

Pursuant to the Statute of the Algebra University College, at its 110th session held on 26th April 2023, the Academic Council of Algebra University College enacted the following:

BOOK OF REGULATIONS ON MOBILITY

1. GENERAL PROVISIONS

Article 1

- (1) The Book of Regulations on Mobility (hereinafter: Book of Regulations) specifies the implementation of programs, agreements on international mobility or mobility independently organized 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 program or agreement.

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 favoritism.

Article 3

- (1) Persons involved in the organization 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 achieved.

2. DEFINITIONS OF TERMS

Article 4

- (1) The terms used in this Book of Regulations have the following meaning:
 - a. Erasmus+ is the European Union program 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 who achieves mobility at the host institution.

- g. Incoming Student is a student who achieves mobility at Algebra University College as the host institution.
- h. Outgoing Teaching and Non-teaching Staff are persons selected to participate in the mobility program at the host institution. Outgoing Teaching Staff are persons 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. Outgoing Non-teaching Staff are persons employed at Algebra University College on the basis of employment 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 program for each particular student at the host institution.
- k. Training Agreement is a document that sets out the training program 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 module and grade. The Transcript of Records must be issued as an official document in the English language within 5 weeks of the completion of the mobility program. 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. Certificate of Attendance 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 modules taken at the host institution shall be recognized instead of particular modules at the home institution. It also defines the semester during which the student shall attend the module 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 program and Erasmus+ and Exchange Coordinator. Having drawn up the final version of document, the head of the study program shall sign and confirm the document, and the Erasmus+ and Exchange Coordinator shall save it in the student's file.

3. ORGANIZATION AND IMPLEMENTATION OF MOBILITY

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 programs 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 the International Office.
- (5) The Erasmus+ and Exchange Coordinator carries out administrative and technical implementation, coordinates the implementation of mobility at Algebra University College, prepares bilateral and multilateral agreements, organizes 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:
 - a. Learning Agreement,
 - b. Training Agreement,
 - c. Transcript of Records,
 - d. Transcript of Work,
 - e. Certificate of Attendance,
 - f. Assessment of language competences (before and after mobility),
 - g. 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 Programs (only for students participating in the ERASMUS+ mobility program).

Article 7

Learning Agreement

- (1) Before the beginning of the mobility period, a **Learning Agreement** shall be concluded stating the titles of modules 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.
- (2) The **Learning Agreement** shall include the corresponding amount of ECTS credits that shall be awarded to the student per each module or activity.
- (3) The **Learning Agreement** is signed by: the outgoing student, Erasmus+ and Exchange Coordinator of the Algebra University College and representative of the host institution.
- (4) The **Learning Agreement** consists of three parts: Before Mobility, During Mobility and After Mobility.
- (5) 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

- (1) 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).
- (2) The **Training Agreement** consists of three parts: Before Mobility, During Mobility and After Mobility.
- (3) 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 recognise the 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 shall recognise the learning outcomes and ECTS credits acquired by the student during professional training.
- (3) The **Transcript of Work** shall be submitted and kept in the archives of the International Office of the home institution.

Article 11

Certificate of Attendance

- (1) The **Certificate of Attendance** 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 professional development at the host institution. Based on the **Certificate of Attendance**, Algebra University College shall recognize the mobility period.

Article 12

Insurance

- (1) Before going on mobility, students, teaching and non-teaching staff participating in the mobility program 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

Article 13

Mobility of Outgoing Students

- (1) Mobility of outgoing students refers to a study visit or traineeship at the host institution for a period of at least two (2) months (for traineeship) or at least three (3) months (for study visit) up to a maximum of twelve (12) months, after which the student continues the study program at the home institution.
- (2) In addition to mobility in form of study visits or traineeships, the mobility of outgoing students may be short mobility (up to 2 months) or blended mobility that includes multiple visits at the foreign higher education institution 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 program or professional training 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 program are exempt from paying tuition fees at the host institution. During the ERASMUS mobility program, 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 programs, 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 programs. Exceptionally, in case of training activities, students may be enrolled in the first year of the undergraduate study program.
- (8) A student may receive financial support for going on 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 traineeship).

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 full-time students 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 professional training, 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 program, and training must be completed no later than one year after the completion of the study program.

Article 15

Comparison of study programs

- (1) Comparison and assessment of the compatibility of study programs and modules 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 programs, and in consultation with the heads of study programs, specializations or departments and subject teachers.
- (2) Comparison of learning outcomes of modules enrolled by the student at the foreign higher education institution and learning outcomes of modules 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 modules it is not possible to find a corresponding module at the host institution, the learning outcomes achieved by the student on mobility shall be assessed at the module level, without the obligation to attend classes as part of that module at the home institution, in agreement with the Erasmus+ and Exchange Coordinator, and in consultation with the Head of Study Program. 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 programs, specializations or departments and subject teachers, and signed by the student and the Head of Study Program.
- (4) If a student does not pass the exams of a particular module during the mobility at a foreign university college, the student is obliged to complete the module at the Algebra University College during the semester determined by the Lecture plan at the student's proposal, and in consultation with the Head of Study Program. These obligations and schedule (semester) of the subsequent completion of modules are specified in the amendments to the **Mobility Plan**. Amendments to the **Mobility Plan** are signed by the student and the Head of Study Program.
- (5) Recognition of ECTS credits, grades and training periods shall be conducted by the Erasmus+ and Exchange Coordinator, in consultation with the Student Office, the heads of study programs, specializations or departments and subject teachers.
- (6) Before going on mobility, the student enrolls in modules at Algebra University College that shall be recognized on the basis of the agreed **Mobility Plan** or in modules that can be completed during mobility, without the obligation to attend classes at the home institution. Modules that are taught in the semester in which the student participates in mobility, and that are not included in corresponding modules at the host institution, and cannot be completed without the obligation to attend classes at the home institution, the student shall enroll after the completion of mobility, in agreement with the Head of Study Program 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 Certificate of Attendance. If the student has fulfilled all obligations stipulated by the Learning Agreement or Training Agreement, Algebra University College is obliged to recognize the student's achievements in the study program, 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 before 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+ 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 modules and study obligations during the 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 modules passed at the host institution, ECTS shall be recognized as stated in the Transcript of Records of the host institution.
- (2) There is a possibility of recognizing individual learning outcomes of a module, and in case of full recognition of modules 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 recognize as part of obligations determined by the study program, 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 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 program.

Article 18

- (1) Based on the Transcript of Work and Certificate of Attendance submitted by the student to Algebra University College after return from mobility, Algebra University College is obliged to recognize the entire period of mobility for the purpose of completing traineeship and award ECTS credits in accordance with the amount of ECTS credits prescribed for traineeship as part of the study program. The mobility period shall be registered in the Diploma Supplement.

- (2) If the traineeship does not represent an integral part of the student's study program, Algebra University College is obliged to register the completed traineeship 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 recognize the costs with compliance to provisions in the Grant Agreement signed before the start of the mobility period.

Article 20

Student obligations upon return from mobility

- (1) Upon return from mobility, students are obliged to submit the following to Algebra University College:
- Certificate of Attendance (issued by the foreign partner institution)
 - Transcript of Records or Transcript of Work
 - Final Report (electronically as stipulated by the call for applications and Erasmus+ Programme Guide)
 - other documents at the request of the Algebra University College.

5. INCOMING STUDENTS

Article 21

- (1) In order to provide incoming students with 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 organize classes for incoming students in the 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 organization, 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 enrollment and student status.
- (2) The incoming student staying at Algebra University College as part of the mobility program 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+ program 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 Certificate of Attendance in the English language.

6. OUTGOING MOBILITY OF TEACHING AND NON-TEACHING STAFF

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 program 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.
- (3) Teaching staff may participate in mobility in accordance with the program 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 program 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 Certificate of Attendance.
- (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. Certificate of Attendance Certificate of Attendance (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 Programs
 - 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

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 organized 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 **Certificate of Attendance** in the English language.

8. TRANSITIONAL AND FINAL PROVISIONS

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 Mobility of 19 April 2021, CLASS: 602-04/21-01/06, REF. NO.: 251-321-21-03-12.

Article 32

Application of Specific Provisions

- (1) The provisions of this Book of Regulations are applied from the academic year 2023/2024.

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