



Based on the Regulations on International Mobility, No. 7/442, from 7 October 2016,
The Rector of the University of Arts in Belgrade passed

Guidelines for participation of the University of Arts in Belgrade
in the Erasmus+ programme
(*Key Action 1 – Mobility of individuals in the field of education and training*)

Inter-institutional agreements

The requirement for participation of students and staff in the KA1 Erasmus + international credit mobility programme at the University of Arts is the pre-signed inter-institutional agreement whose financing was approved by the European Commission. A model of an inter-institutional agreement is available in electronic form on the site of the Erasmus+ programme, in the part: *Inter-institutional agreement 2014-20 between Programme Countries and Partner Countries*.

The University of Arts concludes inter-institutional agreements with higher education institutions from programme countries guided by the University's strategic goals, principles of quality, conformity of study programs, as well as previous positive experiences in cooperation with foreign partners.

By concluding inter-institutional agreements, the University of Arts guarantees the respect of all the principles of the Erasmus Charter for Higher Education, as follows:

- the prohibition of any discrimination against students and staff involved in mobility;
- full recognition of the period of mobility - achieved results, ECTS accumulated during mobility (based on the Learning Agreement previously concluded between the student, home institution and the foreign partner), and their inclusion in the Diploma Supplement;
- free of charge, i.e. exemption from scholarship enrollment, exam fees, free access to libraries for foreign exchange students during the entire mobility period and regardless of the length of mobility. Foreign students can only be charged for membership fees/reimbursement (e.g. membership in a student organisation, use of different materials, etc.) in the same amount charged from domestic students.

Proceeding from the basic principles of the Erasmus Chart, the University of Arts and its faculties are obliged to respect all elements of the concluded inter-institutional agreements, particularly:

- existence of an updated catalogue of subjects in English for the relevant area from the inter-institutional agreement;
- real and balanced number and type of mobility, in agreement with a foreign partner;
- administrative support to students and staff during the preparation for mobility;
- information on visas, insurance, accommodation, language support and other organisational issues to outgoing and incoming students and staff;
- equal treatment of incoming students and staff in terms of academic support and available university/faculty services, with the aim of their easy integration into the academic and wider community;
- adequate linguistic support to domestic and foreign applicants selected for mobility within a specific inter-institutional agreement, in accordance with the financial resources available for this purpose.

In accordance with the Regulations on International Mobility, in order to participate in the KA1 Erasmus + international credit mobility programme i.e. the conclusion of an inter-institutional agreement, it is necessary to appoint:

- Academic ECTS coordinator at the University level, who is at the same time the Erasmus+ Institutional Coordinator,
- Academic ECTS coordinator at the faculty level, who is at the same time the Erasmus+ Departmental Coordinator,
- Administrative coordinator for mobility at the University level, who is at the same time the Erasmus+ administrative coordinator
- Administrative coordinator for mobility at the faculty level, who is at the same time the Erasmus+ administrative coordinator

Obligations and authorities of the academic ECTS coordinator are more closely defined by the Regulations on International Mobility.

The initiative for concluding an inter-institutional agreement may be submitted by the faculty or Rectorate of the University of Arts.

If the initiative for concluding an inter-institutional agreement comes from the faculty, before submitting an inter-institutional agreement to the Rectorate for signature, it must be approved by the Dean.

The procedure for concluding an inter-institutional agreement initiated by the faculty is as follows:

- The content of the inter-institutional agreement is proposed by the faculty, in cooperation with the partner from the programme country and the competent service of the University of Arts Rectorate;
- With the written consent of the Dean, the faculty delivers 2 copies of the inter-institutional agreement to the International Cooperation Office of the University of Arts in Belgrade, which enters it into the central register of the Erasmus + inter-institutional agreements and submits it to the Rector for signature;
- Further steps in defining procedures for the implementation of inter-institutional agreements signed by the Rector of the University of Arts are under the authority of the International Cooperation Office of the University that will act in accordance with the recommendations and procedures of the European Commission.

If the initiative for the conclusion of an inter-institutional agreement comes from the Rectorate of the University of Arts it is necessary to obtain a positive opinion from at least one Erasmus + academic coordinator of the faculty before the signing, i.e. the consent of at least one faculty to participate in the mobility programme anticipated by the inter-institutional agreement.

The procedure of concluding the inter-institutional agreement initiated by the Rectorate is as follows:

- The content of the inter-institutional agreement is proposed by the International Cooperation Office of the University of Arts in cooperation with a foreign partner from the programme country;
- The inter-institutional agreement is submitted to the Rector for signature;
- The signed agreement is entered into the central records and sent to the partner from the programme country

Public calls for the KA1 Erasmus+ international credit mobility programme

In accordance with the provisions of a specific inter-institutional agreement, a public call for mobility is published on the University of Arts website. The public call contains information on the partner institution, the period of realization of mobility, the duration of mobility, the area in which it is being implemented, the participation rights, the application process and the selection of candidates.

Selection of candidates for the KA1 Erasmus+ international credit mobility programme

By participating in the KA1 Erasmus+ international credit mobility programme, the University of Arts will strive to achieve a transparent selection of candidates, ensuring equal treatment in the absence of any discrimination, as well as the equal distribution of scholarships between the students and the staff.

The nomination, the mode of application, the conditions, the documents required for the application and the method of candidate selection are regulated by the inter-institutional agreement and the Regulations on International Mobility.

Learning Agreement for Studies

The Learning Agreement, as the key document for the KA1 Erasmus+ international credit mobility programme, is concluded between the student, the University of Arts and the partner institution from the programme country before the start of the mobility period. By signing the Learning Agreement the home faculty approves the attendance of planned academic activities and guarantees the recognition of ECTS credits and grades gained during mobility. The Learning Agreement is signed by the faculty Erasmus+ coordinator.

The Learning Agreement is signed as follows:

1. The student signs the Learning Agreement with previously entered personal data and data on the subjects to be attended during mobility which will be recognised by the home faculty upon return.

2. The Agreement is signed by the faculty Erasmus+ academic coordinator. If the inter-institutional agreement so provides, the agreement will be also signed by the university Erasmus+ academic coordinator.
3. The student sends the agreement to the partner institution abroad to be signed.
4. Prior to departure, the mobility student is obliged to submit the Learning Agreement signed by all three parties to the Erasmus+ administrative coordinator of the faculty and to *email* the International Cooperation Office at erasmus@arts.bg.ac.rs.

Transcript of Records

The faculty of the University of Arts is obliged to issue the Transcript of Records in Serbian and English upon the personal request of the outgoing student, for the purpose of applying for the KA1 Erasmus+ international credit mobility programme.

The faculty of the University of Arts is obliged to issue the Transcript of Records in English to the Incoming student after the end of the mobility period, as the evidence of achieved academic activities at the University of Arts. The Transcript of Records is issued in a form prescribed by the Regulations on Mobility, within 5 weeks upon the student's departure.

Mobility Agreement for Teaching and Mobility Agreement for Training

Mobility Agreement for Teaching and Mobility Agreement for Training are key documents of the KA1 Erasmus+ international credit mobility programme for staff mobility. Depending on the type of activity that is being implemented, the agreement on mobility is signed before the departure of the staff member. By signing the mobility agreement, the University approves the proposed action plan for the staff member.

Mobility Agreement for Teaching / Mobility Agreement for Training is signed as follows:

1. The staff member signs an agreement with previously entered personal data and information on the activities to be undertaken during mobility.
2. With the consent of the home faculty, the agreement is signed by the university Erasmus+ academic coordinator.
3. The staff member sends the agreement to the partner institution abroad for signature.
4. Before leaving to mobility, the staff member is obliged to submit his/her Learning Agreement signed by all three parties to the Erasmus+ administrative coordinator of the faculty and to *email* the International Cooperation Office at erasmus@arts.bg.ac.rs.

Upon return to the home institution, staff members who participate in KA1 mobility of the Erasmus+ programme are obliged to submit a report on completed mobility in Serbian and English to the Erasmus+ administrative coordinator at the faculty and to *email* the International Cooperation Office at erasmus@arts.bg.ac.rs.

Organisational resources

In line with the official European Commission guidelines for the implementation of the Erasmus+ programme, the University of Arts uses the funds for organisational support in the KA1 credit mobility projects with partner countries to support the mobility of outgoing and incoming students and the staff in the Erasmus+ programme, respecting the principles of the Erasmus Charter higher education integrated into inter-institutional agreements.

Organisational resources are used for: administrative support to students and staff during mobility, language preparation of mobility participants, updating course catalogue in English for Erasmus+ students, organising promotional activities, developing an Erasmus+ guide for students etc.

Quality assurance

Quality assurance in the process of organising and implementing incoming and outgoing mobility of students and staff within the KA1 Erasmus+ international credit mobility programme is carried out by the International Cooperation Office of the University of Arts in cooperation with academic and administrative coordinators of the University of Arts faculties.

