

UNIVERSITY NORTH



**University
North**

MOBILITY REGULATIONS

Koprivnica, July 2019.

Pursuant to Article 64 of the Statute of the University North, the Senate of the University North, at its 8th session in the academic year 2018/2019, held on 12 July 2019, hereby adopts the following

MOBILITY REGULATIONS

1. GENERAL PROVISIONS

Contents of the Rulebook

Article 1

This Rulebook on Mobility (hereinafter: the Rulebook) regulates the fundamental principles of mobility for incoming and outgoing students, teaching and non-teaching staff at the University North (hereinafter: the University), the types and duration of mobility, the application procedure, the basic documents, the rights and obligations of students, teaching and non-teaching staff, the role of the Committee for International Cooperation, the role of the Institutional Coordinator for International Cooperation, the role of the Administrative Coordinator for International Cooperation, the role of the Institutional ECTS Coordinator, as well as other matters related to the implementation of mobility programmes.

Code of Ethics and Legal Regulations

Article 2

All persons in any way involved in the mobility programme of the University North are obliged to respect the provisions of the Erasmus+ University Charter granted by the European Commission, the Code of Ethics, and other general acts of the University North and host institutions.

Definitions

Article 3

1. The Erasmus+ Programme is the largest mobility programme of the European Union in the field of education and training. Erasmus+ is a programme for education, training and youth through which individual mobility for the purpose of learning and professional development is carried out. It brings together seven EU programmes in the field of education, training and youth, is implemented through three (3) key actions, and also includes Jean Monnet and Sport.

2. The Erasmus Charter for Higher Education (ECHE) is a document that defines the fundamental principles of participation in activities within the Erasmus+ Programme. Every higher education institution wishing to participate in the Erasmus+ Programme must hold a valid Erasmus Charter for Higher Education.

3. CEEPUS – *Central European Exchange Programme for University Studies* is a regional mobility programme in higher education. It is a programme enabling academic exchanges of students and teaching/scientific staff from Central and Eastern Europe. The aim of CEEPUS is to improve cooperation in higher education and related scientific activities, with emphasis on inter-university cooperation and mobility.

4. A Higher Education Institution (HEI) is a university, polytechnic, college or scientific institution.

5. A Home Institution is a higher education or scientific institution at which the student is enrolled or at which teaching and non-teaching staff are employed.
6. A Host Institution is a higher education or scientific institution, or a legal entity, at which mobility takes place, including business entities serving as host organisations.
7. A Partner Institution is a higher education or scientific institution or business entity with which the University North has concluded a cooperation agreement.
8. Agreements of Cooperation are contracts, projects, and programmes of international cooperation concluded by, or involving, the University North on one side and a partner institution on the other.
9. A Bilateral Agreement (*Inter-institutional Agreement*) is an agreement on international cooperation within the Erasmus+ Programme concluded between the University North and a foreign higher education or scientific institution holding a valid Erasmus Charter for Higher Education. The agreement defines the scope of cooperation and the number of students, teaching and non-teaching staff participating in mobility.
10. An Outgoing Student is a student of the University North participating in mobility at a host institution.
11. An Incoming Student or Guest Student is a student participating in mobility at the University North as the host institution.
12. Outgoing Staff includes teaching and non-teaching staff of the University North employed on the basis of an employment contract or service contract, selected to participate in a mobility programme at a host institution.
13. Incoming Staff are persons employed at a foreign partner institution who undertake mobility at the University North as the host institution.
14. A Learning Agreement for Studies is an agreement that defines the study programme for an individual student. The Learning Agreement also covers the concept of a "mobility period recognition agreement" as used by the Agency for Mobility and EU Programmes.
15. A Learning Agreement for Studies – During Mobility is a document specifying amendments to the Learning Agreement agreed upon after the start of the mobility period.
16. A Learning Agreement for Traineeships is an agreement that defines the traineeship programme for an individual student at the host institution or business entity.
17. A Learning Agreement for Traineeships – During Mobility is a document specifying amendments to the traineeship agreement agreed upon after the start of the mobility period.
18. A Transcript of Records is an official document issued by a higher education institution providing detailed information on the student's completed programme and achieved results, expressed through ECTS credits for each course and corresponding grades. The Transcript must be issued as an official document and in English.
19. A Transcript of Traineeships is a document issued by the host institution or business entity providing detailed information on the completed traineeship and the student's achieved results.

20. A Statement of Host Institution / Confirmation of Arrival / Departure is a document by which the host institution confirms the mobility period of an individual participating in the mobility programme.

21. A Student Mobility Approval Form is a form signed by the student, the institutional administrative coordinator for international cooperation, and the head of department prior to the implementation of student mobility.

22. A Confirmation of Acceptance for Erasmus+ Placement is a form completed by the employer for a student accepted for a traineeship.

23. A Form for Recognition of Student Mobility is a form submitted to the Department Council prior to mobility. If changes occur during mobility, the request must be resubmitted to the Department Council.

24. A Form for the Extension of Student Mobility is a form completed one month before the end of the mobility period if the student wishes to extend their stay at the foreign institution.

25. A Supervisor Acceptance Form for Erasmus+ Student is a form completed for the purpose of writing a final thesis/master's thesis/doctoral dissertation at a foreign institution.

26. A Withholding Declaration is a statement signed when withdrawing from mobility.

27. A Statement of Earlier Mobility Cancellation is a statement signed in the event of early termination of mobility (more than 5 days before the last planned day of mobility activities).

II. BODIES RESPONSIBLE FOR THE IMPLEMENTATION OF THE MOBILITY PROGRAMME

Committee for International Cooperation

Article 4

The mobility programme at the University is coordinated by the Committee for International Cooperation, which consists of the Institutional Coordinator for International Cooperation, the Institutional ECTS Coordinator, a representative of departmental coordinators for international cooperation, the Institutional Administrative Coordinator for International Cooperation, and a representative of lecturers of common courses (a foreign-language lecturer). The administrative implementation of student and staff mobility (teaching and non-teaching) is carried out and monitored by the Office for International Cooperation of the University North.

Members of the Committee are appointed by the Rector for a term of three years. Departmental coordinators for international cooperation are appointed by the head of department. If departmental coordinators are not appointed, the responsibilities in this area are performed by the heads of departments. The work of the Committee for International Cooperation is coordinated by the Institutional Coordinator for International Cooperation, who also serves as the Chair of the Committee. The Rector may dismiss members of the Committee for International Cooperation upon the Committee's proposal.

Substitute members of the Committee are appointed by the Rector for a period of three years. Substitute members perform duties to prevent conflicts of interest in cases where a member of the Committee applies for a mobility programme call.

The Committee for International Cooperation is chaired by the Institutional Coordinator for International Cooperation. The Committee conducts its work at meetings, which may be held in person, and only exceptionally online. The form of each meeting is determined by the Chair of the Committee.

A prerequisite for decision-making at Committee meetings is the presence of a quorum, meaning the presence of a simple majority of all Committee members. The work of the Committee is administered by the Institutional Administrative Coordinator. Employees of the Office for International Cooperation may attend meetings of the Committee for International Cooperation, but without voting rights.

The procedure for selecting students, teaching staff and non-teaching staff for participation in mobility programmes is carried out by the Committee for International Cooperation on the basis of a public call.

The Committee for International Cooperation, among other responsibilities, issues recommendations concerning the improvement of the University's international cooperation and the implementation of the Erasmus+ Programme and other mobility programmes, and reports annually to the Rector and the University Senate.

Institutional Coordinator for International Cooperation, Institutional ECTS Coordinator and Institutional Administrative Coordinator

Article 5

The Institutional Coordinator for International Cooperation supervises all activities within the mobility programme at the University. The Institutional Coordinator is appointed by the Rector for a term of three years. If the Institutional Coordinator for International Cooperation is not appointed, the responsibilities in this area are carried out by the Vice-Rector for Scientific, Artistic, and International Cooperation.

The Institutional ECTS Coordinator oversees activities related to the comparison and evaluation of the compatibility of study programmes, courses for the recognition of ECTS credits, grades, and periods of traineeship if part of the study programme. The ECTS Coordinator is appointed by the Rector for a term of three years. If the ECTS Coordinator is not appointed, the responsibilities in this area are carried out by the Vice-Rector for Teaching and Student Affairs.

The Institutional Administrative Coordinator for International Cooperation coordinates administrative, technical, and other tasks related to the coordination of the mobility programme at the University. The Administrative Coordinator is appointed by the Rector for a term of three years. If the Institutional Administrative Coordinator is not appointed, the responsibilities in this area are carried out by the Head of the Office for International Cooperation.

Activities of international cooperation at individual departments

Article 6

The Head of Department coordinates activities related to international cooperation within their department, assisted by the departmental coordinator for international cooperation. If the departmental coordinator for international cooperation is not appointed, the responsibilities in this area are carried out by the Head of Department.

The departmental coordinator for international cooperation is the contact person through whom the Office for International Cooperation communicates regarding ongoing information or inquiries related to the mobility of incoming/outgoing teaching and non-teaching staff and students. At the request of the Head of Department, the departmental coordinator for international cooperation carries out the comparison and evaluation of the compatibility of study programmes, courses for the recognition of ECTS credits, grades, and periods of traineeship if part of the study programme.

The responsibilities of the departmental coordinator for international cooperation include:

1. Implementing decisions adopted by the Committee for International Cooperation and decisions adopted by the departmental Academic Council;
2. Participating in the preparation of mobility documentation for incoming/outgoing students and incoming teaching and non-teaching staff;
3. Being responsible for ECTS coordination within their department;
4. Informing the competent Head of Department and teaching staff about all activities communicated by the Institutional Administrative Coordinator, Institutional ECTS Coordinator, and Institutional Coordinator for International Cooperation;
5. Participating in Erasmus+ and other training programmes related to various mobility and international cooperation programmes for higher education institutions, as well as attending Erasmus+ information days at the University North;
6. Submitting an updated list of courses (Course Catalog) each year for the academic year, indicating courses that may be offered in English on a consultative basis for incoming international students.

III. STUDENT MOBILITY

Student Mobility

Article 7

The student mobility programme covers study or traineeship at a foreign host institution, after which the student continues their enrolled study programme at the home institution.

The selection of students is conducted by the Committee for International Cooperation based on a call for applications published on the University's website and notice boards. The call specifies the conditions for eligibility for financial support, the application procedure, the selection procedure, the required content of the application, and the method of announcing the results.

The nomination and acceptance of outgoing and incoming students within the Erasmus+ Programme is carried out on the basis of previously concluded Erasmus+ bilateral agreements between the University and host institutions. An exception is made for student traineeships, where nomination or acceptance is based on a Traineeship Agreement. If an Erasmus+ bilateral agreement has not been concluded, its conclusion may be requested.

Student Mobility Documents

Article 8

The documents that define the mobility programme and on the basis of which the completed programme is recognized are:

1. Learning Agreement for Studies or Learning Agreement for Traineeships;
2. Any amendments to the Learning Agreement for Studies or amendments to the Learning Agreement for Traineeships during mobility;
3. Transcript of Records or Transcript of Traineeships;
4. Statement of Host Institution / Confirmation of Arrival/Departure;
5. Official document confirming the acceptance of mobility at the foreign institution – to be submitted by the student within 6 months from the announcement of the selection results. If not submitted, the student is considered to have withdrawn from mobility. In exceptional and justified cases, the Committee for International Cooperation may consider extending the submission deadline;
6. Other documents as required by the international mobility programme.

Conditions, Application and Call for Proposals

Article 9

The eligibility criteria, application conditions, and selection procedure for mobility candidates are determined based on the mobility call issued by the University in accordance with European Commission regulations.

Unless otherwise specified in the call, a student may participate in the mobility programme under the following conditions:

1. For study mobility, the student must be enrolled in at least the 2nd year of a bachelor's programme or the 1st year (second semester) of a master's programme at the time of departure; for traineeship mobility, the student must be in the 1st year of a bachelor's programme or the 1st year (second semester) of a master's programme;
2. The student must have obtained 55 ECTS credits from the previous year of study at the time of departure;
3. The student must hold the citizenship of the Republic of Croatia or another Programme country (EU member states, EFTA countries + Turkey, North Macedonia), be stateless, or have registered permanent residence in the Republic of Croatia.

The student must also meet other requirements specified in the call.

Outgoing student mobility refers to study or traineeship at a host institution. The duration of a traineeship may range from 2 to 12 months at each study level, while the duration of study mobility ranges from 3 to 12 months at each study level.

During their studies, a student may participate once per study level in study mobility and once for a traineeship, up to a maximum of 12 months at each level.

If a student withdraws from mobility, they must immediately submit a Withholding Declaration to the Office for International Cooperation. The Committee for International Cooperation will review the submitted justification and has the right to assign the mobility to the next student on the waiting list or to reissue the call for applications.

Learning Agreement for Studies, Learning Agreement for Traineeships, and model agreements for the funding of outgoing students

Article 10

Once a student has been selected for the mobility programme for study purposes, a **Learning Agreement for Studies** is concluded between the student, the home institution, and the host institution, unless otherwise specified by the inter-institutional agreement.

The Learning Agreement for Studies includes the titles of the courses the student will take at the host institution, as well as other activities the student is required to complete during their stay. The Agreement also specifies the corresponding number of ECTS credits to be awarded for each course or activity. The student coordinates the Agreement with the departmental coordinator for international cooperation. The Head of Department presents the Learning Agreement to the Departmental Academic Council. Upon approval by the Council, the Learning Agreement is signed on behalf of the home institution by the Rector or an authorized representative, with prior co-signature by the Head of Department and the Institutional ECTS Coordinator. The coordination procedure of the Learning Agreement must not exceed 14 days.

Once a student has been selected for the mobility programme for a traineeship, a **Learning Agreement for Traineeships** is concluded between the student, the home institution, and the host institution (research institution, company, organization, or legal entity). The Agreement must include the name of the host institution where the traineeship will be carried out, the duration of the traineeship, an activity plan, learning outcomes in terms of knowledge, skills, and competencies to be acquired, supervision arrangements, the connection of the traineeship to the study programme, and the results to be recognized upon the student's return.

An integral part of the Learning Agreement for Traineeships is the **"Quality Commitment"** document, which regulates the rights and obligations of all contracting parties regarding the implementation of the traineeship. The draft Agreement is prepared by the student and the departmental coordinator for international cooperation.

The Head of Department presents the Learning Agreement for Traineeships to the Departmental Academic Council. Upon approval by the Council, the Agreement is signed on behalf of the home institution by the Rector or an authorized representative, with prior co-signature by the Head of Department and the Institutional ECTS Coordinator. The co-signature of the Head of Department is required only when the traineeship is recognized as part of a course. The coordination procedure of the Learning Agreement for Traineeships must not exceed 14 days.

By signing the Learning Agreement for Studies or the Learning Agreement for Traineeships, the home institution approves the student's participation in mobility and the selected study programme or traineeship, and the host institution accepts and approves the chosen study programme or traineeship.

Before the mobility period begins, the University North and the student will conclude a **Funding Agreement**. This agreement regulates the mutual rights and obligations regarding the stay abroad and the amount of financial support. Based on this agreement, the University grants the student financial support expressed in HRK and transfers it to the student's personal account. The Funding Agreement is signed by the student and the Institutional Coordinator for International Cooperation.

Amendments to the Learning Agreement for Studies and the Learning Agreement for Traineeships

Article 11.

The Learning Agreement or the Traineeship Agreement can only be amended with the consent of all

signatories and co-signatories. All amendments and supplements must be in written form. The final deadline for amending and supplementing the Learning Agreement and the Traineeship Agreement is one month from the start of the mobility.

Transcript of Records and Certificate of Completed Traineeship

Article 12.

After the mobility period has been completed, the host institution is obliged to issue a Transcript of Records or a Certificate of Completed Traineeship to the student. Based on the aforementioned documentation and the previously approved Learning Agreement and/or Traineeship Agreement, the procedure of recording courses and ECTS credits obtained by the student during the mobility period is carried out. The Transcript of Records and/or Certificate of Completed Traineeship in its original form shall be submitted to the Office for International Relations, which, after verification, forwards it to the Student Services. If the Office for International Relations identifies any discrepancies in the document, the matter shall be decided by the Committee for International Cooperation. The Transcript of Records and/or Certificate of Completed Traineeship must be signed and certified.

Certificate of Duration of Stay at the Host Institution

Article 13.

The Certificate of Duration of Stay at the host institution states the period during which the student was officially enrolled or performed a traineeship at the host institution. Based on the Certificate of Duration of Stay at the host institution, the University recognizes the mobility period.

Student Insurance

Article 14.

Students participating in mobility must be covered by health insurance and possess travel insurance, as well as accident insurance and liability insurance at the workplace (in the case of a traineeship) for the duration of the mobility, unless otherwise agreed by a special agreement. The student is obliged to arrange all necessary insurances before departure for mobility, in cooperation with the Office for International Relations.

Persons insured with the Croatian Health Insurance Fund are entitled to a free European Health Insurance Card (abbreviated as EHIC). Based on the EHIC, a person insured with the Croatian Health Insurance Fund who suddenly falls ill, gets injured, or has an accident during a temporary stay in another EU Member State has the right to use healthcare that cannot be postponed until their planned return to Croatia, at the expense of the HZZO.

Permit for Temporary Stay Abroad

Article 15.

Students participating in the mobility program are obliged to personally obtain a visa, if required,

before the start of the mobility. It is the obligation of all mobility participants to timely inform themselves about the visa regime of the country in which the mobility takes place.

The EU Immigration Portal website contains general information on visas and residence permits. In accordance with Recommendation No. 2005/761/EC of the European Parliament and of the Council of 28 September 2005, pupils, students, postgraduate students, and accompanying teachers arriving for the purpose of education, studying, and training are exempt from paying fees for visa applications: <http://www.mvep.hr/hr/konzularne-informacije/vize/postupak-izdavanja-viza/pristojbe>

IV. OUTGOING STUDENTS

Student Status

Article 16.

Students participating in the mobility program retain their student status at the University throughout their stay abroad.

Students participating in the Erasmus+ mobility program are exempt from paying tuition, enrollment fees, exam fees, and access to laboratories and libraries at the host institution.

Students who are required to contribute to study costs must pay their participation in study costs for the period of stay abroad.

Based on the order from the Office for International Relations, the Student Services places the outgoing student's student card on hold for the duration of the mobility.

Recognition Procedure of Mobility

Article 17.

The procedure for recognizing student mobility is conducted based on the concluded Learning Agreement, Amendments to the Learning Agreement or Traineeship Agreement, Transcript of Records or Certificate of Completed Traineeship, and the Certificate of Duration of Stay at the host institution.

If the student has fulfilled all obligations from the concluded Learning Agreement or Traineeship Agreement, the University is obliged to recognize the achievements obtained in the study program in accordance with the mentioned documents and this Regulation.

Comparison and Assessment of Compatibility of Study Programs

Article 18.

In accordance with Article 10 of this Regulation, the comparison and assessment of the compatibility of study programs, courses, as well as the recognition of ECTS credits, grades, and the period of traineeship, is conducted. The Head of the Department, in cooperation with the departmental

coordinator for international cooperation, is obliged to take into account the learning outcomes achieved at the host institution and enable the recognition of ECTS credits, grades, or traineeship. When comparing and assessing the compatibility of study programs and individual courses, the Head of the Department and the departmental coordinator for international cooperation follow the principle of maximum flexibility.

If the ECTS grading system is not applied at the host institution, the Head of the Department, in cooperation with the institutional ECTS coordinator, defines the teaching workload (lectures, seminars, exercises) for individual courses and the corresponding ECTS credits.

Regardless of the achievements during the study stay or the results of the traineeship, the University as the home institution is obliged, based on the Certificate of Duration of Stay at the host institution, to record the student's mobility period in the Diploma Supplement.

Based on the Transcript of Records certified by the Head of the Department and the institutional ECTS coordinator, the Student Services enters the courses into ISVU (Higher Education Information System).

Registration of Recognized Courses, Credits, Grades, and Traineeship

Article 19.

In ISVU, a note is entered in the index and Diploma Supplement indicating where and when the courses were passed or the traineeship was completed.

ECTS credits assigned to the student by the host institution based on the Transcript of Records, which are not foreseen in the Learning Agreement and which the University cannot recognize as part of the regular study program, are recorded as additional ECTS credits from courses outside the study program.

If the student fails to fulfill the obligations set out in the Learning Agreement and does not achieve the required number of ECTS credits necessary to continue studies at the University as the home institution, the University is obliged to recognize the entire mobility period and record the completed courses listed in the Transcript of Records and decide which courses the student must take in the current semester to obtain the required number of ECTS credits to continue studies or enroll in the next academic year.

In the case of partial fulfillment or non-fulfillment of obligations established by the Learning Agreement/Traineeship Agreement or by the Financing Agreement of the study stay/traineeship within the Erasmus+ program, the student is obliged to inform the Office for International Relations as soon as possible, and certainly before returning from mobility.

Formally, a written explanation with clearly stated reasons for non-fulfillment of obligations must be submitted by the student to the Office for International Relations no later than 30 (thirty) days from the day of return from the host institution.

If the traineeship is not an integral and compulsory part of the student's study program, the Office for International Relations and the responsible Head of Department will forward the information about the completed traineeship to the Student Services for entry into the Diploma Supplement. For this, a certain number of ECTS credits may be awarded to the student, according to the decision of the Department Council.

Financial Support

Article 20.

The rules of financing and the amount of financial support are determined by the rules of individual mobility programs, calls for applications, or bilateral inter-institutional agreements on international cooperation. Financial support for outgoing student mobility is regulated by the Financing Agreement Model, and is granted in accordance with the rules of the Mobility Agency and EU programs. The Financing Agreement Model regulates the rights and obligations of the University and students for the mobility period and defines the amount and conditions for awarding the monetary support.

Students who were not awarded financial support in the call can participate in the Erasmus mobility program as self-funded students at the host institution ("zero grant" students).

Students of lower socioeconomic status are those whose regular monthly income per member of the joint household does not exceed 65% of the budget base established by the Law on the Execution of the State Budget of the Republic of Croatia for each year. Students of lower socioeconomic status selected for study are entitled to additional financial support, and the status must be proven in accordance with the documentation specified in the call.

Participants with special needs are entitled to an increased total amount of financial support due to potential increased costs during the mobility period. To prove the existence of a special need, the applicant must submit a certificate from a family doctor or specialist and a copy of the decision from the competent institution/state authority showing the percentage and type of disability.

Students receiving non-repayable funds within the Erasmus+ program are obliged to fully or partially return the disbursed amount if they do not comply with the conditions of the grant agreement (unless prevented by force majeure from carrying out planned activities abroad).

Duties of Outgoing Students during Mobility

Article 21.

Within the chosen program, the student at the host institution must enroll in at least 20 ECTS credits per semester.

An exception to paragraph 1 of this Article is a stay intended for the preparation of the final thesis/master's thesis/doctoral dissertation, as well as a stay for traineeships and mobility programs shorter than three months (Short-term mobility).

If a student goes to a foreign institution for the purpose of preparing a final thesis/master's thesis/doctoral dissertation, a supervisor at that institution must monitor the student during their stay at the host institution, but without the possibility of defending the thesis/dissertation there. The supervisor is appointed by the host institution with the consent of the home supervisor before the student departs for mobility.

A student preparing a final thesis/master's thesis/doctoral dissertation at the host institution must provide the home supervisor with confirmation of the appointed supervisor.

The student will defend the final thesis/master's thesis/doctoral dissertation at the home institution after returning.

The home supervisor and the student determine the percentage of the work that must be completed at the foreign institution in accordance with the Learning Agreement.

After completing mobility, the student must immediately, and no later than 30 (thirty) days, submit the Transcript of Records from the host institution or a Certificate of Completed Traineeship from the legal entity, as well as other documents specified in the call and institutional agreement, to the Office for International Relations.

Students participating in mobility for the purpose of a traineeship, if it is part of the study program, are obliged to maintain a work diary in accordance with the prescribed department rules and submit it upon return to the responsible person in the department for review and verification.

V. INCOMING STUDENTS

Incoming students under an institutional mobility agreement

Article 22.

Unless otherwise specified by a specific mobility program or defined by a bilateral inter-institutional agreement on international cooperation, an incoming student may participate in mobility if they meet the following conditions:

- (1) they have been nominated for a stay at the University by their home institution;
- (2) they have submitted complete application documentation within the deadlines set by the University;
- (3) they meet the University's criteria for proficiency in the language in which the courses will be conducted at the University;
- (4) they have been accepted by the chosen department;
- (5) they meet other conditions specified by the specific mobility program and the bilateral inter-institutional agreement on international cooperation.

The selection of incoming students is conducted by their home institution.

Selected students must submit a nomination form to the Office for International Relations no later than July 1 for the winter semester, or November 1 for the summer semester.

The institutional administrative coordinator for international cooperation is obliged to forward the received nomination form along with the Learning Agreement to the departmental coordinator for international cooperation immediately, and no later than three days from the date of receipt.

The departmental coordinator for international cooperation must, within 14 (fourteen) days from the date of receipt of the request, verify the consistency of the proposed activities in cooperation with the department head and provide the signed agreement by the rector or a person authorized by the rector, with the prior co-signature of the department head and the institutional ECTS coordinator, or reject the acceptance of the incoming student.

In accordance with the provisions of the mobility programs and institutional agreements, the University concludes a Learning Agreement with the incoming student and their home institution. The Learning Agreement is signed by the incoming student, the rector or a person authorized by the rector, with the prior co-signature of the department head and representatives of the partner institution sending the student to the mobility program. The Learning Agreement may only be modified with the consent of all signatories, and all changes must be made in writing. Upon conclusion of the Agreement, the institutional administrative coordinator for international cooperation provides the home institution with an acceptance letter for the student.

Upon receipt of a valid Learning Agreement and accompanying documentation for the incoming student, the student services office registers the student in the ISVU system.

The student services office is required to request a student ID card for the incoming student from the competent ministry, valid for the duration of the mobility.

The departmental coordinator for international cooperation and the institutional administrative coordinator for international cooperation must coordinate the acceptance of students coming to the University under the mobility programs and guide them regarding their academic and other obligations and rights.

The University is not obliged to provide accommodation for incoming students unless otherwise agreed or specified by the mobility program.

To provide information to prospective incoming students about study opportunities at the University and its departments, department coordinators in cooperation with the department head must update the course lists (Course Catalogue) in English after the adoption of the implementation plans, no later than April for the next academic year, and provide updated versions to the Office for International Relations.

The Office for International Relations, in cooperation with the institutional administrative coordinator for international cooperation, is obliged to prepare document templates in English required for organizing the stay of incoming students.

Courses for incoming students who do not attend courses in Croatian are generally taught in English or another foreign language, for a minimum of 10 students, according to the availability of University teachers and associates. If the number of incoming students participating in mobility is less than 10, the courses may be conducted as consultative classes.

The Office for International Relations and the student services office maintain records of incoming students.

An incoming student has the rights and obligations of a regular University student and is exempt from tuition and study fees for the duration of the mobility unless otherwise specified by an institutional agreement.

After the mobility period, the student services office is obliged to issue the incoming student a Transcript of Records, and the Office for International Relations is obliged to issue a Certificate of Stay in English and a Transcript of Records in English, signed by the institutional ECTS coordinator.

In the case of practical training conducted in health and social institutions, the person responsible for the practical training must obtain written consent from the heads of the health or social institution and/or the assistant director for nursing – chief nurse of the institution – before including the incoming student in practical training. Before commencing practical training, the incoming student is obliged to provide the responsible person with the following documentation: proof of vaccination, health booklet, and proof of completed occupational safety training in health and social institutions.

VI. STAFF MOBILITY

Staff on mobility

Article 23.

University staff mobility refers to the stay of employees and external associates of the home institution at the host institution, after which the employee returns to the home institution. The type and duration of mobility are defined by the institutional agreement or the provisions of the call under which the mobility is realized. Staff on mobility includes:

- (1) academic staff employed under a work contract at the University in scientific-teaching, teaching, and associate positions;
- (2) non-academic staff (including technical staff) employed at the University under a work contract;
- (3) external associates engaged at the University under a service contract who meet the conditions for mobility/financial support for a stay at a foreign host institution.

Academic staff in the mobility program may participate for the purpose of teaching or professional development at a foreign host institution.

Non-academic staff may participate in the mobility program for the purpose of professional development at a foreign host institution.

Application for mobility and selection of outgoing staff

Article 24.

The application, method, and selection criteria of candidates are defined by the institutional agreement or the provisions of the call under which the mobility is realized. The University's Committee for International Cooperation will select candidates who have previously obtained written consent from the department head and the Vice-Rector for Academic and Student Affairs, or the competent supervisor, according to the following criteria, unless the selection method is otherwise regulated by the rules of a specific institutional agreement:

- (1) quality of the proposed work program;
- (2) method of disseminating acquired experiences after the completion of mobility;
- (3) benefit for further work at the University;
- (4) motivation letter;
- (5) language proficiency in the language in which the host institution activities will be conducted;
- (6) previous number of mobilities (priority is given to persons who have not participated in mobility in previous years).

When selecting candidates, the Committee for International Cooperation will also evaluate:

- integration of the proposed program into the strategic development goals of the University;
- encouragement of diversity in the fields from which mobility candidates come.

Insurance and permit for temporary stay abroad for outgoing staff

Article 25.

Staff participating in mobility are required to have travel health insurance and accident insurance (in the case of professional development) for the duration of the mobility, and to obtain a temporary residence permit when required, unless otherwise agreed by a specific agreement.

Insurance is arranged by the employee according to the conditions of the specific mobility in cooperation with the Office for International Relations.

Persons insured with the Croatian Health Insurance Fund (HZZO) are entitled to a free European Health Insurance Card (EHIC). Based on the EHIC, a person insured with HZZO who suddenly falls ill, is injured, or experiences an accident during a temporary stay in another EU member state is entitled to use necessary healthcare that cannot be postponed until their planned return to Croatia, at the expense of HZZO funds.

Financial support for outgoing staff

Article 26.

Individual mobility is funded according to the requirements of the institutional agreement and the provisions of the University under which the mobility is realized.

The fundamental criteria for the allocation of funds for mobility under the mobility program are determined by the University Committee for International Cooperation in accordance with the valid program rules and the EU Mobility and Program Agency.

The conditions and method of awarding financial support are published in the University call and are binding for all recipients of financial support.

Obligations of outgoing staff upon return from mobility

Article 27.

After returning to the home institution, the person who participated in the mobility program is required to submit a final report on the completed mobility in accordance with the call under which the mobility was realized.

Incoming academic and non-academic staff

Article 28.

Academic and non-academic staff participating in the mobility program at the University as the host institution are selected and nominated by the foreign partner institution that has a previously concluded institutional agreement with the University.

Requests from academic and non-academic staff of higher education institutions within the mobility program are received and processed by the Office for International Relations within 14 (fourteen) days of receipt.

The decision on acceptance (or rejection) of received requests is made by the Department Council based on the proposal of the department head for academic staff, or the competent vice-rectors for non-academic staff, and the Office for International Relations is informed for further proceedings.

After the mobility is completed, the Office for International Relations is obliged to issue a certificate of completed stay within the exchange program to the academic and non-academic staff of the foreign partner institution in English, signed by the institutional coordinator for international cooperation.

VII. FINAL PROVISIONS

Article 29.

This Regulation is adopted by the University Senate.

Amendments and supplements to this Regulation are made in the same manner as the Regulation was adopted.

This Regulation enters into force on the eighth day from the date of publication on the University's website.

Upon entry into force of this Regulation, the previous Regulation on mobility, CLASS:60204/13-02/28; REG. NO.: 2137-0336-14-01-2 of April 2, 2014, shall cease to apply.

If, due to changes in positive regulations or the Erasmus+ program guide, any provision of this Regulation is contrary to the provisions of the positive regulations or the Erasmus+ program guide, that provision shall not apply, and the Regulation shall apply only to the extent that it is consistent with the regulation or the provisions of the Erasmus+ program guide, and the University undertakes to initiate the procedure for alignment with the regulations.

CLASS: 602-04/19-02/06

REG. NO.: 2137-0336-09-19-5

Prof. Dr. Marin Milković, sgd.

Rector

This Regulation was published on the University's notice board on July 15, 2019, and enters into force on July 24, 2019.