

**UNIVERSITY OF BUSINESS ENGINEERING AND MANAGEMENT
UNIVERSITY SENATE**

R U L E B O O K

**ON INTERNATIONAL EXCHANGE OF STUDENTS,
TEACHERS AND ADMINISTRATIVE STAFF**

Banja Luka, 05/02/2024

Based on Article 70, paragraph 2 of the Law on Higher Education ("Official Gazette of the Republic of Srpska", number: 67/20), Article 36 and Article 99 of the Statute of the University of Business Engineering and Management Banja Luka, the Senate of the University, at the session held on 05/02/2024, brings

R U L E B O O K

on international exchange of students, teachers and administrative staff

I GENERAL REGULATIONS

Article 1.

This rulebook regulates the forms of international exchange of students, teachers and administrative staff (hereinafter: staff), the basic principles of international exchange, the rights and obligations of students and staff participating in international exchange, the application and implementation procedure, the procedure for recognizing the period of exchange abroad, and other issues important for conducting international exchange at the University of Business Engineering and Management Banja Luka (hereinafter: University).

International exchange of students does not imply the issuance of a diploma, i.e. the acquisition of an appropriate degree by the receiving institution if the contract between the University and the receiving institution does not provide for the issuance of a joint diploma or a double/multiple diploma.

The rules stipulated in this regulation for the international exchange of students and staff are also applied to the exchange of students and staff in the Republic of Srpska, that is, Bosnia and Herzegovina (hereinafter: BiH).

The rules stipulated in this regulation for the exchange of students and staff are appropriately applied to virtual mobility, i.e. combined exchange.

Article 2.

Persons involved in international exchange are obliged to comply with the regulations of the University and its members, as well as the regulations of the reception institutions.

If the person involved in the international exchange does not comply with the regulations from paragraph 1 of this article or acts contrary to them, the member state where the outgoing student is enrolled is responsible for conducting the procedure and imposing the measure who participates in an international exchange or to which an incoming student achieves an exchange, that is, a member whose staff member participates in an international exchange or to which a staff member who achieves an exchange comes.

II BASIC TERMS

Article 3.

The terms used in this regulation have the following meanings:

- Exchange of students for the purpose of studying (eng. Student Mobility for Studies) - a certain period of study of the same type and field of study at another higher education institution abroad, in accordance with the Agreement on Learning for Student Exchange.
- Student Mobility for Traineeships - a specific period of professional practice that is carried out abroad, in accordance with the Learning Agreement for student exchange for the purpose of professional practice.
- Exchange of students for the purpose of research (eng. Student Mobility for Research) - a certain period of research for the purposes of preparing a master's thesis or doctoral thesis at another higher education institution abroad, in accordance with the Learning Agreement for student exchange for the purpose of research.
- Exchange of academic staff for the purpose of teaching (eng. Academic Staff Mobility for Teaching) - teaching at another higher education institution abroad, in accordance with the Exchange Agreement for the purpose of teaching.
- Exchange academic staff mobility for research (eng. Academic Staff Mobility for Research) - research at another higher education institution abroad in accordance with the Agreement on exchange for research purposes.
- Academic and Administrative Staff Mobility for Training (eng. Academic and Administrative Staff Mobility for Training) - training at another higher education institution abroad in accordance with the Agreement on Exchange for Training Purposes.
- Sending Institution (eng. Sending/Home Institution) – higher education institution that sends students and staff for exchange.
- Receiving Institution (eng. Receiving/Host Institution) – higher education institution or other institution where a student or staff is doing an exchange.
- Inter-Institutional Agreement on exchange (eng. Inter-Institutional Agreement) - an agreement concluded between the University and the institution with which the exchange is carried out. The contract specifies the details of the exchange: the area of cooperation, the number of students and staff from both sides who will participate in the exchange, exchange levels by study cycles for students, exchange periods, study programs, etc.
- Outgoing student (eng. Outgoing Student) - a University student who completes his exchange at another institution abroad.
- Incoming Student (eng. Incoming Student) - a student of a higher education institution from abroad who implements his exchange at the University.
- Outgoing staff (eng. Outgoing Staff) - academic and administrative staff of the University who carry out their exchange at another institution abroad.
- Incoming Staff (eng. Incoming Staff) - academic and administrative staff of a higher education institution from abroad who carry out their exchange at the University.
- Mobility Period (eng. Mobility Period) - period of time during which a student or staff member is on exchange.

- Learning Agreement for student exchange (eng. Learning Agreement) - an agreement that determines the student's obligations and academic activities that will be implemented at the receiving institution. The study contract is tripartite and is concluded between the sending institution, the receiving institution and the student participating in the exchange.
- Međuinstitucionalni ugovor o razmjeni (eng. *Inter-Institutional Agreement*) – ugovor koji se sklapa između Univerziteta i institucije sa kojom se vrši razmjena. U ugovoru se preciziraju detalji razmjene: područje saradnje, broj studenata i osoblja sa obje strane koje će učestvovati u razmjeni, nivoi razmjene po ciklusima studija za studente, periodi razmjene, studijski programi i dr.
- Learning Agreement for student exchange for the purpose of professional practice (eng. Learning Agreement - Student Mobility for Traineeships) - an agreement that determines the student's obligations and professional activities that will be implemented in the receiving institution. The learning contract for student exchange for the purpose of professional practice is tripartite and is concluded between the sending institution, the receiving institution and the student participating in the exchange.
- Learning Agreement for Student Mobility for Research (eng. Learning Agreement - Student Mobility for Research) - an agreement that determines the student's obligations and academic activities that will be carried out at the receiving institution. The study contract for student exchange for the purpose of research is tripartite and is concluded between the sending institution, the receiving institution and the student participating in the exchange.
- Contract on exchange at the end of teaching and/or research and/or training of a person (Mobility Agreement for Teaching/Training) - an agreement in which the staff proposes a teaching/research/training plan that is planned to be implemented during the exchange. An exchange agreement for the purpose of teaching and/or research and/or staff training is tripartite and is concluded between the sending institution, the receiving institution and the staff participating in the exchange.
- Report on Finished Student Mobility (eng. Report on Finished Student Mobility) - a document that the student fills out after returning from the exchange and submits to the coordinator for international cooperation.
- Report on Finished Staff Mobility (eng. Report on Finished Staff Mobility) - a document that a person fills out after returning from an exchange.
- Transcript of Records (eng. Transcript of Records) - document by which the higher education institution provides detailed data on the achieved academic results (grades, ECTS points) of the student.
- Transcript of Work (eng. Transcript of Work) - a document by which the receiving institution provides detailed information about the professional practice and the results achieved student.
- Commission for the Recognition of the Mobility Period (eng. Commission for the Recognition of the Mobility Period) - Commission appointed by the rector to perform the responsibilities from Article 35 of this rulebook.
- Coordinator for International Cooperation (eng. Coordinator for International Cooperation) - a person who performs the responsibilities from Article 34 of this of the rulebook

- Recognition of the student mobility period (eng. Recognition of Student Mobility Period) - a procedure that decides on the recognition of the exchange period, passed exams, ECTS points, grades and other results achieved in the exchange.
- Harmonized grade (eng. Harmonized Grade) - a grade that, in the process of recognizing the student exchange period, is determined to be the equivalent grade that the student received at the receiving institution.
- Course Catalog (eng. Course Catalog) - an overview of the teaching subjects of the course (code/code, content, number of ECTS points, learning outcomes).
- Learning Outcomes (eng. Learning Outcomes) - statements that express what the student should know, understand and/or be able to do to show at the end of a certain period of study. They describe the knowledge, skills and attitudes that students will acquire during their studies.
- International Mobility Program (eng. International Mobility Programme) - includes every program in within which the international exchange of individuals is realized for the purpose of learning and improvement, and it includes, but is not limited to, the Erasmus+ program.
- Virtual mobility (eng. Virtual Mobility) implies participation in exchange with the help of information and communication technologies that enable students to have a significant transnational or international learning experience.
- Combined exchange (eng. Blended Mobility) is a combination of physical exchange with a virtual component, which facilitates collaboration in terms of online learning and teamwork.

III STUDENT EXCHANGE

Article 4.

Student exchange in the sense of this rulebook implies studying, research or professional practice during a certain period in the receiving institution abroad, after which the student returns to the sending institution and continues the originally enrolled study program.

Student exchange includes studying within the I, II and III cycles of studies, i.e. performing professional practice within the I and II cycles of studies or research within the II and III cycles of studies.

Student exchange takes place within international exchange programs, on the basis of cooperation agreements, or on the basis of other available possibilities.

Conditions for participation of exchange students

Article 5.

A student of the first cycle of studies acquires the right to participate in the exchange after fulfilling the requirements for enrollment in the second year of study.

A student of the second and third cycles of studies acquires the right to participate in the exchange by enrolling in the study.

Duration of exchange period

Article 6.

Student exchange lasts at least one (1) and at most 12 months in each study cycle.

A student of the University can participate in the exchange several times during the course of his studies, with the total duration of the exchange period at the same level of study, it cannot be longer than 12 months.

The exception to the previous paragraph is master's studies that last one (1) year, in that case an individual exchange, regardless purpose, cannot be longer than six (6) months, as well as integrated study programs where individual exchange, regardless of the purpose, cannot be longer than 24 months.

Exchange application

Article 7.

Outgoing and incoming students apply for exchange to the coordinator for international cooperation.

Exchange documents

Article 8.

The basic and mandatory documents on which the exchange of University students is based are:

Before the exchange:

- Learning contract for student exchange;
- Biography;
- Motivation letter;
- Proof of knowledge of appropriate languages;
- Copy of passport.

After the completed exchange:

- Report on the realized student exchange;
- Transcript of grades and/or Certificate of completed professional practice;
- Decision on the recognition of the exchange period.

The documents mentioned in the previous paragraph do not exclude the possibility of other documents for exchange, if they are foreseen by a specific exchange program.

Student Exchange Learning Agreement

Article 9.

With the study contract for student exchange, the contracting parties (student, sending institution and receiving institution) specify the subjects that the student should attend and pass, i.e. other academic activities that the student performs during exchange at the receiving institution.

The study contract for student exchange also lists the subjects at the University that are replaced by the subjects of the receiving institution and for which recognition will be sought after the exchange.

Outgoing and incoming students who exchange for the purpose of studying are obliged to implement activities expressed with at least three (3) ECTS points for each month spent in exchange during the period of teaching at the receiving institution.

By signing the Learning Agreement for student exchange, the sending institution authorizes the student to go on exchange and attend selected academic activities, and guarantees the recognition of ECTS points and harmonized grades obtained during the exchange.

By signing the Study Agreement for student exchange, the receiving institution confirms that the contracted academic activities are part of the existing curriculum, expresses consent to accept the exchange student and approves the attendance and implementation of the selected academic activities.

The learning contract for student exchange must contain:

- Subject codes (eng. Course unit code) - if there is a numbering of the program contents in the admission institution;
- Names of subjects, i.e. activities at the admission institution for which the student has chosen (eng. Course unit title);
- The number of ECTS points that each course or activity carries in the receiving institution, except when the receiving institution does not use ECTS point system;
- Subject codes, subject names and number of ECTS points at the University for outgoing students.

Learning contract for student exchange for the purpose of professional practice

Article 10.

With the study contract for student exchange for the purpose of professional practice, the student, the sending institution and the receiving institution specify the content and type of professional practice of the student, which the student achieves during the exchange at the receiving institution.

This document establishes a detailed professional practice program, student work assignments, a supervision and evaluation plan, and the results of professional practice in terms of knowledge, skills and competencies.

By signing a study contract for student exchange for the purpose of professional practice, the sending institution undertakes to define the outcomes of the professional practice, select students based on clear and transparent criteria, recognize the period of professional practice of students, and evaluate each student in terms of personal and professional development achieved during the exchange period.

By signing a study contract for student exchange for the purpose of professional practice, the receiving institution undertakes to facilitate the realization of professional practice on the basis of the contract way, draw up a contract or other legal act that is relevant for the student's professional practice in accordance with the positive legal regulations of the receiving country and the sending country, appoint a mentor to the student who is on professional practice, and provide practical support.

By signing the study contract for student exchange for the purpose of professional practice, the student undertakes to successfully implement the professional practice, comply with the rules of the receiving institution, communicate with the sending institution regarding changes to the contract and submit a report on the completed professional practice.

Learning Agreement for Student Exchange for Research Purposes

Article 11.

With the study contract for student exchange for the purpose of research, the contractual parties (student, sending institution and receiving institution) specify the academic activities (research) that the student performs during the exchange at the receiving institution.

By signing the Study Agreement for student exchange for the purpose of research, the sending institution approves the student to go on exchange and attend selected academic activities, and guarantees the recognition of the results achieved during the exchange.

By signing the Study Agreement for student exchange for the purpose of researching the receiving institution, the host confirms that the contracted academic activities are part of the existing curriculum, expresses consent to accept the exchange student and approves the attendance and realization of the selected academic activities.

Common regulations for learning contracts

Article 12.

The learning contract is drawn up in Serbian or English.

The learning contract is signed by the student, an authorized person at the University and an authorized person at the admission institution.

The contracting parties sign the Contract on study before the student goes on exchange, unless otherwise prescribed by the receiving institution.

The study contract for student exchange can be subsequently changed at the request of the student and with the consent of all signatories, and all changes must be in writing.

Report on realized student exchange

Article 13.

The report on the completed student exchange is a document that the student submits after returning to the University and the procedures for recognizing the achieved results have been carried out.

Report is submitted to the coordinator for the international exchange of students and staff.

Transcript of grades

Article 14.

The transcript of the grades achieved in the admission institution is a certificate of passing exams that are issued after the end of the exchange period in the form of a public document.

The transcript of grades, apart from the data related to the student, must contain information about the names of the exams passed, the grades obtained and the number achieved ECTS points by subject, data on the duration of the study program, as well as other relevant information.

After the end of the exchange period, the University is obliged to issue transcripts of grades to incoming students as proof of achieved academic activities. The transcript of grades from this paragraph is issued in Serbian and English language.

For the purpose of applying for exchange programs, the University is obliged to issue transcripts of grades in Serbian and English language to students, upon their request.

Certificate of completed professional practice

Article 15.

The certificate of completed professional practice is a document by which the admissions institution confirms that the professional practice has been completed and it contains data on the student's results.

Decision on the recognition of the exchange period

Article 16.

The decision on the recognition of the exchange period is an individual legal act by which the rector of the University determines the recognition of passed exams, i.e. achieved ECTS points, grades and other results in the exchange.

Mandatory elements of the Decision from the previous paragraph are:

- data about the student, receiving institution and sending institution,
- courses that the student passed at the receiving institution (with earned ECTS points and received grades),
- courses of the sending institution that will be replaced by courses that the student has passed at the receiving institution,
- matching grades,
- remaining obligations that the student must fulfill in order to fulfill the obligations stipulated in the curriculum (in cases where the student did not receive a sufficient number of ECTS points in the exchange),
- other data that the rector considers necessary for making a decision in an individual case.

Student status during the exchange period

Article 17.

While on exchange at a reception institution abroad, the student retains the status of a University student.

A student who is a University scholarship holder does not lose this status during the duration of the exchange period.

During the exchange period, the student continues to pay the established tuition fee to the University regularly.

On request student, the University is obliged to issue a certificate of exchange student status to the student.

Recognition of the exchange period.

Article 18.

A University student who, based on a prescribed study contract, was on an exchange, has the right to have the University recognize the results achieved in the receiving institution after returning from the exchange.

Recognition of the exchange period procedure is by which the rector determines the results achieved by the student in the exchange and makes a decision on the recognition of the passed exams (ECTS points and grades), which after the procedure is completed is determined by the Decision on the recognition of the exchange period.

The student is obliged to submit to the coordinator for international cooperation all relevant documents related to the completed exchange at the latest 30 days before the beginning of the semester.

The documents from the previous paragraph include a written request, the original of the Learning Agreement for student and possible changes to the contract, Transcript of grades from the receiving institution, i.e. Certificate of completed professional practice, document on the grading system at the receiving institution (if this information is not an integral part of the Transcript of Grades), as well as copies of these documents.

If the student is unable to comply with the prescribed deadline in paragraph 3 of this article because he lacks documents from the institution of admission, he is obliged to inform coordinator for international cooperation.

The rector is obliged to issue a decision on the recognition of the exchange period within seven (7) working days from the date of submission of the complete request, and no later than 15 days before the beginning of the semester in which the student continues the program at the University, based on the proposal of the Commission for recognition of the exchange period. The decision is delivered to the student and the student service.

If the administrative procedure from the previous paragraph was not completed within the above-mentioned deadlines or if the student was not able to submit the documentation within the prescribed period, the University is obliged to enable the student to continue his studies even without entering the mentioned data, as well as to carry out the mentioned procedure as soon as possible.

A student of the University who was on an exchange without the necessary study contract can submit the documentation at his disposal related to the exchange to the coordinator for international cooperation, and the rector will make a decision on the recognition/non-recognition of the achieved results based on that documentation.

If the student was on exchange at the institution admission that does not use the ECTS point system, the rector is obliged to harmonize the achieved grades and other results.

An appeal against the decision on the recognition of the exchange period can be submitted to the Senate of the University within 15 days from the date of receipt of the decision.

Principles of recognition of exchange periods

Article 19.

The recognition of results (ECTS points and grades) obtained during the exchange period is based on the principles of transparency and flexibility.

The principle of transparency implies that the rules on the recognition of the exchange period are publicly available (on the web - page, bulletin board of the article, etc.).

The principle of flexibility implies an approach to the recognition of academic results achieved in the exchange so that the decision is based on established similarities and learning outcomes. The decisive factor in making the decision is the knowledge that the student acquires in the exchange from a certain field, which does not have to be identical, but related to the knowledge that he would have acquired from a certain subject at the University.

Article 20.

A student who did not pass all the exams stipulated in the study contract at the admission institution, i.e. did not acquire the required 30 ECTS points per semester, and attended classes, has the right to take the exam at the University /e from the semester during which he was on exchange, without additional pre-examination obligations.

At the student's written request, the University is obliged to facilitate the subsequent performance of pre-exam obligations so that the student can achieve a higher number of ECTS credits and a higher grade.

Comparing and evaluating the similarity of objects

Article 21.

The vice-rector for NIR and international cooperation is primarily competent to sign the Learning Agreement for student exchange and/or the Learning Agreement for student exchange for the purpose of professional practice and/or the Agreement on learning for student exchange for the purpose of research and their possible changes.

The vice-rector for NIR and international cooperation and the coordinator for cooperation in their assessment of the similarity of the subject that the student is within the corresponding document exchange students proposed to take the exam at the receiving institution consult with the responsible teacher for a specific subject at the University.

Comparison and evaluation of the similarity of the subject of the University and the receiving institution after the student's return from the exchange is carried out by the Commission for the recognition of the period exchange, guided by the principle of flexibility.

Full recognition from the previous paragraph implies that the student, after returning from the exchange, has passed the subjects which, based on the Decision on recognition of the exchange period, have been replaced by the subjects he passed in the receiving institution.

Transfer and recognition of acquired ECTS points and grades

Article 22.

The basic criterion for the transfer and recognition of ECTS points and grades acquired during the exchange period is the learning outcome, based on the learning contract and grade transcripts, and in accordance with the following recommendations:

- Recognition of courses that the student has taken and passed in the admission institution, and which are related, i.e. similar to some subjects at the University, it is done in such a way that it will be interpreted that the student has passed the subjects that are foreseen in the study program at the University. Students are recognized for the titles and ECTS points that the related subjects have at the

University, regardless of whether the subjects that the student passed in the exchange carried more or less ECTS points.

- Recognized elective subjects do not have to correspond to the adopted list of elective subjects in the study program at the University.
- The student is recognized for the grades achieved in the receiving institution. If the grading systems in the admission institution and the University are not the same, the grades are, through the process of harmonization, converted into the grade at the University.
- Harmonized grades from subjects that the student passed in the exchange, which are recognized as having been passed at the University, are included in the average grade at the University.
- Recognized ECTS points and grades are treated as with any other subject that the student has passed at the University.

Incoming students

Article 23.

The incoming student enters into a study / professional practice / research contract with the University.

The incoming student registers at the University's student service

The University is obliged to issue an index to incoming students and to keep records of incoming students, class attendance, exams completed and student success, in the manner provided by the Law, by-laws, general and other acts.

The incoming student's class attendance and passed exams are proven by the index and appropriate records kept in the student service.

The incoming student has the rights and obligations of a regular student of the University, unless is otherwise determined by the international exchange program or the cooperation agreement.

Incoming students are exempt from paying tuition fees at the University unless otherwise determined by the international exchange program or the cooperation agreement.

The records from paragraph 3 of this article are kept permanently.

IV PERSONNEL EXCHANGE

Article 24.

The exchange of academic and administrative staff in the sense of this rulebook implies the stay of an employee at the University at the receiving institution which includes: teaching, research or training of the exchange person during a certain period in the receiving institution abroad or other forms of exchange, after which the persons return to the sending institution and continue to perform the duties established with an employment contract.

The right to exchange from paragraph 1 of this article can be used by a person who has been working at the University for at least one year based on an employment contract.

External collaborators who do not have a work contract at the University do not meet the conditions for exchange.

Duration of the exchange period

Article 25.

Staff exchange can last for a minimum of five (5) working days and a maximum of 12 months.

During consecutive three (3) year, staff can be on an exchange regardless of the purpose of the exchange, for a total duration of up to 12 months.

If the academic staff used a free academic year, they cannot participate in a longer exchange of five (5) working days four times during one academic year within three (3) years after using the free academic year.

Application for exchange

Article 26.

Departing and incoming personnel apply for exchange to the coordinator for international cooperation.

Documents for exchange

Article 27.

The basic and mandatory documents on which the exchange of University staff is based are:

Before exchange:

- Exchange Agreement;
- Biography;
- Motivation letter;
- Proof of knowledge of relevant languages;
- Copy of passport.

After completing the exchange:

- Report on the realized staff exchange.

The documents mentioned in the previous paragraph do not exclude the possibility of the existence of other documents for exchange within the specific exchange program, if this is provided for by that program.

Agreement on exchange for the purpose of teaching and/or research and/or training of a person

Article 28.

With the agreement on exchange for the purpose of teaching and/or research and/or staff training, the contracting parties (staff member, sending institution and receiving institution) specify the activities, i.e. the teaching/research/training plan that will be implemented during the exchange.

Staff support during the preparation of the Exchange Agreement for the purpose of teaching and/or research and/or training is provided by the coordinator for international cooperation.

Exchange Agreement for the purpose of teaching and/or research and/or training, outgoing and incoming staff are signed by the vice-rector for scientific research and international cooperation.

The contracting parties sign the Exchange Agreement at the end of the teaching and/ or research and/or staff training before the staff goes on exchange, unless otherwise prescribed by the receiving institution.

Exchange agreement for the purpose of teaching and/or research and/or the training person can be subsequently changed at the request of the staff and only with the consent of all enumerators, and all changes must be in writing.

Report on the realized staff exchange

Article 29.

The report on the completed staff exchange is submitted to the coordinator for international cooperation within 10 days from the end of the exchange.

Staff status during the exchange period

Article 30.

While on exchange at a reception institution abroad, the staff member retains the status of an employee at the University.

If the exchange lasts less than 10 working days, the employee can regulate his absence by requesting an official travel abroad, which is decided by the director.

If the exchange lasts 10 or more working days, the employee is obliged to request paid and/or unpaid leave.

The director makes a decision on paid or unpaid leave, in accordance with the applied rules that regulate that matter at the University.

Staff studying at II and III during the cycle of studies at the University, he can exercise the right to exchange as an outgoing student or outgoing staff member.

If he exercises the right to exchange as a student, he has the same rights and obligations as all University students, with the obligation to regulate his work status, and if he realizes the right to exchange as a staff member, he has the same rights and obligations as all employees at the University.

V OTHER OBLIGATIONS OF STUDENTS AND UNIVERSITY STAFF

Article 31.

Students and staff of the University participating in the exchange are obliged to insure at their own expense a travel and health insurance policy, as well as accident insurance for the duration of the exchange.

Article 32.

University students and staff participating in the exchange are obliged to pay their own expenses and secure a visa or residence permit yourself, in cases where it is necessary, and that before going on an exchange.

VI PROCEDURE AND COMPETENCES

Article 33.

The procedure for selecting outgoing students and outgoing staff is carried out through a public competition, published by the University.

The public competition determines the conditions for exercising the right to exchange, the application procedure, the mandatory content of public documents, the method of announcing the results, as well as the procedure and deadlines for appeals.

All students and staff of the University, who meet the requirements of this rulebook, have the right to apply for the competition, without discrimination on any basis.

Article 34.

The coordinator for international cooperation provides professional, administrative and technical support to outgoing and incoming students and staff.

The responsibilities of the coordinator for international cooperation include, but are not limited to: informing students and staff about opportunities in the field of international cooperation, especially providing information related to the exchange of students and staff, and providing support in relation to administrative issues, including assistance in organizing accommodation, obtaining visas, residence permits, health insurance, etc.

Article 35.

The Commission for the Recognition of the Exchange Period (hereinafter the Commission), appointed by the Rector of the University, analyzes the exchange period, makes a proposal to the Rector for the recognition of the exchange period, and makes recommendations on improving the procedure and mechanisms for recognizing the exchange period spent abroad.

If necessary, the Commission can include in the process of making a decision on the recognition of the exchange period responsible teachers from subjects that are the subject of recognition.

The Rector makes a Decision on recognizing the exchange period.

VII EXCHANGE RECORD

Article 36.

The student service processes and stores data on student exchange and the transfer and recognition of ECTS points and grades obtained at another higher education institution for the purpose of keeping records and issuing public documents.

ECTS points and grades recognized on the basis of documents from Article 8 of this rulebook are entered in the index, Addendum to the diploma and in other records, provided for by the Law, by-laws, and acts of the University.

Recognized professional practice is entered in the form that the employer specified in the certificate of carried out professional practice and are kept for the period of time established by the regulation on document storage.

Foreign public documents have the same legal force as in the country of origin under the condition of reciprocity. The existence of reciprocity is assumed until the contrary is proven.

VIII TRANSITIONAL AND FINAL REGULATIONS

Article 37.

Member States may additionally regulate exchange issues with special rules, which will be harmonized with this rulebook.

Article 38.

Amendments and additions to this rulebook are adopted in the manner and according to the procedure established for its adoption.

Article 39.

This regulation enters into force on the day of its adoption.

Number: R-
Date: 05/02/2024

THE PRESIDENT OF THE SENATE
RECTOR

Mladen Ivić, PhD, full professor