

**JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK**

**ORDINANCE ON ERASMUS + PROGRAMME OF INDIVIDUAL  
INTERNATIONAL MOBILITY OF OUTGOING AND INCOMING  
STUDENTS AND (NON) TEACHING STAFF  
UNDER THE KEY ACTIVITY 1  
(revised text)**



Osijek, September 2018

Based on the Article 65, paragraph 1 and 230 of Josip Juraj Strossmayer University of Osijek Statute, and based on previous positive opinion of the Committee for statutory and legal issues of 22 April 2015, the Senate of the Josip Juraj Strossmayer University of Osijek adopted on the 6th session in the academic year 2014/2015, held on 28 April 2015, under the agenda item 11 the following

## **ORDINANCE ON ERASMUS+ PROGRAM OF INDIVIDUAL INTERNATIONAL MOBILITY OF OUTGOING AND INCOMING STUDENTS AND (NON) TEACHING STAFF UNDER THE KEY ACTIVITY 1**

### **I. GENERAL PROVISIONS**

#### **Article 1**

Ordinance on Erasmus+ program of individual international mobility of outgoing and incoming students and (non)teaching staff under the Key activity 1 (hereinafter: the Ordinance) regulates issues related to the implementation of activities under Erasmus+ programme of individual mobility of outgoing domestic students and (non)teaching staff and incoming foreign students and (non)teaching staff (hereinafter: Programme) and the recognition of periods of student stay abroad and allocated ECTS credits.

### **II. CODE OF ETHICS AND LEGAL REGULATIONS**

#### **Article 2**

Persons involved in the organization and implementation of the Erasmus+ program of individual international mobility at the University are obliged to respect the provisions of the Erasmus+ University Charter for higher education: <http://www.unios.hr/uploads/50ECHE%20HR%20OSIJEK01.pdf> awarded by the European Commission and Code of ethics and the regulations of the University and foreign institutions where mobility is achieved.

### **III. PROGRAMME IMPLEMENTATION AND ORGANIZATION OF MOBILITY**

#### **Article 3**

- (1) Professional and administrative jobs related to Erasmus+ mobility program at the University level are carried out by International relations office.
- (2) Rector of the University appoints the president and members of the University Committee for the Erasmus mobility program for a period of four years. The Commission has six (6) members composed of five (5) teachers and one (1) student, and is responsible for carrying out the process of electing of candidates who applied on public call for applications published in the framework of the Programme and to decide on all relevant issues of Programme implementation.
- (3) Dean/Head of the individual constituent of the University appoints the Erasmus coordinator who is responsible on its constituent for providing academic support to students and

(non)teaching staff who are going to foreign universities in the framework of the Programme. Academic Erasmus coordinators at each constituent are authorized to sign official documents for the implementation of the Erasmus+ mobility programs.

- (4) Realization of outgoing and incoming mobility of students and (non)teaching staff is carried out solely on the basis of previously concluded Erasmus+ inter-institutional agreements and prescribed official forms.

#### **IV. OUTGOING MOBILITY OF STUDENTS**

##### **Article 4**

- (1) Outgoing student mobility which is being implemented within the framework of the Erasmus+ Programme refers to the study or realization of traineeships at the receiving host institution for a period of 2-12 months, after which the student continues study program on the his home institution.
- (2) Outgoing student mobility includes study stay at the foreign receiving university in the framework of regular undergraduate, graduate and postgraduate study or conducting traineeships at the receiving host institution.
- (3) Receiving host institution approves to the Erasmus+ student status of full-time student in the exchange and releases him from paying tuition fees.
- (4) Students of the University of Osijek can participate in the Erasmus+ Programme of mobility if they are enrolled in at least the second year of undergraduate study if they realize study stay.

#### **IV. Call for applications**

##### **Article 5**

- (1) The election procedure of students who will take part in the Erasmus+ Mobility program is carried out through a public call for applications published by the University of Osijek.
- (2) Call for applications lays down the conditions for exercising the right to financial support, the application process, the selection procedure, the mandatory content of the application documentation, the deadline for submission of application, the criteria for selection of students and the method of publication of the results of the call for applications procedure.
- (3) Regular and part-time students of all study years have the right to apply to call for applications, including students of first year of study if they realize mobility for conducting traineeships. Students who go on mobility for study stay must be enrolled in at least the second year of undergraduate study and have achieved at least 60 ECTS credits.
- (4) Selection of students who applied on call for applications is conducted by the Committee for Erasmus mobility program based on grade point average during the previous study, the average rating of the foreign (English) language while studying and motivation letter. In the event that the two or more students have same grade point average during their studies, the Commission for the Erasmus mobility program makes a decision on giving priority in each individual case.
- (5) The student has the right to participate in the Erasmus+ mobility program to a maximum of 12 months at a given level of study.

## **IV.2. Status of students participating in the Erasmus+ mobility**

### **Article 6**

- (1) Students who participate in the Erasmus + Programme retain the status of a student at the University of Osijek during the entire stay at abroad.
- (2) Students who are selected for mobility on the basis of a public call for applications enroll the academic year or semester on the home institution.
- (3) Students who participate in the cost of studying at the University of Osijek are obligated to pay the same for a period of stay abroad.
- (4) The right to subsidized meals of student who goes to mobility is put on hold for the duration of mobility.

## **IV.3. Comparison of study programs**

### **Article 7**

- (1) Comparison and assessment of the compatibility of study programs, subjects and recognition of ECTS credits, grades, and a period of traineeships is done by academic Erasmus coordinator at university. If necessary, academic Erasmus coordinator consults with the dean or vice-dean of constituent, or head of the study or the holder of the corresponding subject at the constituent.
- (2) When comparing and assessing the compatibility of study programs and individual subjects academic coordinator of Erasmus should be flexible.

## **IV.4. Documents for outgoing student mobility**

### **Article 8**

The documents that define student mobility and on the basis of which realized program are recognized are as follows:

1. *Learning Agreement for Studies or Learning Agreement for Traineeships*
2. *Transcript of Records and Transcript of Work*
3. *Statement of Host Institution*

#### *Learning Agreement for Studies and the Learning Agreement for Traineeships*

Student prepares Learning Agreement for Studies which specifies the names of subjects that the student will listen at the host institution and other activities for students during their stay (e.g. preparation of thesis). Learning Agreement for Studies states the corresponding number of ECTS credits that will be awarded to a student for a particular subject or activity.

The Learning Agreement shall be prepared for each student before the period of mobility. The contract is signed by the student, academic Erasmus coordinator at the constituent and the representative of the host institution.

For the purpose of mobility for traineeship Learning Agreement for Traineeships is concluded between student, his constituent and host institution before the period of mobility. Learning Agreement for Traineeships is signed by student, academic Erasmus coordinator at the constituent and the representative of the host institution (mentor).

Changes in the Learning Agreement for Studies and the Learning Agreement for Traineeships are referred in the prescribed form and are integral part of both documents. Changes are defined in writing with the consent of all signatories. In general, changes to those documents can be approved one month from the date of the mobility of students.

#### *Transcript of Records and Certificate of completed traineeship*

After completion of mobility host institution issues to a student a Transcript of Records and Certificate of completed traineeship. Host institution issues those documents in English. Based on these documents constituent of the University carries out a process of recognition of subjects and ECTS credits that the student has acquired during the mobility.

#### *Confirmation of the length of stay at the host institution*

In the Confirm the length of stay according to the period in which the student was officially registered or performed an traineeships at the receiving host institution. On the basis of that certificate with a bookmaker University recognizes the mobility period.

### **IV.5. Financial support during mobility period**

#### **Article 9**

- (1) Financial support is given to students for Erasmus+ mobility in accordance with the rules of the Agency for Mobility and EU programs Zagreb for the Erasmus + program.
- (2) Terms and method of granting financial support shall be published in the university call for applications and are binding for all participants in the Erasmus+ mobility program.
- (3) International relations office shall administer conclusion of contracts for financial support in accordance with the rules of the Erasmus+ program.
- (4) After completion of the mobility student is required to submit a final report to the International relations office in accordance with the previously given instructions.
- (5) Students who do not achieve right to financial support and were approved for participation in the Erasmus+ program mobility based on public call for applications can achieve the same as a student with no financial support, while respecting all the rules and regulations of the Erasmus+ program.

### **IV.6. Procedure for recognition of mobility**

#### **Article 10**

- (1) The process of recognition of student mobility is carried out on the basis of the Learning Agreement for Studies and the Learning Agreement for Traineeships, Transcript of records and Certificate of completed traineeship and Confirmation of the length of stay at the host institution. If the student has fulfilled all obligations under the Learning Agreement for Studies and the Learning Agreement for Traineeships constituent of the University shall recognize to student achievements in the study program in accordance with these documents.
- (2) Regardless of their success during the study stay or the results of traineeship, the University constituent as the parent institution is required pursuant to the Confirmation of length of

stay of student at the host institution to record the period of the Programme of student mobility in the Diploma supplement.

- (3) For subjects passed at the host institution ECTS credits are recognized, as noted in the Transcript of records of the host institution. Constituent of University can carry out the procedure of equalization of subjects that student has passed at the host institution with compulsory and elective subjects which are provided in a regular study program of student, or can carry out the procedure of recognition of subjects, the number of granted ECTS credits and ratings as specified in the original Transcript of records. In case of full recognition of subjects and ECTS credits, the same shall be recorded in ISVU system in English or original language as stated in the Transcript of records.
- (4) If a student does not fulfill the obligations stipulated under Learning Agreement for Studies and if he does not achieve sufficient number of ECTS credits needed to continue his study at university constituent as a parent institution, constituent of the University is obliged to recognize the entire period of mobility and individual passed exams stated in the Transcript of Records and decide which subjects student needs to pass in the current semester in order to obtain a sufficient number of ECTS credits to continue his study or to enroll in the next academic year.
- (5) ECTS credits awarded by the host institution on the basis of students Transcript of records, but were not provided in the Learning Agreement for Studies and which constituent of the University cannot accept to students as part of the regular study program, should be recorded as the additional ECTS credits in the Diploma Supplement.
- (6) Grades stated in the Transcript of Records by the host institution are recognized to student. If the grading systems at the host institution and at the University are not identical, grades are recognized according to ECTS system and, if possible, converted to grades under the national grading system. All grades achieved at the host institution that can be converted into a national grading system are included in the average grade of study at university constituent, and those that cannot be converted are entered in the original form and are not included in the average grade of study.
- (7) Based on Certificate of completed traineeship and Confirmation of the length of stay at the host institution that student submits to the constituent of the University after returning from abroad, the University constituent is required to recognize the entire period of the Programme of mobility to student for the purpose of traineeship and award ECTS credits according to the number of ECTS credits specified for conducting of traineeship within the framework of study program. Period of mobility should be stated in the Diploma supplement. If traineeship does not represent an integral and mandatory part of the study program of student, the University constituent shall enter the information about the traineeship into Diploma supplement and it can allocate to the student a number of ECTS credits for the performed traineeship abroad.

## **V. INCOMING STUDENT MOBILITY**

### **Article 11**

- (1) In order to provide information to interested incoming students about the possibilities and conditions of studying at the University, International relations office of the University prepares an information package for incoming Erasmus+ students (*Erasmus+ Student Guide*) and publishes it on the website of the University.
- (2) Forms of documents in English language that are necessary for the organization of stay of incoming Erasmus students+ are delivered to academic coordinators and student services

of individual constituents of the University by the International relations office of University.

- (3) In accordance with the provisions of the Erasmus+ mobility and inter-institutional agreements, constituents of the University shall conclude a Learning Agreement on Studies and/or the Learning Agreement for Traineeships with the incoming foreign student and his home institution. Erasmus Academic Coordinator delivers to International relations office a signed copy of the Learning Agreement on Studies and/or the Learning Agreement for Traineeships for each incoming student, after which the International relations office prepares an invitation letter for each incoming student.
- (4) Incoming student after arrival reports to the International relations office and regulates the issues of temporary residence in the Republic of Croatia, housing and health care.
- (5) The University can provide assistance in the organization of student accommodation, yet it is not obliged to provide the accommodation to the incoming students if it is not agreed differently or determined differently by the specific mobility programme.
- (6) Incoming foreign student who stays at the University in the framework of Erasmus+ program has the rights and obligations of full-time student of the University and for the duration of the mobility is exempt from paying of tuition fee.
- (7) Student administration of the University constituent issues a student card (X-card) to an incoming student, who stays at the University for Erasmus + program.
- (8) After completion of mobility constituent of the University is obliged to issue to a foreign incoming student a Transcript of Records or Certificate of completed traineeship in English and a Confirmation of the length of stay at the host institution in English.
- (9) International Relations Office shall submit to the Erasmus coordinator of constituent the received application with the proposal of the Learning Agreement on Studies no later than 7 days from day of receipt.
- (10) Erasmus coordinator at constituent shall check, in cooperation with the subject holders and ECTS coordinator of constituent, compliance of provided activities and deliver to International Relations Office signed contract or refuse to accept an incoming student within 14 days from the day of application to mobility.

## **VI. OUTGOING (NON) TEACHING STAFF MOBILITY**

### **Article 12**

- (1) Erasmus+ (non) teaching staff mobility of the University (hereinafter: staff) refers to the residence of staff at the host institution. Length of stay of staff at the host institution shall be determined by the individual university call for applications for Erasmus+ mobility.
- (2) Staff who may participate in the Erasmus+ program:
  - persons employed under a work contract at the University and its constituents in scientific-educational and artistic-educational titles
  - research assistants employed under a work contract at the University and its constituents
  - non-teaching staff (professional and administrative staff) employed under a work contract at the University and its constituents
  - associates of the University.
- (3) Teaching staff can participate in Erasmus+ mobility for the purpose of teaching and/or professional training at the host institution. Non-teaching staff can participate in Erasmus+ mobility for the purpose of professional training at the host institution.

- (4) The type and duration of mobility, the method of registration, the method and criteria for selection of candidates are defined in the provisions of the public university call for applications.
- (5) Postgraduate students at the University of Osijek who are also employees of the University of Osijek can participate in Erasmus+ mobility program as an outgoing student or outgoing (non) teaching staff.
- (6) Total number of participations of individual applicants in the Erasmus+ program during the academic years is not limited, but in the selection of applicants who applied to call for applications advantage will be given to persons who have not achieved the Erasmus+ mobility in previous years.
- (7) If not defined differently by the call for applications, the success percentage of applicants to the call has to be at least 60%, which is determined by the grades given to each applicant by the Committee for Erasmus+ mobility and by the conditions of each call.
- (8) Staff participating in the Erasmus+ mobility shall possess travel health insurance and accident insurance for the entire duration of mobility.
- (9) Erasmus+ mobility is financed in accordance with the rules of the Erasmus+ program by the Agency for Mobility and EU programs Zagreb. The rules on the financing and detailed instructions for the implementation of staff mobility are announced by University for each individual call for applications. Rules and instructions for the implementation of Erasmus+ mobility of staff are binding for all participants in the program and beneficiaries of financial support.
- (10) Person that realized the Erasmus+ mobility shall submit a final report on realized mobility in accordance with the rules of the program and instructions for the implementation of mobility. The final report is submitted to the Mobility Tool+ system and accounting department at the constituent.

## **VII. INCOMING MOBILITY OF (NON) TEACHING STAFF**

### **Article 13**

- (1) Incoming mobility of (non)teaching staff from foreign partner institutions is organized individually on each constituent of the University provided that they previously concluded Erasmus+ inter-institutional agreement.
- (2) Purpose of stay of (non)teaching staff from partner institution on a particular constituent of the University may be teaching and/or traineeship.
- (3) Staff who organize incoming mobility of (non)teaching staff from partner institutions at university constituent are obliged to inform the Erasmus coordinator at constituent and Erasmus academic coordinator of the details of planned or realized incoming mobility. For the purpose of reporting on the planned or the realized incoming mobility of (non)teaching staff from foreign partner institutions, the official form *Erasmus+ Mobility Agreement for Training* or *Erasmus+ Mobility Agreement for Teaching*.
- (4) University constituent and Erasmus academic coordinator are obliged to issue to incoming member of (non)teaching staff from the partner institution a Statement of Host Institution in English and to submit a copy to the International relations office and for the purpose of official record.
- (5) Constituent shall submit a copy of the Statement of Host Institution to the International relations office within 7 days from the date of issuance.



## **VIII. TRANSITIONAL AND FINAL PROVISIONS**

### **Article 14**

- (1) Rules on Erasmus+ program of individual international mobility of outgoing and incoming students and (non)teaching staff within Key activity 1 are adopted by the Senate upon previous opinion of the Committee for statutory and legal issues.
- (2) Amendments to the Ordinance shall be made in the same way in which the Ordinance was enacted.
- (3) University constituents can, in accordance with this Ordinance, additionally regulate the issues of mobility by adopting separate rules that will apply to their students and members of the scientific-teaching and non-teaching staff.

### **Article 15**

Specifying and marking of nouns in the masculine form in this Ordinance cannot in any sense be interpreted as a basis for sexual/gender discrimination or privilege.

### **Article 16**

With the entry into force of this Ordinance, the Ordinance on the Erasmus program of international mobility of 28 February 2011 ceases to be valid.

### **Article 17**

This Ordinance shall enter into force eight day from the date of publication on website and notice board of the University.

**RECTOR**

**Prof. Dr. Vlado Guberac, m.p.**

Based on the Article 3 of the Decision on amendments to Ordinance on Erasmus+ program of individual international mobility of outgoing and incoming students and (non)teaching staff under the Key activity 1, the Central administration office of Josip Juraj Strossmayer University of Osijek confirmed the revised text of the Ordinance on Erasmus+ program of individual international mobility of outgoing and incoming students and (non)teaching staff under the Key activity 1 on 5 September 2018.

The revised text of the Ordinance on Erasmus+ program of individual international mobility of outgoing and incoming students and (non)teaching staff under the Key activity 1 refers to the Ordinance on Erasmus+ program of individual international mobility of outgoing and incoming students and (non)teaching staff under the Key activity 1 of 28 April 2015 and the Decision on amendments to the Ordinance on Erasmus+ program of individual international mobility of

outgoing and incoming students and (non)teaching staff under the Key activity 1 of 11 July 2018, which defines the date of their entry into force.

**ACADEMIC SECRETARY**

**Zdenka Barišić, LLM, m.p.**

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