, or another credit system, for each course and grade. The Transcript of Records must be issued as an official document in English language within 5 weeks of the completion of the mobility programme. The Transcript of Records is submitted and kept in the student archives of the home institution at the International Office, and a copy may be given to the student upon request.

m. Transcript of Work is a document by which the host institution (employer) registers the completed training and the results achieved by the student.

n. Statement of Host Institution is a document by which the host institution confirms the duration of the mobility period of the person participating in mobility in terms of study visits, traineeships, teaching or professional development.

o. Mobility Plan is a document that defines which corresponding courses taken at the host institution shall be recognised as courses at the home institution. It also defines the semester during which the student shall attend the course at the home institution, which has not been attended at the home institution during the mobility period, and for which a corresponding exam has not been passed at the host institution. The document is initially filled out by student, in consultation with the head of the study programme and Erasmus+ and Exchange Coordinator. Having drawn up the final version of document, the head of the study programme shall sign and confirm the document, and the Erasmus+ and Exchange Coordinator shall save it in the student's file.

### **3. ORGANISATION AND IMPLEMENTATION OF MOBILITY**

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#### **Article 5**

- (1) Mobility of outgoing and incoming students for the purpose of study visits and mobility of outgoing and incoming teaching and non-teaching staff shall be implemented solely on the basis of previously concluded agreements.
- (2) Mobility programmes and agreements at the level of Algebra University College are implemented and administered by the International Office.
- (3) The International Office announces calls for applications for mobility that include criteria for the selection of candidates and other provisions relevant for the implementation of the procedure.
- (4) The selection procedure for participants in mobility is conducted, on the basis of the announced call for applications, by a Committee whose permanent members are Vice Dean for Academic Affairs, Vice Dean for Students and Secretary General of the University College.
- (5) The Erasmus+ and Exchange Coordinator participates in the work of the Committee, carries out administrative and technical implementation, coordinates the implementation of mobility at Algebra University College, prepares bilateral and multilateral agreements, organises outgoing mobility of

students, teaching and non-teaching staff at host institutions and performs administrative tasks related to the organization of stays of incoming students and incoming teaching and non-teaching staff at Algebra University College as the host institution.

## Article 6

- (1) Documents regulating mobility are:
- Learning Agreement,
  - Training Agreement,
  - Transcript of Records,
  - Transcript of Work,
  - Statement of Host Institution,
  - Assessment of language competences (before and after mobility),
  - Final Report in the form and procedure stipulated by the Erasmus+ call for applications and Erasmus+ Programme Guide of the Agency for Mobility and EU Programmes (only for students participating in the ERASMUS+ mobility programme).

## Article 7

### Learning Agreement

- Before the beginning of the mobility period, a **Learning Agreement** shall be concluded stating the titles of courses of the same study level that shall be completed by the student at the host institution and other activities that the student is obliged to complete during mobility.
- The **Learning Agreement** shall include the corresponding amount of ECTS credits that shall be awarded to the student per each course or activity.
- The **Learning Agreement** is signed by the outgoing student, Erasmus+ and Exchange Coordinator of the Algebra University College and a representative of the host institution.
- The **Learning Agreement** consists of three parts: Before Mobility, During Mobility and After Mobility.
- The **Learning Agreement** may be changed only with the consent of all signatories, and amendments to the agreement must be recorded in the **Learning Agreement**. Amendments to this agreement may, as a rule, be signed no later than one month from the date of the beginning of the student's mobility.

## Article 8

### Training Agreement

- Before the beginning of the mobility period, a **Training Agreement** shall be concluded. The **Training Agreement** is signed by: the outgoing student, Erasmus+ and Exchange Coordinator of Algebra University College and the representative of the host institution/company (supervisor).
- The **Training Agreement** consists of three parts: Before Mobility, During Mobility and After Mobility.
- The **Training Agreement** may be changed only with the consent of all signatories, and amendments to the agreement must be recorded in the **Training Agreement**. Amendments to this agreement may, as a rule, be signed no later than one month from the date of the beginning of the student's mobility.

## Article 9

### Transcript of Records

- (1) Upon completion of mobility, the host institution is obliged to issue the student with a **Transcript of Records** in the English language within 5 weeks after the end of the student's mobility.
- (2) Based on the **Transcript of Records**, Algebra University College shall conduct the procedure for recognition of learning outcomes and ECTS credits acquired by the student during the mobility period.
- (3) The **Transcript of Records** shall be submitted and kept in the archives of the International Office of the home institution.

## Article 10

### Transcript of Work

- (1) Upon completion of mobility, the host institution is obliged to issue the student with a **Transcript of Work** in the English language.
- (2) Based on the **Transcript of Work**, the Algebra University College may conduct the procedure for the recognition of internship.
- (3) The **Transcript of Work** shall be submitted and kept in the archives of the International Office of the home institution.

## Article 11

### Statement of Host Institution

- (1) The **Statement of Host Institution** shall specify the period in which the student or member of teaching or non-teaching staff was officially enrolled, completed training, held classes or obtained internship at the host institution. Based on the **Statement of Host Institution**, Algebra University College shall recognise the mobility period.

## Article 12

### Insurance

- (1) Before going on mobility, students, teaching and non-teaching staff participating in the mobility programme are obliged to take out an insurance policy for the duration of mobility that must include health insurance abroad (compulsory), or an enclosed copy of EHIC, liability insurance and accident insurance (traineeship), and may include additional insurance in accordance with the request of the foreign institution or relevant embassy in the Republic of Croatia that may require a particular type of insurance as a condition for issuing a visa.
- (2) A copy of the insurance policy must be attached to the Agreement between the Algebra University College and the student or member of teaching or non-teaching staff.

## **4. OUTGOING STUDENTS**

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### **Article 13**

#### **Mobility of Outgoing Students**

- (1) Mobility of outgoing students refers to a study visit or internship at the host institution for a period of at least two (2) months (for internship) 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) In addition to mobility in form of study visits or internship, the mobility of outgoing students may be short mobility (up to 2 months) or blended mobility that includes multiple visits at the foreign university college during a longer period of time.
- (3) Mobility of outgoing students includes a study visit at the host institution as part of a full-time undergraduate and graduate study programme or internship at the host institution.
- (4) Mobility of outgoing students is achieved on the basis of bilateral or multilateral agreements. The host institution grants the student the status of a full-time exchange student.
- (5) The students on the ERASMUS mobility are exempt from paying tuition fees at the host institution. During the ERASMUS mobility, the student shall pay tuition fees only at the home institution.
- (6) The payment of tuition fees for other students on mobility is regulated by special programmes, agreements or call for applications.
- (7) Students of the Algebra University College may participate in mobility if enrolled in at least the second year of undergraduate and graduate study programmes. Exceptionally, in case of internship, students may be enrolled in the first year of the undergraduate study programme.
- (8) A student may receive a grant for outgoing mobility for a total duration of up to 12 months for each level of study (undergraduate, graduate) regardless of the number and type of activities (study visit or internship).

### **Article 14**

#### **Status of students participating in mobility**

- (1) Students selected to participate in mobility on the basis of a call for applications shall be enrolled in the academic year or semester at Algebra University College, and may have the status of a full-time or part-time student.
- (2) Students participating in mobility shall retain their student status at Algebra University College during the entire stay abroad.
- (3) Exceptionally, students participating in mobility for the purpose of internship, may participate in mobility during the year following the completion of their studies. In this case, students shall submit their application while in student status, i.e. before the completion of the study programme, and internship must be completed no later than one year after the completion of the study programme.

### **Article 15**

#### **Comparison of study programmes**

- (1) Comparison and assessment of the compatibility of study programmes and courses shall be performed by the Erasmus+ and Exchange Coordinator according to the principle of maximum flexibility in the assessment of the compliance of learning outcomes at the level of study

programmes, and in consultation with the heads of study programmes, specialisations or departments and subject teachers.

- (2) Comparison of learning outcomes of courses enrolled by the student at the foreign university college and learning outcomes of courses otherwise attended at the home institution at the time of mobility, must be made before the signing of the **Learning Agreement** on the basis of the proposed **Mobility Plan** defined in Article 3.
- (3) If for particular courses it is not possible to find a corresponding course at the host institution, the learning outcomes achieved by the student on mobility shall be assessed at the course level, without the obligation to attend classes as part of that course at the home institution, in agreement with the Erasmus+ and Exchange Coordinator, and in consultation with the Head of Study Programme. These comparisons are specified within the **Mobility Plan** which is initially filled out by the student and, if necessary, and in agreement with the student, changed by the Erasmus+ and Exchange Coordinator in consultation with the heads of study programmes, specialisations or departments and subject teachers, and signed by the student and the Head of Study Programme.
- (4) If a student does not pass the exams of a particular course during the mobility at a foreign university college, the student is obliged to complete the course at the Algebra University College during the semester, as determined by the Erasmus+ and Exchange Coordinator at the student's proposal, and in consultation with the Head of Study Programme. These obligations and schedule (semester) of the subsequent completion of courses are specified in the amendments to the **Mobility Plan**. Amendments to the **Mobility Plan** are signed by the student and the Head of Study Programme.
- (5) Recognition of ECTS credits, grades and internships period abroad shall be conducted by the Erasmus+ and Exchange Coordinator, in consultation with the Student Office, the heads of study programmes, specialisations or departments and subject teachers.
- (6) Before going on mobility, the student enrolls in courses at the Algebra University College that shall be recognised on the basis of the agreed **Mobility Plan** or in the courses that can be completed during mobility, without the obligation to attend classes at the home institution. Courses that are taught in the semester in which the student participates in mobility, and that are not included in corresponding courses at the host institution, and cannot be completed without the obligation to attend classes at the home institution, the student shall enrol after the completion of mobility, in agreement with the Head of Study Programme and Erasmus+ and Exchange Coordinator.
- (7) In case of mobility in countries outside the European Higher Education Area where the ECTS credit system is not in use, a compatible system shall be used in a way to ensure transparency and equal treatment of all students.

## Article 16

### Procedure for recognition of student mobility

- (1) Recognition of student mobility is conducted on the basis of the concluded Learning Agreement or Training Agreement, Transcript of Records, Transcript of Work or Statement of Host Institution. If the student has fulfilled all obligations stipulated by the Learning Agreement or Training Agreement, Algebra University College is obliged to recognise the student's achievements in the study programme, in accordance with these documents, as part of his study obligations at Algebra University College, and without additional assessment.
- (2) The student who participated in mobility must complete a language assessment test after the mobility and submit a Participant Report to the University College no later than 30 calendar days from the end of the mobility period in the form and procedure stipulated by the call for applications and the Erasmus+ Erasmus+ Programme Guide.

- (3) Algebra University College, as the home institution, is obliged to register the student's achievements during the mobility period at a foreign higher education institution in the Diploma Supplement and record them within the electronic student service system. Successfully completed courses and study obligations during mobility shall be recorded in the original titles and translated into the language in which the Diploma Supplement is issued (the Croatian or English language), together with information on the higher education institution where they were taken and information on acquired credits and grades.

## **Article 17**

### **Recognition of ECTS**

- (1) For courses attended at the host institution, ECTS shall be recognised as stated in the Transcript of Records of the host institution.
- (2) There is a possibility of recognising individual learning outcomes of a course, and in case of full recognition of courses and ECTS, they shall be recorded within the digital student service system in the English language or in the original language as stated in the Transcript of Records.
- (3) ECTS acquired by the student abroad that are not specified in the Learning Agreement and that Algebra University College cannot recognise as part of obligations determined by the study programme, shall be recorded as additional student achievements and additional ECTS in the Diploma Supplement.
- (4) The student shall obtain recognition of grades stated in the Transcript of Records by the host institution. If the grading systems at the host institution and the Algebra University College are not equivalent, grades obtained at the host institution shall be converted, if possible, according to the national grading system. All grades obtained at the host institution that can be converted to the national grading system shall be included in the average grade obtained at Algebra University College, and grades that cannot be converted shall be entered in their original form and shall not be included in the average grade of the study programme.

## **Article 18**

- (1) Based on the Transcript of Work and Statement of Host Institution submitted by the student to Algebra University College after return from mobility, Algebra University College is obliged to recognise the entire period of mobility for the purpose of completing internship and award ECTS credits in accordance with the amount of ECTS credits prescribed for internship as part of the study programme. The mobility period shall be registered in the Diploma Supplement.
- (2) If the internship does not represent an integral part of the student's study programme, Algebra University College is obliged to register the completed internship as an additional student achievement in the Diploma Supplement.

## **Article 19**

- (1) If a student does not fulfil the obligations specified in the Learning Agreement, Algebra University College is obliged to recognise the costs of the entire mobility period.

## **Article 20**

### **Student obligations upon return from mobility**

- (1) Upon return from mobility, students are obliged to submit the following to the Algebra University College:
  - a. Statement of Host Institution (issued by the foreign partner institution)

- b. Transcript of Records or Transcript of Work
  - c. Final Report (electronically as stipulated by the call for applications and Erasmus+ Programme Guide)
  - d. other documents at the request of the Algebra University College.
- (2) Upon return from mobility, students are obliged to complete a language assessment test in accordance with Article 16, paragraph 2.

## **5. INCOMING STUDENTS**

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### **Article 21**

- (1) In order to provide incoming students with the information on the possibilities and conditions of studying at Algebra University College, the International Office shall prepare a Guide for International Students which shall be published on the Algebra University College website.

### **Article 22**

- (1) Algebra University College shall organise classes for incoming students in English language according to the capacity of its teachers and associates.
- (2) The Erasmus+ and Exchange Coordinator of Algebra University College is responsible for the organisation, administration and acceptance of incoming students.

### **Article 23**

- (1) Algebra University College shall conclude a Learning Agreement or 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, Erasmus+ and Exchange Coordinator of Algebra University College and 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.

### **Article 24**

- (1) The incoming student shall be enrolled at the Student Office of the Algebra University College or at the International Office and receive a certificate of enrolment and student status.
- (2) The incoming student staying at Algebra University College as part of the mobility programme or agreement has the rights and obligations of a full-time student at Algebra University College.
- (3) The incoming student staying at Algebra University College as part of the ERASMUS+ programme is exempt from paying tuition fees during the mobility.
- (4) Upon completion of mobility, Algebra University College is obliged to issue the incoming student with a Transcript of Records or Transcript of Work and Statement of Host Institution in the English language.

## **6. OUTGOING MOBILITY OF TEACHING AND NON-TEACHING STAFF**

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### **Article 25**

#### **Teaching and non-teaching staff**

- (1) Outgoing mobility of Algebra 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 call for applications as part of a mobility programme or agreement.
- (2) Staff eligible to participate in mobility:
  - a. teaching staff – persons in teaching professions employed at Algebra University College on the basis of employment contracts and part-time associates whose cooperation is regulated by business cooperation agreements, service contracts or copyright contracts,
  - b. teaching staff – assistants employed at the Algebra University College on the basis of employment contracts and part-time associates whose cooperation is regulated by business cooperation agreements, service contracts or copyright contracts,
  - c. non-teaching (professional and administrative) staff employed at Algebra University College on the basis of employment contracts and part-time associates whose cooperation is regulated by business cooperation agreements, service contracts or copyright contracts.
- (3) Teaching staff may participate in mobility in accordance with the programme or agreement that finances mobility and with prior approval of senior staff. In case of teaching activities, the teacher must hold a minimum of 8 hours of classes per week. In the event that the teaching activity lasts less than a week, the minimum number of hours that a teacher must hold at the host institution is 8.
- (4) Attendance of professional/scientific conferences cannot be financed from Erasmus+ funds.

### **Article 26**

#### **Participation of teaching and non-teaching staff in mobility**

- (1) The type and duration of mobility as well as application, method and criteria for the selection of candidates are defined by the call for applications announced by Algebra University College.
- (2) Mobility shall be financed in accordance with the rules of the programme or agreement that are an integral part of each individual call for applications.
- (3) The procedure for recognition of mobility costs of teaching and non-teaching staff shall be conducted on the basis of the agreement concluded between the staff member and Algebra University College regulating mutual rights and obligations related to the receipt of financial support for the co-financing of stay at the host institution and the Statement of Host Institution.
- (4) In one academic year, a member of teaching or non-teaching staff may participate in mobility more than once, but priority shall be given to individuals who participate in mobility for the first time.

### **Article 27**

#### **Obligations of teaching and non-teaching staff upon return from mobility**

- (1) Upon return from mobility from a foreign partner institution, members of teaching and non-teaching staff are obliged to submit the following to Algebra University College:
  - a. Statement of Host Institution (issued by the host institution)

- b. Final Report in the form prescribed by the call for applications and Erasmus+ Programme Guide of the Agency for Mobility and EU Programmes
  - c. other documents at the request of Algebra University College.
- (2) The member of teaching or non-teaching staff who participated in the mobility must submit the Final Report to Algebra University College no later than 30 calendar days from the end of the mobility period in the form prescribed by the call for applications and **Erasmus+ Programme Guide**.

## **7. INCOMING MOBILITY OF TEACHING AND NON-TEACHING STAFF**

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### **Article 28**

- (1) Incoming teaching and non-teaching staff participating in mobility at Algebra University College as the host institution shall be selected and registered by the partner institution.
- (2) Mobility of incoming teaching and non-teaching staff of partner institutions shall be organised at Algebra University College provided that an agreement has previously been concluded.
- (3) The purpose of the stay of teaching and non-teaching staff of partner institutions at Algebra University College may be teaching or training.
- (4) Algebra University College is obliged to issue the teaching and non-teaching staff of the partner institution with a **Statement of Host Institution** in the English language.

## **8. TRANSITIONAL AND FINAL PROVISIONS**

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### **Article 29**

#### **Interpretation of the provisions of the Book of Regulations and to whom it applies**

- (1) The Dean of Algebra University College is responsible for the interpretation of the provisions of this Book of Regulations.
- (2) This Book of Regulations applies to all enrolled students, final year students, teachers, associates and employees of Algebra University College.

### **Article 30**

#### **Compliance with general provisions**

- (1) All general provisions related to study matters must be aligned with this Book of Regulations no later than 6 months from the date of its entry into force.

### **Article 31**

#### **Entry into force**

- (1) This Book of Regulations shall enter into force one day after the date of its publication on the website of Algebra University College.
- (2) On the effective day of this Book of Regulations, the following shall cease to be valid:
  - a. Book of Regulations on ERASMUS+ International Mobility Programme of 23 January 2018, CLASS: 602-04/18-03/10, REF. NO.: 251-321-18-03-01.

## Article 32

### Application of Specific Provisions

(1) The provisions of this Book of Regulations are applied from the academic year 2021/2022.

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