



**RULEBOOK OF STUDENTS' MOBILITY AND ACADEMIC RECOGNITION  
OF THE MOBILITY PERIOD**

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According to article 41 of the Higher Education Law (Official Gazette of Republic of Serbia n.88/2017), as well as article 65 of the Statute of Belgrade Metropolitan University, The Senate of Belgrade Metropolitan University on the 09/03/2018 brings a:

## **RULEBOOK OF STUDENTS' MOBILITY AND ACADEMIC RECOGNITION OF THE MOBILITY PERIOD**

### **BASIC PROVISIONS**

#### **Article 1**

The Rulebook of Students' Mobility and Academic Recognition of the Mobility Period (further in the text: Rulebook) establishes the basic principles and procedures about international students' mobility at Belgrade Metropolitan University, as well as the mobility of employed professors who travel abroad in order to participate in training/research/teaching.

Belgrade Metropolitan University supports and promotes mobility of students and professors as an integral part of the process of internationalization of the higher education, according to the positive legal regulation and accepted European standards.

The rules established within this Rulebook on international mobility of students can be applied to the mobility of students in Republic of Serbia, as well.

### **Basic Concepts**

#### **Article 2**

*Students' Mobility* - Study and internship done by students at Universities or institutions abroad.

*Sending/Home Institution* - Higher education institution (university or faculty) from which students go to the exchange

*Receiving/Host Institution* - Higher education institution (university or faculty) where students perform the mobility

*Outgoing student* - A student of Belgrade Metropolitan University who performs the mobility (studies or internship) at a university or institution abroad

*Incoming student* - A student from a university abroad who performs the mobility studies (or internship) at Belgrade Metropolitan University.

*Duration of Mobility* - the time frame when the student is at exchange or internship abroad.

*Study Plan* - A document by which when applying for an exchange students suggest courses that they would want to study or academic activities they would want to pursue (research or similar) at the receiving-host institution. If the student is accepted, the study plan is the foundation for the Learning agreement. The study plan is to be signed by the student and an authorized person of the home institution.

*Learning Agreement/Learning Agreement for Studies* – An agreement which establishes the obligations and academic activities for students of bachelor, master and doctoral studies at the receiving-host institution. The learning agreement is signed by three parties – sending-home institution, the receiving-host institution and the student who participates in the mobility.

*Study and Research Plan* – Agreement which established the obligations and academic activities for the professors employed the University to be completed at the receiving-host institution. The study and research plan is signed by three parties among the sending-home institution, the receiving-host institution and the professor who participates in the mobility.

*Training/Research/Teaching Plan*- Professors employed at the University propose a document with academic activities planned to be completed during the exchange at the receiving-host institution.

*Training Agreement and Quality Commitment/Learning Agreement for Traineeships* – Agreement which established a programme of professional internship at the institution abroad.

*Transcript of Records* – Document by which the higher education institution provides detailed information about academic achievement (grades, ECTS credits) of students.

*Transcript of Work* – Certificate by which the institution provides detailed information about professional internship conducted and academic achievement of students.

*Academic coordinator* – Person authorized by the University to lead the procedure of academic recognition of the period of mobility and drawing up a Decree of Academic Recognition of the Mobility Period, leading mentorship and drawing up decision of language knowledge.

*Mobility coordinator* – Person who conducts administrative work regarding mobility (distribution of finance, drawing up agreements and other forms etc.), as well as support for students during the procedure of application and after the period of mobility.

*International cooperation office* – A unit within the University which deals with international projects and projects of mobility.

*Academic Recognition of the Mobility Period* – Procedure by which passed exams, ECTS credits and grades achieved by students at exchange are recognized.

*Matching Grade* – A grade for which in the procedure of academic recognition during the period of mobility it is established that is equivalent to the grade achieved by students at the receiving institution.

*ECTS Grading Table* – Recommendations of the European Commission about interpretation and understanding of results achieved by students at exchange and the conversion into ECTS credits and grades at the home institution (Appendix 10).

*ECTS Grading Scale* – Recommendations of the European Commission about interpretation and understanding of results achieved by students at exchange and their conversion into ECTS credits and grades at the home institution. ECTS grading scale is a transition solution used till the ECTS grading table is used (Appendix 11).

*Course Catalogue* – A review of courses of the faculty (code, syllabus, ECTS credits, expected learning outcomes upon successful completion of pre-exam and exam requirements).

## **Students' Mobility**

### **Article 3**

The students' mobility as defined with this Rulebook means studying, or performing professional internship in limited duration at the receiving-host institution abroad, after which the student returns to the home institution and proceeds with the originally enrolled study programme.

The students' mobility is established based on an agreement among higher education institutions or international agreements, available exchange programmes and possibilities of study at universities abroad, as well as the choice of the students' themselves.

### **Mobility of Employed Professors**

#### **Article 3a**

A professor at the University is entitled to mobility for limited duration at a receiving institution. Details of payment of salary and other income, establishing financial income during the leave, as well as the duration of the mobility are a subject of a separate agreement which defines and is signed based on submitted training/research/lectures plan.

Upon return to the home institution, the professor submits a report about acquired knowledge, skills and competences, programme of professional internship and/or work tasks conducted to the International Cooperation Office.

The mobility of professors can last at least 5 days, most 2 months (including travel dates).

### **Duration of the Mobility Period**

#### **Article 4**

Students of Belgrade Metropolitan University can participate at mobility programmes several times during their studies. The total duration of the mobility period at same level of studies cannot be less than 3 months, nor longer than 12 months.

### **Documents of Mobility**

#### **Article 5**

Basic documents which establish students' mobility at Belgrade Metropolitan University are:

1. Study Plan
2. Learning Agreement
3. Study and Research Plan
4. Training/Research/Teaching Plan
5. Training Agreement and Quality Commitment
6. Transcript of Records
7. Transcript of Work
8. Academic Recognition of the Mobility Period

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The documents stated in the previous article do not exclude a possibility of other documents about mobility in a specific programme of exchange.

## **Study Plan**

### **Article 6**

The Study Plan is a document in which a student, upon application for an exchange programme, proposes courses which they plan to take at the receiving-host institution (or other academic activities planned to be taken during the mobility period).

The Study Plan is not a mandatory document of mobility. It is drawn up in cases when it is required by a certain exchange programme.

The Study Plan is a guiding document with the purpose to introduce the receiving –host institution to the planned academic activities of the student applicant for the exchange.

The Study Plan is signed by the student and authorized Academic coordinator of the home institution. It is drawn up before the student applies for a certain exchange programme.

If the student is accepted for the exchange programme, the Study Plan is the basis for the Learning Agreement.

A model of the Study Plan is provided in the appendix (Appendix no 1).

## **Learning Agreement**

### **Article 7**

Within the Learning Agreement, the contracting parties (student, home institution and host institution) specify the courses that student plans to enroll, or other academic activities (e.g. research), which a student plans to complete during their stay at the host institution.

The Learning Agreement is a Mobility document for students of Bachelor and Master Studies.

The learning Agreement should be in accordance with the Study plan (if the study plan was a part of the application documentation), but necessary changes are permitted.

By signing the Learning Agreement, the home institution approves the mobility along with attendance of chosen academic activities, and guarantees the recognition of ECTS and grades acquired during the exchange.

By signing the Learning Agreement, the host institution confirms that the contracted academic activities are a part of the existing curriculum, accepts the student for exchange and, accordingly, approves the attendance and realization of selected academic activities.

The Learning Agreement is drawn up in English and the mandatory requirements in it are:

Course unit code - if the host institution has numbering of programme contents;

Course unit title, or title of activity student has chosen

Number of ECTS credits that every course or activity awards, in line with the rule that the total number of ECTS credits earned per semester must be at least 20, with exception of students going for the mobility period for the purpose of preparation of a graduation paper or a doctoral dissertation.

The Learning agreement is signed by the student, the authorized person at the institution (Rector of the University) and the authorized person at the receiving institution.

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The contracting parties sign the Learning Agreement prior to the exchange, unless the host institution decides otherwise.

The learning contract can be additionally changed only with consent of all signatories, and all changes must be made in writing.

A model of the Learning Agreement is provided in the Appendix (Appendix no.2, Appendix no.12)

## **Study and Research Plan**

### **Article 8**

By the Study and Research Plan, the contracting parties (professors, home institution and receiving institution) provide precise academic obligations and activities to be performed by a professor at exchange.

The items in article 7 of this Rulebook are valid for the Learning agreement, as well as the Study and Research plan.

A model of the Study and Research plan are provided in the appendix (Appendix no. 3).

## **Training/Research/Teaching Plan**

### **Article 9**

The Training/Research/Teaching Plan is a document by which a professor suggests activities planned to be achieved during the exchange period at the receiving institution.

The items of articles 6 and 7 of this Rulebook are valid for this document, as well.

A Model of the Training/Research/Teaching plan are provided in the appendix of this Rulebook (Appendix no. 4).

## **Training Agreement and Quality Commitment**

### **Article 10**

By the Training Agreement and Quality Commitment, the student, the home institution and the receiving institution provide precise information about the content and quality of professional internship of the student.

This document establishes the outcome of the professional internship in terms of acquired knowledge, skills and competences, a detailed programme of professional internship, job tasks of students, a plan of supervision and evaluation.

By signing the Training Agreement and Quality Commitment, the home institution has to define outcomes of professional internship, assist students in selecting the receiving institution, select students based on clear and transparent criteria, provide logistical support to students in terms of travel, accommodation, visa and insurance, provide academic recognition of the mobility period and evaluate personal and professional development of each student during the mobility period.

By signing the Training Agreement and Quality Commitment, the receiving institution has to provide the realization of the professional internship according to the terms of the agreement, draw up an agreement and other legal acts relevant for professional internship of students in

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accordance to the legal terms of the country, determine a mentor for the student at professional internship, provide practical support to the student in terms of insurance and fitting in in the new environment.

By signing the Training Agreement and Quality Commitment, the student has to successfully complete the professional internship, respect the rules of the receiving institution, communicate with the home institution in terms of changes of the agreement and submit a report about the completed professional internship.

A model of the Training Agreement and Quality Commitment is provided in the appendix (Appendix no.5/Appendix no.13).

The items of article 7 of this Rulebook related to authorization of signing this agreement are applicable for signing the Training Agreement and Quality Commitment.

## **Transcript of**

### **Records**

#### **Article 11**

The Transcript of Records is a certificate of passed courses provided by the home institution as a formal document.

The transcript of records, other than information about the student, provides information about the titles of courses passes, grades and number of ECTS per course, information about the duration of the study programme, as well as other relevant information, if necessary.

The transcript of records needs to have an explanation of grading system and awarding points (national system of providing points).

Upon completion of the mobility period, the University has to provide incoming students with a transcript of records, as proof of achieved academic activities, if possible in English.

For the purpose of applying for the programme of mobility, the University has to provide a transcript of record to students.

The Transcript of Records described in items 4 and 5 of this article will be issued by the University within 10 working days from the day the request was made.

A model of a standard Erasmus Transcript of Records is provided in the appendix (Appendix no.6), whereas a model of transcript of records recommended as a model by Belgrade Metropolitan University is provided in Appendix no.7.

## **Transcript of Work**

#### **Article 12**

The Transcript of Work is a document issued by the receiving institution providing information about completed professional internship and results of student.

A model of the Transcript of Work is provided in the appendix (Appendix no.8).

## **Decree of Academic Recognition of the Mobility Period**

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### **Article 13**

The Decree of Academic Recognition of the Mobility Period is a separate legal decree by which the Academic coordinator establishes a method of recognition of passed courses, i.e ECTS points and grades accomplished by the student during the mobility period.

The decree described in the previous item has to contain the following elements:

- Information about the student, receiving institution and home institution
- Courses passed by the student in the receiving institution (with ECTS points and grades)
- Courses from the home institution which will be replaced by courses which the student has passed in the receiving institution\
- Courses which the student has passed during the exchange, which cannot be replaced, however, can be added to the Diploma supplement as elective activities/courses
- Method of providing equivalence of grades
- Remaining obligations of the student in order to complete the semester, or academic year (in cases when students do not have a sufficient number of ECTS points during the exchange)
- Other information found to be relevant by the Academic coordinator in the specific case

A model of the Decree of Academic Recognition of the Mobility Period is provided in the appendix (Appendix no.9).

## **Status of the Student during the Mobility Period**

### **Article 14**

During the exchange/professional internship at the receiving institution, the student maintains the status of a student of Belgrade Metropolitan University (home institution).

During the mobility period, the student does not interrupt the studying, the status is not changed in the home institution since it is assumed that the student accomplishes the academic obligations in the receiving institution (unless this issue is otherwise regulated, and the student informed about it in due time).

During the exchange period, the student regularly pays the tuition fees to the home institution.

Upon a written request of student, the home institution can provide a status of inaction according to the higher education law in line with the general act of the home institution.

## **Academic Recognition of the Mobility Period**

### **Article 15**



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A student of Belgrade Metropolitan University who has been at exchange based on a signed Learning Agreement, has the right to have the results achieved at the receiving institution recognized.

The academic recognition of the mobility period is a procedure by which the authorized academic coordinator establishes results achieved by students at exchange and brings a decree about the method of recognition of passed course (ECTS credits and grade), which is established by the Decree of academic recognition of the mobility period upon completion of the procedure.

The student has to timely submit all relevant documents related to the mobility (written request, Study Plan, Learning Agreement, Study and Research Plan, Training Agreement and Quality Commitment, Transcript of Records, Transcript of Work, a document about the grading system at the receiving institution (if it is not included in the transcript of records), as well as copies of these documents, to the authorized academic coordinator.

The authorized academic coordinator has the obligation to draw up a decree of academic recognition of the mobility period according to the deadline described in article 21, prior to the beginning of the following semester. This decree is submitted to the student, as well as the students' registrar in order to regulate all administrative issues regarding the mobility.

If the administrative procedure from the previous item is not completed prior to the beginning of the semester, the home institution has to permit the student to continue with the studies without the stated information, and to complete the above mentioned procedure in the shortest possible period.

### **Principles of Academic Recognition of the Mobility Period**

#### **Article 16**

Recognition of results (ECTS and grades) achieved during the mobility period is based on the principles of transparency, flexibility and justice.

The principle of transparency means that the rules of academic recognition of the mobility period are publicly available (on the web site and notice board of the University, and similar).

The principle of flexibility means a realistic approach of recognition of academic results achieved at the exchange. A complete match of study programmes of the home institution and receiving institution is not possible. Thus, the basic principle of academic recognition of the mobility period is to focus on the similarities and learning outcomes, not the differences between the study programmes which are compared. The emphasis is on the knowledge gained at the exchange in different areas which need not be the same, but similar to the knowledge which would be gained from a course in the home institution.

The authorized academic coordinator in the procedure of academic recognition of the mobility period is guided by the principle of being just, as a general legal principle.

#### **Article 17**

The essence of the mobility is to provide a student with a possibility to complete academic activities in the receiving institution and the period of mobility to be taken into account as if being completed at the home institution.

A student who has not passed all courses stated in the Study Plan at the receiving institution, or has not acquired 30 ECTS per semester although has attended adequate lectures,

has the right to take the exam(s) from the semester at the exchange in the home institution, without fulfilling additional course requirements.

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## **Comparison and Evaluation of Similarity of Courses**

### **Article 18**

The comparison and evaluation of similarity of courses of the home institution and receiving institution is conducted by the authorized Academic coordinator of the home institution, guided by the principle of flexibility.

The academic coordinator is independent in their judgement of similarity of courses suggested to be taken in the receiving institution by the student in the adequate document of mobility, upon advice with the Dean and/or professor of the given course.

It is recommended to fully recognize courses passed at the receiving institution by students if the courses are equivalent to courses which would have been taken at the home institution, which implies similarity of scientific fields and acquired knowledge as outcome of acquired curriculum (learning outcomes).

Full recognition from the previous items means that students upon return from the exchange have no further academic obligation (for example, seminar papers, taking colloquia/exam parts etc.) for courses which were replaced with courses passed at the receiving institution according to the Decree of Academic Recognition of the Mobility Period.

## **Transfer and Recognition of Acquired ECTS Points and Grades**

### **Article 19**

The basic criteria for transfer and recognition of ECTS points and grades acquired during the mobility period is the learning outcome in line with the following recommendations:

1. Recognition of courses taken and passed at the receiving institution which are similar to courses in the home institution is done by interpreting that the student has passed the course planned by the study programme of the home institution. The student has the title, ECTS points and number of classes as stated in the curriculum of the home institution recognized, regardless if the given course brings more or less ECTS points at the receiving institution.

2. The possibility of recognizing courses of the home institution is valid for mandatory and elective courses. The diploma supplement in the field 6.1 (Additional Information about the Student) emphasized the fact that a certain course was passed at exchange in a relevant higher education institution abroad and states the correct title of course (in the original language), the original grade, ECTS points and grading system of the receiving institution, as they are stated in the Transcript of Records.

3. If the syllabus of the taken and passed course during the exchange is different from a similar course in the home institution to a large degree, or if the course taken and passed at the receiving institution does not exist in the curriculum of the home institution, the information about the passed course and achieved results in the receiving institution are to be stated in the Diploma Supplement, in the original language and form (in the section: Passed courses/activities which are not planned with the study programme required for the degree). In

the section 6.1 of the Diploma Supplement (Additional information about the student) it is stated that the given course was passed during exchange, as well as the name of the higher education institution and the grading system, as they are stated in the Transcript of Records.

4. Student has the grades achieved at the receiving institution recognized. If the grading systems of the home institution and the receiving institution are not equivalent, by a process of matching they are transferred into a grade of the home institution in line with the ECTS table of grading of the European Commission (ECTS Grading Table), or the ECTS scale of grades (ECTS Grading Scale).

5. The matched grades for courses which the student has passed at the exchange, which are recognized as passed in the home institution are entered into the average grade in the home institution. The grades which the student was awarded for courses which are not recognized as similar courses in the home institution, but are stated in the original form according to item 1, point 3 of this article, are not calculated in the average grade.

6. ECTS points and grades from item 1 points 1 and 2 of this article are treated as any other course the student has passed in the home institution (ECTS points are calculated as ECTS points earned in the study programme).

7. ECTS points from courses from item 1 point 3 of this article are not calculated towards the number of ECTS points of the study programme.

8. In stead of the method of replacing courses as described in points 1-7 of this article, academic recognition of the mobility period for a student who has earned at least 30 ECTS points during the exchange can be performed by replacing a semester for another semester (Mobility Window). By this method, the student has the ECTS points earned at the exchange, as well as exams passed at the exchange recognized in their original title and form, without being replaced by similar courses at the home institution, without transferring the grade into an equivalent grade of the home institution. The ECTS points which the student has earned at the exchange are calculated as ECTS within the study programme. The grades that the student has achieved at the exchange are not calculated for the average grade achieved during studies. The course titles which the student has passed during the exchange, the ECTS points and grades are entered into the students' ID, as well as the Diploma Supplement in their original form. By the method of replacing a semester for semester (Mobility Window), it is assumed that the student has completed all requirements at the home institution for the period during the exchange, the student upon return from the exchange does not have additional academic requirements in the home institution related to their mobility period.

9. The method described in point 8 can be applied in case the student has passed the free elective courses during the exchange.

### **Interpretation and Transfer of Grades which the Student Has Achieved During the Mobility Period in the Receiving Institution**

#### **Article 20**

The student has a grade for a course achieved at exchange recognized by replacing it with a course from the home institution by the method that if the grading systems of the receiving institution and the home institution are not the same, the grade which the student has achieved at the receiving institution is transformed into a grade which would be equivalent to a grade in the home institution (so called matched grade).

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The process of matching grades is done in line with the ECTS User's Guide issued by the European Commission (ECTS User's Guide).

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It is recommended that the University performs the matching of grades in line with the ECTS Grading Table. An example and guide for the application of the ECTS Grading Table is provided in Appendix no.10.

### **Decree of Academic Recognition of the Mobility Period**

#### **Article 21**

Upon return from the exchange and submission of the necessary documents according to article 15, item 3 of this Rulebook, the authorized Academic coordinator immediately, within 5 working days from the submission of the documents, brings a Decree of academic recognition of the mobility period.

The student has the right to appeal the Decree to the Rector of the University within 8 days from the day the Decree was brought.

### **International Cooperation Office**

#### **Article 22**

The International Cooperation Office regularly contacts the student/the employee during the mobility period and collates reports during the stay.

The employees in the international cooperation office are required to assist students in the selection of the receiving institution, as well as provide logistical support in terms of visas, travel, accommodation etc.

Each student who participates in the mobility can submit possible suggestions, objections or questions regarding the procedure of mobility to the International Cooperation Office at [mobility@metropolitan.ac.rs](mailto:mobility@metropolitan.ac.rs).

The International Cooperation Office has to reply to students from item 3 of this article without delay, within 3 working days.

### **CONCLUDING REMARKS**

#### **Article 23**

For the mobility of students performing professional internship, all the articles of this Rulebook related to mobility for studying, are relevant.

The appendices of this Rulebook are its integral part and serve as models for the basic documents of the mobility.

This Rulebook is valid from the day it was brought and published on the University website.

PRESIDENT OF THE SENATE

Professor Dragan Domazet

## APPENDIX NO 1.

## STUDY PLAN

### Exchange Bachelor and Master

## INFORMATION

Make sure you choose courses of relevance to your study programme at your home university so that the courses completed during your mobility will be recognized as counting towards your degree!

Please note that you choose courses which are offered at the host university of your choice. If you also selected a second choice host university, you need to fill in two separate study plan(s) and scan and upload both of them! Before uploading your scanned study plan(s), you and the supervising academic staff member at the home institution need to sign this document. You should have your recommendation letter signed by the same academic staff member.

All Undergraduate and Master exchange scholars need to complete at least \_\_\_\_\_ECTS per semester for the period of their mobility!

In case you are planning to do research activities for your bachelor or master thesis, please precisely describe your planned research activities below (instead of / additionally to listing your courses below).

## STUDY PLAN

Name of the student : .....

HOME institution : .....

HOST institution : .....

Academic subject : .....

Field of study : .....

[illegible]

Student's signature :

Date: .....

.....

## HOME INSTITUTION

We confirm that the proposed programme of study plan is approved. In case of selection of the candidate, the learning agreement, drawn up on the basis of this study plan, will be recognized at our university once the student returns from his/her mobility.

Academic Coordinator at Faculty/Department  
Level

Stamp of the institution :

Name :

.....

Signature :

.....

Date :

.....

..

## APPENDIX NO. 2

**LEARNING AGREEMENT for Undergraduate exchange and Master exchange**  
**ACADEMIC YEAR 20../20.. - FIELD OF STUDY: .....**

Name of student: .....

.....

Sending institution: ..... Country: .....

.....

Receiving institution: ..... Country: .....

.....

**Please note:** Make sure you choose courses of relevance to your study programme at your home university so that the courses completed during your mobility will be recognized as counting towards your degree! Make also sure you choose courses which are indeed offered at your chosen host universities. As you can choose a university of 2<sup>nd</sup> choice, you need to fill in two separate learning agreements, scan and upload both of them! Before uploading your scanned learning **agreements**, you and the sending institution need to sign this document!

**Please note:** All Undergraduate and Master exchange scholars need to successfully complete at least \_\_\_\_\_ ECTS/month for the period of their mobility!

In case you are planning to do research activities for your bachelor or master thesis, please precisely describe your planned research activities below (instead of / additionally to listing your courses below). Please also contact your respective host universities before applying, in order to find out if it is actually possible to undertake the planned research activities.

[illegible]

Student's signature \_\_\_\_\_ Date: \_\_\_\_\_

**SENDING INSTITUTION**

We confirm that the proposed programme of learning agreement is approved and will be recognized at our university once the student returns from his/her mobility.

Academic Coordinator at Faculty/Department Level

.....  
.....

Date:

.....  
.....

Dean/Vice Dean of the Faculty (not applicable for applicants within target group 2&3)

.....  
.....

Date:

.....  
.....

**RECEIVING INSTITUTION** (*signatures to be obtained after the beginning of mobility*)

We confirm that the proposed programme of learning agreement is part of the curriculum at our university and these courses/modules can be offered to the student.

Academic Coordinator at Faculty/Department Level

.....  
.....

Date:

.....  
..

Contact person at receiving institution

.....  
.....

Date:

.....  
.....

**CHANGES TO LEARNING AGREEMENT, which was originally proposed when applying for \_\_\_\_\_:**

(to be filled in only if appropriate)

Course unit code	Course unit title	Deleted course unit	Added course unit	ECTS credits
..... .....	..... .....	<input type="checkbox"/>		..... ...
..... .....	..... .....	<input type="checkbox"/>	<input type="checkbox"/>	..... ...
..... .....	..... .....	<input type="checkbox"/>	<input type="checkbox"/>	..... ...
..... .....	..... .....	<input type="checkbox"/>	<input type="checkbox"/>	..... ...
..... .....	..... .....	<input type="checkbox"/>	<input type="checkbox"/>	..... ...
..... .....	..... .....	<input type="checkbox"/>	<input type="checkbox"/>	..... ...
..... .....	..... .....	<input type="checkbox"/>	<input type="checkbox"/>	..... ...
..... .....	..... .....	<input type="checkbox"/>	<input type="checkbox"/>	..... ...
..... .....	..... .....		<input type="checkbox"/>	..... ...
..... .....	..... .....			..... ...
..... .....	..... .....			..... .....



Student's signature

.....  
.....

Date:

### **SENDING INSTITUTION**

We confirm that the proposed programme of learning agreement is approved and will be recognized at our university once the student returns from his/her mobility.

Academic Coordinator at Faculty/Department

Level

.....  
..  
.....

Date:

.....  
..  
.....

Dean/Vice Dean of the Faculty (not applicable for applicants within target group 2&3)

.....  
.....

Date:

.....  
.....

### **RECEIVING INSTITUTION**

We confirm that the proposed programme of learning agreement is part of the curriculum at our university and these courses/modules can be offered to the student.

Academic Coordinator at Faculty/Department  
Level

.....  
.....

Date:

.....  
.....

Contact person at receiving institution

.....  
.....

Date:

.....  
.....

**APPENDIX NO 3.****STUDY and RESEARCH PLAN for  
Teacher****ACADEMIC YEAR 20../20.. - FIELD OF STUDY: .....**

Name of teacher:

.....  
.....

Sending institution: ..... Country:

.....

Receiving institution: ..... Country:

.....

**Please note: Make sure you choose research/teaching/training activities of relevance to your field of research and/or work at your home university! Make also sure you choose research/teaching/training activities which are indeed offered at your preferred host university.**

Course unit code	Course unit title	Number of ECTS credits
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Description of planned research activities

Teacher's signature

.....

Date: .....

**SENDING INSTITUTION**

We confirm that the proposed study and research plan is approved, is in accordance with the applicant's field of studies and research, and will be recognized at our university once the student returns from his/her mobility.

Academic Coordinator at Faculty/Department  
Level

.....

Dean/Vice Dean of the Faculty (not  
applicable for applicants within target group  
2&3)

.....

Date: .....

Date: .....

**RECEIVING INSTITUTION**

We confirm that the proposed study and research plan is approved and that the applicant can fulfil the aims laid down in this document at our institution.

Academic Coordinator at Faculty/Department  
Level

Contact person at receiving institution

.....  
.....

.....

.....

Date: .....

Date: .....

**CHANGES TO THE STUDY AND RESEARCH PLAN, which was originally proposed  
when applying for \_\_\_\_\_**

(to be filled in only if appropriate)

Course unit code	Course unit title	Deleted course unit	Added course unit	ECTS credits
..... .....	..... .....	<input type="checkbox"/>		..... ....
..... .....	..... .....	<input type="checkbox"/>	<input type="checkbox"/>	..... ....
..... .....	..... .....	<input type="checkbox"/>	<input type="checkbox"/>	..... ....
..... .....	..... .....	<input type="checkbox"/>	<input type="checkbox"/>	..... ....
..... .....	..... .....	<input type="checkbox"/>	<input type="checkbox"/>	..... ....
..... .....	..... .....			..... ....
..... .....	..... .....			..... ....

Changes to originally agreed research activities

Student's signature

.....  
.....

Date:

**SENDING INSTITUTION**

We confirm that the proposed study and research plan is approved, is in accordance with the applicant's field of studies and research, and will be recognized at our university once the student returns from his/her mobility.

Academic Coordinator at Faculty/Department  
Level

Dean/Vice Dean of the Faculty (not  
applicable for applicants within target group  
2&3)

.....  
.....

.....  
.....

Date:

Date:

.....  
.....

.....  
.....

**RECEIVING INSTITUTION**

We confirm that the proposed study and research plan is approved and that the applicant can fulfil the aims laid down in this document at our institution.

Academic Coordinator at Faculty/Department  
Level

Contact person at receiving institution

.....  
.....

.....  
.....

Date:

Date:

.....  
.....

.....  
.....

**APPENDIX NO 4.**

**TRAINING / RESEARCH / TEACHING PLAN for teacher**

**ACADEMIC YEAR 20../20.. – ACADEMIC SUBJECT: .....**

Name of teacher:

.....

Sending institution: ..... Country:

.....

Receiving institution: ..... Country:

.....

**Please note: Make sure you choose research/teaching/training activities of relevance to your field of research and/or work at your home university! Make also sure you choose research/teaching/training activities which are indeed offered at your preferred host university.**

Description of planned research/teaching/training activities

Scholar's signature

..... Date: .....

**SENDING INSTITUTION**

We herewith confirm that the proposed research/teaching/training plan is approved and in accordance with the applicant's field of research and/or work.

Academic Coordinator at Faculty/Department    Dean/Vice Dean of the Faculty (not applicable)

Level .....	for post-doctorates within target group 2&3) .....
Date: .....	Date: .....

### RECEIVING INSTITUTION

We herewith confirm that the proposed research/teaching/training plan is approved and that the applicant can fulfil the aims laid down in this document at our institution.

Academic Coordinator at Faculty/Department Level	Contact person at receiving institution
---	---

.....

Date: .....

.....

Date: .....

### CHANGES TO Research/Teaching/Training PLAN, which was originally proposed when applying \_\_\_\_\_(to be filled in only if appropriate)

Changes to originally agreed research/teaching/training activities

Scholar's signature

.....

Date:

.....

### SENDING INSTITUTION

We herewith confirm that the proposed research/teaching/training plan is approved and in accordance with the applicant's field of research and/or work.

Academic Coordinator at Faculty/Department Level	Dean/Vice Dean of the Faculty (not applicable for post-doctorates within target group 2&3)
.....	.....
.....	.....
Date: .....	Date: .....

<b>RECEIVING INSTITUTION</b>	
We herewith confirm that the proposed research/teaching/training plan is approved and that the applicant can fulfil the aims laid down in this document at our institution.	
Academic Coordinator at Faculty/Department Level	Contact person at receiving institution
.....	.....
.....	.....
Date: .....	Date: .....
.....	.....
.....	.....

## TRAINING AGREEMENT and QUALITY COMMITMENT

### I. DETAILS OF THE STUDENT

**Name of the student:**

Subject area:

Academic year :

Degree :

**Sending institution:**

### II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

**Host organisation:**

Planned dates of start and end of the placement period: from ..... till ..... , that is  
..... months

- Knowledge, skills and competence to be acquired:
- Detailed programme of the training period:
- Tasks of the trainee:
- Monitoring and evaluation plan:



### III. INFORMATION on THE PARTNER HIGHER EDUCATION INSTITUTION in the HOST COUNTRY (OPTIONAL)

Whilst keeping full responsibility for the placement and for any modification to this agreement, the sending institution has a local partnership with *(to be filled in with the name of the partner higher education institution)* in view of helping with the monitoring of the mobility abroad.

All parties will keep the sending institution informed of their exchanges.

The contact person in the partner institution is:

Name:

Function:

Phone number:

e-mail:

Address:

### IV. COMMITMENT OF THE THREE PARTIES

By signing this document the student, the sending institution and the host organisation confirm that they will abide by the principles of the Quality Commitment for Erasmus student placements set out in the document below.

#### The student

Student's signature

Date:

#### The sending institution

We confirm that this proposed training programme agreement is approved. The placement is part of the curricula Yes / No (\*)

On satisfactory completion of the training programme the institution will

- award ECTS credits: Yes / No (\*) If Yes, please indicate number of ECTS credits: .....
- record the training period in the student's Transcript of Records: Yes / No (\*)
- In addition, the mobility period will be documented in the Europass Mobility Document: Yes / No (\*)

(\*): Please indicate appropriate answer

Coordinator's name and function

Date: .....

Coordinator's signature

**The host organisation**

The student will receive a financial support for his/her placement      Yes ☐    No ☐

The student will receive a contribution in kind for his/her placement    Yes ☐    No ☐

We confirm that this proposed training programme is approved. On completion of the training programme the organisation will issue a Certificate to the student.

Coordinator's name and function

..... Date: ..... ..

Coordinator's signature

.....

.....

## QUALITY COMMITMENT For student placements

This Quality Commitment replicates the principles of the European Quality Charter for Mobility

### THE SENDING HIGHER EDUCATION INSTITUTION\* UNDERTAKES TO:

Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired

Assist the student in **choosing** the appropriate host organisation, project duration and placement content to achieve these learning outcomes

**Select** students on the basis of clearly defined and transparent criteria and procedures and sign a **placement contract** with the selected students.

**Prepare** students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs

Provide **logistical support** to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance

Give **full recognition** to the student for satisfactory completed activities specified in the Training Agreement

**Evaluate** with each student the personal and professional development achieved through participation in the Erasmus programme

### THE SENDING INSTITUTION\* AND HOST ORGANISATION JOINTLY UNDERTAKE TO:

Negotiate and agree a tailor-made **Training Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements **Monitor** the progress of the placement and take appropriate action if required

### THE HOST ORGANISATION UNDERTAKES TO:

Assign to students **tasks and responsibilities** (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available

Draw **a contract or equivalent document** for the placement in accordance with the requirements of the national legislation

**Appoint a mentor** to advise students, help them with their integration in the host environment and monitor their training progress

Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country

### THE STUDENT UNDERTAKES TO:

Comply with all **arrangements** negotiated for his/her placement and to do his/her best to make the placement a success

Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality

**Communicate** with the sending institution about any problem or changes regarding the placement **Submit a report** in the specified format and any required supporting documents at the end of the placement

\* In the event that the higher education institution is integrated in a consortium, its commitments may be shared with the co-ordinating organisation of the consortium

## Example of a standard model of Transcript of Records

## TRANSCRIPT OF RECORDS

ACADEMIC YEAR: 20.../20...

FIELD OF STUDY: .....

<b>NAME OF SENDING INSTITUTION:</b> <b>Faculty/ Department</b> ..... ECTS departmental coordinator: ..... Tel.: ..... ..... Fax: ..... E-mail: .....
<b>NAME OF STUDENT:</b> ..... <b>First Name:</b> ..... <b>Date and place of birth:</b> ..... <b>Sex :</b> M/F <b>Matriculation date:</b> ..... <b>Matriculation number:</b> ..... <b>E-MAIL ADDRESS:</b> .....
<b>NAME OF RECEIVING INSTITUTION:</b> ..... <b>Faculty/ Department of</b> ..... ECTS departmental coordinator: ..... Tel: ..... Fax: ..... E-mail: .....

Course Unit Code (1)*	Title of the course unit	Duration of course unit (2)*	Local grade (3)*	ECTS credits (4)*
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
	<b>to be continued on a separate sheet</b>			<b>Total :</b>
				.....

\*(1) (2) (3) (4) see explanation on back page

Date:

Signature of registrar/dean/administration officer:

Stamp of institution

NB : This document is not valid without the signature of the registrar /dean/administration officer and the official stamp of the institution

**Course unit code :**

Refer to the ECTS Course catalogue

**Duration of course unit :**

Y = 1 academic year	
1S= 1 semester	2S= 2 Semesters
1T=1 term/trimester	2T=2 terms/trimesters

**Grading:**

**a) Description of the institutional grading system:**

**b) Grading distribution in the department or programme (please specify)** (For this section please refer to ECTS Users' Guide, Annex 3)

**ECTS credits :**

1 academic year	= 60 credits
1 semester	= 30 credits
1 term/trimester	= 20 credits

**ACADEMIC YEAR: 20.../20...**

**NAME OF SENDING INSTITUTION:** Belgrade Metropolitan University  
**Faculty/ Department** .....  
**ECTS departmental coordinator:** ..... **Tel.:** .....  
**Fax:** ..... **E-mail:** .....

---

**NAME OF STUDENT:** ..... **First Name:** .....  
**Date and place of birth:** ..... **Sex :** M/F  
**Matriculation date:** ..... **Matriculation number:** ..... **E-**  
**MAIL ADDRESS:** .....

---

**NAME OF RECEIVING INSTITUTION:** .....  
**Faculty/ Department of** .....  
**ECTS departmental coordinator:** .....  
**Tel:** ..... **Fax:** ..... **E-mail:** .....

Course Unit Code (1)*	Title of the course unit	Duration of course unit (2)*	Local grade (3)*	ECTS credits (4)*
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
	<b>to be continued on a separate sheet</b>			<b>Total :</b>
				.....

Date: \_\_\_\_\_ Signature of registrar/dean/administration officer: \_\_\_\_\_ Stamp of institution \_\_\_\_\_

NB : This document is not valid without the signature of the registrar /dean/administration officer and the official stamp of the institution

**Course unit code :**

Refer to the ECTS Course catalogue

**Duration of course unit :**

Y = 1 academic year

1S= 1 semester

1T=1 term/trimester

2S= 2 Semesters

2T=2 terms/trimesters

**Grading:**

**a) Description of the institutional grading system:**

Local Grade	Definition
10	Excellent with distinction
9	Excellent
8	Very Good
7	Good
6	Sufficient
5	Insufficient

**b) Grading distribution in the department or programme (please specify)** (For this section please refer to ECTS Users' Guide, Annex 3)

Local Grade	ECTS Grades	Definition	Percentage of successful normally achieving the grade
10	A	Excellent with distinction	10%
9	B	Excellent	25%
8	C	Very Good	30%
7	D	Good	25%
6	E	Sufficient	10%
5	F	Insufficient	

**ECTS credits :**

1 academic year = 60 credits

1 semester = 30 credits 1

term/trimester = 20 credits

**APPENDIX NO 8.**

**TRANSCRIPT OF WORK**

*(to be completed by the receiving institution)*

**We herewith confirm that student**

Students name: .....

Address: .....

**Has carried out placement at our organization**

Name of company: ..... Type

.....

Address: ..... Country:

.....

The placement took place **from** ..... **till** ..... .

**His/her tasks were:**

.....  
.....  
.....  
.....  
.....  
.....  
.....

**Acquired competences and skills:**

.....  
.....  
.....  
.....  
.....  
.....

**Total working time:** ..... hours/day; ..... days a week; ..... hours in total.

**Name and function of the internship provider:** .....

**Signature:** .....

**Date and Place:** .....



Belgrade Metropolitan University  
 Faculty of \_\_\_\_\_  
 Date: \_\_\_\_\_ Number: \_\_\_\_\_  
 \_\_\_\_\_

Student: \_\_\_\_\_ (Student Card No. \_\_\_\_\_ )  
 Department/Study Programme: \_\_\_\_\_  
 Academic Year the Student was on Exchange/Training: \_\_\_\_\_  
 Semester/Semesters the Student spent on Exchange/Training: Winter/Summer Semester of  
 the Academic Year \_\_\_\_\_ / \_\_\_\_\_  
 Mobility Period (for mobility less than one semester): from \_\_\_\_\_ to \_\_\_\_\_  
 Receiving/Host Institution: \_\_\_\_\_  
 Basis of Exchange/Training: \_\_\_\_\_

In accordance with the Regulations on Student Mobility and Academic Recognition of Mobility Periods Abroad (adopted  
 by \_\_\_\_\_ on the \_\_\_\_\_), Faculty of \_\_\_\_\_ issues the following

### Decree on Academic Recognition of the Mobility Period

Establishing the following:

- I) Courses the student passed at the host institution that fulfil conditions to be recognised in full and replaced with relevant courses at the home institution

	Course passed at the host institution	Number of ECTS credits the student acquired at the host institution	Number of classes at the host institution	Grade received at the host institution	Course at the home institution replacing the exam passed on exchange	Number of ECTS credits recognised	Number of classes recognised	Equivalent Grade (appropriate grade at UNS)
1.								
2.								
3.								

- II) Courses the student passed at the host institution, and that cannot be replaced by related courses at the home institution, i.e. free elective courses the student passed on exchange and that will be noted in the Diploma Supplement:

	Course passed at the host institution (original title)	Number of ECTS credits the student acquired at the host institution	Number of classes at the host institution	Grade the student received at the host institution
1.				
2.				
3.				

In order to realise all obligations required by the study programme for the academic period the student had spent on exchange, \_\_\_\_\_ (name and surname of student) should pass the following courses:

	Course Title	Number of Classes	ECTS Credits
1.			
2.			
3.			

## EXPLANATION

Student \_\_\_\_\_ (name and surname) had upon finalisation of the mobility period submitted to the authorised Academic ECTS Coordinator the necessary documentation for recognition of courses passed at the host institution during the mobility period. The authorised Academic ECTS Coordinator has, in accordance with the Regulations on Student Mobility and Academic Recognition of Mobility Periods Abroad (adopted by \_\_\_\_\_ on the \_\_\_\_\_), and based on the submitted documentation, reached a decision as in the disposition of this Decree.

### Instructions on Legal Remedy:

The above named can submit a written complaint to the authorised Academic ECTS Coordinator against this Decree within 7 working days upon receipt of this Decree.

The Academic ECTS Coordinator will decide on the written complaint within 10 working days and there is no possibility for appeal against his decision upon complaint.

\_\_\_\_\_  
Academic ECTS Coordinator  
(Name and Surname) Appendixes:

1. Document 1
2. Document 2
3. Document 3 ...

Deliver to:

1. Student
2. Student Services
3. Archive

*NB: In the case of academic recognition of the mobility period on the principle of exchanging semester for semester, as well as in the case of the process of academic recognition of the student's training results, the home institution adapts this model of the Decree to the requirements of the given situation.*

## ECTS GRADING TABLE

ECTS Grading Table for the requirements of harmonisation of the grade the student received on exchange with the grade that would be an equivalent at the home institution, requires the home institution to keep statistics on students' success rate (on course, department, or faculty level).

The aforementioned statistics serve in the decision process regarding the **"equivalent grade"**, i.e. the grade that is an equivalent at the home institution to the grade the student received on a particular course while on exchange. The equivalent grade is reached through **comparing statistics on the success rate of students** at the home institution with the success rate of students at the host institution where the student was on exchange.

**The main criterion** for grade equivalence is **the ratio of grades in the grading scales at both institutions**. An example of harmonisation of grades received on exchange with the grade that is its equivalent at the home institution:

GRADES AT INSTITUTION A	STATISTICS ON THE SUCCESS RATE OF STUDENTS AT INSTITUTION A (the percentage of students receiving this grade)	GRADES AT INSTITUTION B	STATISTICS ON THE SUCCESS RATE OF STUDENTS AT INSTITUTION B (the percentage of students receiving this grade)
30 lode	5.6%	1	20%
30	15.7%	2	35%
29	0.5%	3	25%
28	12.3%	4	20%
27	11.8%		
26	9.0%		
25	8.2%		
24	11.3%		
23	2.7%		
22	6.0^%		
21	2.3%		
20	5.7%		
19	1.9^%		
18	6.9^%		
TOTAL			

The stated example illustrates statistics on the success rate of students at two higher education institutions on a particular study programme in the last two years.

Comparing the percentages of awarded grades, for the student that received a 30 lode or 30 grades at institution A, the equivalent grade in institution B will be 1, since the ratio of grade 1 at institution B is 20%, which corresponds to the sum ratio of grades 30 lode and 30 (5.6% + 15.7%) i.e. approximately 20%.

Grade 2 (35% of students) at institution B, will be equivalent to grades 26 to 29 (9% + 11.8% + 12.3% + 0.5%) at institution A.

## ECTS Grading Scale in the Process of Grade Equivalence

Belgrade Metropolitan University			
Local Grade	ECTS Grades	Definition	Percentage of students achieving these grades
10	A	Excellent with Distinction	10%
9	B	Excellent	25%
8	C	Very Good	30%
7	D	Good	25%
6	E	Sufficient	10%
5	F	Insufficient	

This is one more model that should facilitate the harmonisation of grades between institutions with different grading systems. With the assumption of the distribution of grades given in percentages, 10% of the most outstanding students receive an ECTS grade A which is an equivalent of grade 10 at the Belgrade Metropolitan University. The equivalence of the rest of the grades is executed according to the same principle.



**Learning Agreement Student Mobility for Studies**

Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

**Before the mobility**

<b>Study Programme at the Receiving Institution</b>				
Planned period of the mobility: from [month/year] ..... to [month/year] .....				
Table A Before the mobility	Component <sup>6</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>7</sup> )	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) <sup>8</sup> to be awarded by the Receiving Institution upon successful completion
				Total: ...
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]				

The level of language competence<sup>9</sup> in \_\_\_\_\_ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐

<b>Recognition at the Sending Institution</b>				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution



				Total: ...
Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i>				

**Commitment**

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person <sup>10</sup> at the Sending Institution					
Responsible person at the Receiving Institution <sup>11</sup>					

**During the Mobility****Exceptional changes to Table A**

(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>12</sup>	Number of ECTS credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

**Exceptional changes to Table B (if applicable)**

(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)

Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

**After the Mobility**

**Transcript of Records at the Receiving Institution**
**Table C  
After the  
mobility**
**Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....**

Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
			<b>Total: ...</b>	

**Transcript of Records and Recognition at the Sending Institution**
**Table D  
After the  
mobility**
**Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....**

Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
		<b>Total: ...</b>	

- <sup>1</sup> **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- <sup>2</sup> **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- <sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
- <sup>4</sup> **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- <sup>5</sup> **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.



- <sup>6</sup> An **"educational component"** is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- <sup>7</sup> **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- <sup>8</sup> **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- <sup>9</sup> **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- <sup>10</sup> **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- <sup>11</sup> **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

<sup>12</sup> **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<b>Reasons for deleting a component</b>	<b>Reason for adding a component</b>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

## Learning Agreement Student Mobility for Traineeships

<b>Trainee</b>	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
<b>Sending Institution</b>	Name	Faculty/ Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
<b>Receiving Organisation /Enterprise</b>	Name	Department	Address; website	Country	Size	Contact person <sup>6</sup> name; position; e-mail; phone	Mentor <sup>7</sup> name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

### Before the mobility

<b>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</b>  Planned period of the mobility: from [month/year] ..... to [month/year] .....	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of <b>language competence</b> <sup>8</sup> in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

**Table B - Sending Institution**

Please use only one of the following three boxes:<sup>9</sup>

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ..... ECTS credits (or equivalent) <sup>10</sup>	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....
Record the traineeship in the trainee's Europass Mobility Document ( <i>highly recommended</i> ): Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Accident insurance for the trainee**

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Table C - Receiving Organisation/Enterprise**

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month): .....
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify: ....	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person <sup>11</sup> at the Sending Institution					
Supervisor <sup>12</sup> at the Receiving Organisation					

### During the Mobility

<p align="center"><b>Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise</b>          (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)</p> <p align="center"><b>Planned period of the mobility: from [month/year] ..... till [month/year] .....</b></p>	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

### After the Mobility

<b>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</b>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:

<b>Sector of the Receiving Organisation/Enterprise:</b>
<b>Address of the Receiving Organisation/Enterprise</b> [street, city, country, phone, e-mail address], <b>website:</b>
<b>Start date and end date of traineeship:</b> from [day/month/year] ..... to [day/month/year] .....
<b>Traineeship title:</b>
<b>Detailed programme of the traineeship period including tasks carried out by the trainee:</b>
<b>Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):</b>
<b>Evaluation of the trainee:</b>
<b>Date:</b>
<b>Name and signature of the Supervisor at the Receiving Organisation/Enterprise:</b>

<sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

- <sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) available at [http://ec.europa.eu/education/tools/iscsed-f\\_en.htm](http://ec.europa.eu/education/tools/iscsed-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.
- <sup>4</sup> **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- <sup>5</sup> **Contact person at the sending institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.
- <sup>6</sup> **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- <sup>7</sup> **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.
- <sup>8</sup> **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- <sup>9</sup> **There are three different provisions for traineeships:**
1. Traineeships embedded in the curriculum (counting towards the degree);
  2. Voluntary traineeships (not obligatory for the degree);
  3. Traineeships for recent graduates.
- <sup>10</sup> **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.
- <sup>11</sup> **Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- <sup>12</sup> **Supervisor at the Receiving Organisation:** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.