

COLLEGE OF APPLIED STUDIES FOR INFORMATION
TECHNOLOGY (ITS)



ITS INFORMATION
TECHNOLOGY
SCHOOL

VISOKA ŠKOLA STRUKOVNIH STUDIJA ZA IT

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**REGULATIONS ON STUDENT
MOBILITY
AND TRANSFER OF ECTS POINTS
BASIC PROVISIONS**

Belgrade, 2020.

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Pursuant to Article 16 of the Statute of the College of Applied Studies for Information Technology (abbreviated name ITS) in Belgrade, the ITS Council, at its session held on May 22, 2020, adopted,

REGULATIONS ON STUDENT MOBILITY AND TRANSFER OF ECTS POINTS

I BASIC PROVISIONS

Article 1

Regulations on Student Mobility and Transfer of ECTS points regulate basic principles of student mobility and the transfer of ECTS credits earned at some other higher-education institution.

Article 2

The College of Applied Studies for Information Technology (hereinafter: ITS) cooperates with other higher education institutions and promotes student mobility and the internationalization of higher education through student exchange.

Student exchanges may take place through international student exchange programs or on the basis of other agreements or contracts.

Article 3

The main criterion for the transfer and recognition of ECTS credits is the outcome of the learning process defined by the study program. For completed and passed subjects at another higher education institution abroad, ECTS points are recognized as stated in the Transcript of grades, if the overlap in content (taking into account the learning outcome) is about 70%.

If the content of the attended and passed course differs significantly from the content that fits into the outcome of the learning process defined by the study program, the achieved ECTS points are not counted in the sum provided by the scope of studies, but the course is registered separately in the Diploma Supplement.

Home institution recognizes the grades that student has been awarded at another higher education institution abroad, and if the grading system at another higher education institution is different from the grading system in higher education in the Republic of Serbia, their harmonization is performed. The original grade from the transcript of another higher education institution and the harmonized grade are entered in the Diploma Supplement.

Article 4

The basic documents that enable student mobility and the transfer and recognition of ECTS credits earned at another higher education institution abroad are:

1. Student application, on the form which is an integral part of these regulations ([Form 1](#));
2. Learning agreement, on the form which is an integral part of these regulations ([Form 2](#));
3. Contract on professional practice, which is an integral part of these regulations ([Form 3](#));
4. Transcript of grades, on the form which is an integral part of these regulations ([Form 4](#)).

The documents referred to in paragraph 1 of this Article shall also be drawn up in English, if the exchange of students takes place with a foreign higher education institution.

II MOBILITY BETWEEN ITS AND OTHER HIGHER EDUCATION INSTITUTIONS IN THE COUNTRY OR ABROAD

Article 5

An ITS student may complete part of the study program at another higher education institution in the country or abroad (hereinafter: domestic student).

A student of another higher education institution in the country or abroad may realize a part of the study program at ITS (hereinafter: incoming student).

A domestic student, ie an incoming student, after completing a part of the study program at another higher education institution abroad, continues his / her studies at his / her home institution and transfers the achieved ECTS points, in accordance with the learning agreement from Article 4 of these Regulations.

Article 6

Higher education institutions referred to in Article 5 of these Regulations will conclude an agreement regulating mutual rights and obligations regarding the provision of conditions for studies and stay of the incoming student, such as: accommodation, food, transportation, health insurance and other costs incurred by the incoming student while taking part of the study program at another higher education institution in the country or abroad.

The agreement is signed by the director of ITS and an authorized person of another higher education institution.

III STUDENT RIGHTS AND OBLIGATIONS

Article 7

While studying at another higher education institution, the student is obliged to respect all rules and obligations applied at that higher education institution, as well as other obligations he undertook in connection with studying at another higher education institution determined by an international agreement, exchange program, scholarship agreement or similar. agreement.

The student has the right to appeal to the authorized person of the higher education institution if the higher education institution violates any of its obligations from the Learning Agreement.

IV MOBILITY INFORMATION AND EXCHANGE STUDENT SUPPORT

Article 8

In order to provide information to interested students about the possibilities and conditions of studying at ITS, ITS publishes an information package on its website.

The information package provides basic information on ITS, information on studies (study programs and conditions of implementation), living conditions (accommodation, food, insurance and medical care) as well as other accompanying activities.

The information package is also published in English.

Article 9

In order to provide professional, administrative and academic support to exchange students (domestic and incoming students), ITS appoints an academic ECTS coordinator.

The tasks and duties of the academic ECTS coordinator are regulated in more detail by the decision on appointment.

Professional, administrative and logistical support to exchange students is also provided by ITS project coordinators, as well as ITS professional services.

V RECORD-KEEPING

Article 10

ITS collects, processes and stores data on student mobility and the transfer of ECTS credits earned at another higher education institution for the purpose of keeping records and issuing public documents.

ECTS credits recognized on the basis of the documents referred to in Article 4 of these Regulations, are entered in the Transcript of Records and Diploma Supplement in the original form, as listed in the transcript of grades issued by another higher education institution, and form an integral part of the total number of ECTS credits.

The names of recognized courses are entered in Serbian and the original language. The recognized grade is entered in the original form, and if the grading system at another higher education institution is different from the grading system in higher education in the Republic of Serbia, the grade is also entered in a harmonized form.

Recognized professional practice is entered in the form specified by the employer in the certificate of completed professional practice.

A note is entered in the Diploma Supplement where and when the courses were passed, ie the professional practice was performed.

ITS keeps records of documents referred to in Article 4 of these Regulations and keeps them for the period of time prescribed by its acts on keeping documents.

VI FINAL PROVISIONS

The Regulations take effect on the day of its adoption by the ITS Council.

CHAIRMAN OF THE COUNCIL
Prof. Valentin Kuleto, Ph.D

FORM 1

**APPLICATION FORM FOR ERASMUS+ STUDENT MOBILITY
ACADEMIC YEAR: 20__ / 20__**

1. Student`s personal data

First and Last name:		
Student`s transcript number:		
Personal identity number:		
Gender (circle):	Male	Female
Date of Birth:		
Place of Birth:		
Home address:		
Residence address during studies:		
Citizenship:		
Nationality:		
Contact phone number:		
Tel/Mobile:		
E-mail:		

2. Information on the status of students in the home educational institution (ITS)

Home institution name:	Information Technology School - ITS	
Home institution address:	7 Savski nasip, 11070 Belgrade 34 Car Dusan St, 11080 Zemun, Belgrade, Serbia	
Study program:		
Study cycle (circle):	Bachelor	Master
Year of Study:		
Average grade:		
ECTS obtained at the time of application:		
<i>Information on the former student`s mobility</i>		
Have you studied (or are you studying) abroad?	YES	NO
Name of the educational institution where you studied (or are studying) abroad (fill in if the previous question was answered with "YES"):		
Have you participated in any student mobility and scholarship programs so far?	YES	NO
Provide information on the mobility program and scholarship (fill in if the previous question was answered "YES"):		
Have you ever received Erasmus+ scholarships in student exchange competitions?	YES	NO
Indicate when and for which level of study you received an Erasmus+ scholarship (fill in if the previous question was answered with "YES"):		

FORM 1

3. Information on the receiving educational institution where the ITS student achieves mobility (studies or professional practice) abroad

Name of educational institution:			
Study program a student applies for:			
Study cycle a student applies for:	Bachelor	Master	Doctoral
Year of study:			
Study period (duration of stay; No. of study months):			
Semester during exchange:	Summer	Winter	Year

4. Reasons for applying and participating in the student mobility program abroad

(It is necessary to opt for one of the listed options, or both)

4.1. Attending classes at a study program abroad		
Indicate the names of the subjects within the selected study program (more detailed information can be found in the document "Form 2 - Learning Agreement")		
Has the ITS Erasmus+ coordinator confirmed the compliance of the selected study program?	YES	NO
Provide the name and contact details of the ITS Erasmus+ coordinator:		
4.2. Research work in the process of making the final/master thesis		
Topic of the final/master thesis:		
Research field of the final/master thesis or the name of the subject		
Professor/Tutor (of the main subject):		

5. Student`s language skills

Are you able to attend classes in a foreign language that is primary in the study program which you are applying for?	YES	NO		
<i>Indicate the level of knowledge of a foreign language in accordance with the general overview of language competences (A1, A2, B1, B2, C1, C2)</i>				
Foreign language	Listening	Reading	Speaking	Writing

FORM 1

6. List the documents you attach to the application form in the Erasmus+ mobility program:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

7. Student's statement on the financing of the mobility program and consent to the use of data

On this occasion, I declare that my period of study abroad within the Erasmus+ student mobility program will not be financed from other sources that come from European Union funds.

By my signature, I confirm the agreement that personal data are collected, sorted and used exclusively for the purpose of the competition for the Erasmus+ student mobility program.

I confirm under penalty of perjury that all the information stated in this form is correct. I am aware that my documentation will be considered incomplete if the form is not properly completed and personally signed.

Date: _____

Place: _____

Student:

(student`s signature)

FORM 2

LEARNING AGREEMENT

ACADEMIC YEAR: 20__ / 20__
MOBILITY PERIOD: _____

Student:	
Transcript number:	
Current study cycle (Bachelor, Master):	
Field of study (study program):	
HOME institution:	Information Technology School - ITS 7 Savski nasip, 11070 Belgrade 34 Car Dusan St, 11080 Zemun, Belgrade, Serbia info: office@its.edu.rs
HOST institution:	

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.

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).

Course unit code	Course unit title	Number of ECTS credits

Date: _____

(Student's signature)

HOME 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 Information Technology School - ITS once the student returns from his/her mobility.	
Dean of the _____ _____ (Signature)	Director of the ITS _____ (Signature)
Date: _____	Date: _____

FORM 2

HOST INSTITUTION

The host institution will provide student accommodation: Yes / No (*) If yes, give all
Accommodation details: _____

The host institution will provide student meals for students: Yes / No (*)

The host institution will provide student public transport: Yes / No (*)

The host institution will enable student to use health care: Yes / No (*)

(*): Please indicate appropriate answer

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.

On completion of the programme the host institution will issue a Transcript of Records to the student.

Contact person at receiving institution

(Signature)

Date: _____

FORM 3

3. Information on the partner higher education institution in the host country (optional)

Retaining full responsibility for the stay and for any modification of this contract, the home educational institution has a local partner (specify the name of the partner higher education institution) in terms of assisting in monitoring mobility abroad. All partners will notify the home educational institution of the changes.

Contact person in the partner institution:

First and Last name: _____

Function: _____

Phone number: _____

E-mail: _____

Address: _____

4. Consent form of three parties

Student

Date: _____

Place: _____

(Student`s signature)

Home education institution

We confirm that the proposed internship program has been accepted. This stay is part of the study program:
YES / NO (*)

Upon succesfull completion of program, the home educational institution will:

- record the completed internship in the Diploma Supplement .
 - award ECTS credits: YES / NO (*) If YES, number of ECTS credits is: _____
 - record data of professional practice in the Transcript of Records: YES / NO (*)
 - additionally the mobility period will be recorded in the Europass Mobility Document: YES / NO (*)
- (*) circle the correct answer

Name, surname, coordinator function: _____

Date: _____

(Coordinator`s signature)

Host organization

Students will receive cash benefit for their stay Yes No

Students will receive non –cash benefit for their stay Yes No

We confirm that the proposed internship program has been accepted. Upon successful completion of the internship program, the organization will issue a certificate to the student

Name, surname, coordinator function: _____

Date: _____

(Coordinator`s signature)

FORM 4

**ECTS – EUROPEAN CREDIT TRANSFER SYSTEM
FORM FOR TRANSCRIPT OF GRADES ISSUED ON INFORMATION
TECHNOLOGYSCHOOL (ITS)**

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

FIELD OF STUDY:

1. Data on the home educational institution

Home institution name:	Information Technology School - ITS
Home institution address:	7 Savski nasip, 11070 Belgrade 34 Car Dusan St, 11080 Zemun, Belgrade, Serbia
ECTS coordinator:	
Phone number:	
Telefax:	
E-mail:	

2. Student's Personal data

First and Last Name:		
Student's transcript number:		
UPIN (Unique Personal Identification Number)		
Gender (circle):	Male	Female
Date of Birth:		
Place of Birth:		
Phone number:		
Mob:		
E-mail:		

3. Data on the educational institution where the ITS student achieves mobility abroad (host)

Name of the educational institution:	
Address of the educational institution:	
ECTS coordinator:	
Phone number:	
Telefax:	
E-mail:	

4. Grade transcript

Course Unit code (1)*	Title of the course unit	Duration of course unit (2)*	Local grade (3)*	ECTS credits (4)*
	<i>Continue on a separate page</i>			<i>Total: _____</i>

*(1) (2) (3) (4) see explanation on next page

Date:

Signature of

registrar/dean/administration officer:

Stamp of institution (ITS):

FORM 4

Course unit code: Refer to the Departmental Information Package

Duration of course unit:

Y	1S	1T	2S	2T
1 full academic year	1 semester	1 term/trimester	2 semesters	2 terms/trimesters

Grading:

a) Description of the institutional (ITS) grading system:

10	Excellent
9	Extremely good
8	Very good
7	Good
6	Sufficient
5	Fail

b) ITS University grading scale to the department or programme (state)

(for this section consult ECTS User's Guide, Annex 3)

Grade	ECTS grade	Definition	Percentage of successful students normally achieving the grade
10	A	Excellent	10%
9	B	Extremely good	25%
8	C	Very good	30%
7	D	Good	25%
6	E	Sufficient	10%
5	F	Fail	

ECTS credits:

1 full academic year = 60 credits
1 semester = 30 credits
1 trimester = 20 credits