

According to the Article ... of the Statute of the Mediterranean University, the Senate of the Mediterranean University Podgorica, at the 10. December, 2018. session held on adopts

REGULATIONS ON STUDENT MOBILITY

I BASIC PROVISIONS

Subject of Regulations Article 1

These regulations serve to closely regulate the student mobility procedures, type and duration of mobility, student documents, rights and responsibilities of the students, as well as other questions related to mobility realization at the Mediterranean University Podgorica (hereinafter: University).

Mobility realization Article 2

Student mobility is realized through institutional agreements of the University, in cooperation with academic coordinators for international cooperation and student mobility and in cooperation with administrative coordinator for teaching and administrative staff mobility.

Outside of the mobility from the previous paragraph, students may also, under certain conditions, realize mobility outside the institutional agreements of the University.

Definitions and content of basic terms Article 3

- **Home institution** is a higher education institution the student is enrolled in.
- **Host institution** is a higher education institution where the student realizes mobility.
- **Partner institution** is a higher education institution with which the University or one of its units has concluded an international cooperation agreement, as well as contractual liability to realization of joined projects which deal with mobility issues.
- **Outgoing student** is each University student who spends part of his time at the host institution, and upon termination of that period continues his study at the University.
- **Incoming student** is a student who spends part of his study at the University as a host institution.
- **Institutional agreements** are agreements, projects and programs regarding international cooperation which are concluded or participated in by the University on one side, and the partner institution on the other side. Institutional agreement regulates mutual rights and responsibilities of the higher education institutions in regards to provision of studying conditions and stay of the incoming student.
- **Learning Agreement** (hereinafter: Agreement) is an agreement which regulates student mobility, and is concluded with each student and it includes the study program at the host institution during the mobility. The agreement can be concluded based on the Institutional agreement or independently.
- **Transcript of Records** is issued twice for the mobility students. First time the document is issued by sending/home institution and sent to receiving/host institutions. The second time document is issued by host institution upon the termination of the period of study and it sends it to the home institution. Transcript of Records provides data regarding accomplished

results of the student (with ECTS credits or other point system for each course, as well as the grade in the appropriate grading system). Transcript of Records has legal force of a public document and it has to be in English.

- **Learning Outcomes** are statements which determine what is student supposed to know, understand and what he is capable of achieving at the end of a certain period of studying, and they are defined through knowledge, skills and competences.

- **Information package** is a set of information which provides students with the data on University, units, study programs and realization terms, living conditions (accommodation, food, insurance and health care) and other additional content.

Duration of mobility Article 4

Student of the University may complete one part of their study program at the other higher education institution with which the University has signed the international cooperation agreement. The same is applied to students of another higher education institution who may complete part of their study program at the University. Period of mobility may last one semester, one year of studies or longer, depending on the conditions prescribed in the institutional agreement.

Student may, during the same level of studies, realize mobility more than once, bearing in mind that the total duration of the mobility period cannot be longer than half the total duration of the study program the student is enrolled in.

Compatibility of study programs

Article 5

Student is granted mobility if there is compatibility between the study programs of the host institution and the University, that is its unit.

Compatibility, in the sense expressed previously, implies that the learning outcomes (knowledge, skills and competences) acquired during the mobility program at the host institution, are comparable with those which should be acquired in accordance with the existing study program at a home institution.

Article 6

Upon the completion of one part of the program at the host institution, the student continues studies at the home institution.

Student mobility documents

Article 7

Main documents which define the mobility program and the documents on the basis of which the realized programs and results are accepted, are:

- Agreement
- Transcript of records

Agreement

Article 8

After the student has been chosen for the mobility program an agreement is concluded between the student, home institution and the host institution, unless the institutional agreement stipulates otherwise.

The agreement specifies the courses that the student registered for, together with the relevant number of ECTS credits which the chosen courses carry at the host institution, research topic of the specialization, master or doctoral thesis together with relevant number of ECTS credits in original numbers at the host institution.

Recognition of the acquired credits and grades

Article 9

When the student is participating in a mobility program at the institution which does not use ECTS credits the original credits are written in the agreement. Upon the submission of the transcript of records achieved during the mobility period, a process of recognition of acquired credits and appropriate grades is started at the home institution, by the process of harmonization and equivalence on the basis of course title, grade and related credits. During the process of harmonization and equivalence of grades from a different grading system than the one at the University (number grades, more than five grades in the grading system) the conversion aids (tables) designed by the University are used.

Joint degrees programmes

Article 10

In the event that the mobility is realized by joint study programs in joint cooperation of two higher education institutions (*joint degrees programs*) or other similar programs, in which the manner of recognition of realized program between the home institution and the host institution is institutionally and nationally defined, the agreement is not concluded, unless the conclusion of agreement is not required as part of the program itself.

II MOBILITY PROCEDURE FOR THE OUTGOING STUDENTS

Application and terms for participation in mobility

Article 11

Terms and deadlines for participation of University students in mobility are defined by the institutional agreement. At the University website and website of the Faculties (units) information regarding calls for applications for different programs is published. Academic coordinators for student mobility and international cooperation are in charge of announcing calls for application and carrying out the procedure.

Students of all three levels of studies who have a status of full time student at the University, who acquired at least 30% of the total number of ECTS credits at the study program and with permanent residence in Montenegro have a right to apply, with the exception of first year students.

This right is also granted to a person who have been given temporary residence or permanent stay in Montenegro.

The academic coordinator for student mobility and international cooperation provides assistance to students when applying and preparing adequate documentation.

Concluding and changing agreement

Article 12

When concluding this agreement, the academic coordinator for student mobility and international cooperation aids the outgoing student during comparison and assessment of compatibility of study programs of home and host institution. In this process the person, from the University, that is its unit, who is in charge of helping the student in preparation for mobility, may consult the dean, vice dean and other professors.

Agreement is signed by:

- student,
- representatives of the home institution (the academic coordinator for student mobility and international cooperation) and,
- representatives of the host institution.

Article 13

The agreement may be changed, in exceptional cases, with the approval of all signatories, within the first five weeks of the semester and changes and amendments must be in written form, signed and registered by all signatories.

Recognition of mobility process

Article 14

By signing an agreement the home institution gives consent for the student's departure and chosen study program, and the host institution gives acceptance and consent for the study program.

Home institution pledges to recognize all courses, grades and credits listed in the agreement and verify achieved results.

During the process of recognition of acquired credits and appropriate grades, the academic coordinator for student mobility and international cooperation prepares a proposal (if it is necessary also a proposal for conversion of credits and grades) for the academic council of the unit. The academic coordinator for student mobility and international cooperation is obliged to archive and keep records of all documents of relevance for student mobility, in printed and electronic form.

Article 15

If the mobility is realized outside the institutional agreement the student is obliged to conclude an appropriate agreement with the home institution.

In the event from previous paragraph, the dean of an organizational unit forms a committee (where one of the members is the academic coordinator for student mobility and international cooperation) who based on well grounded appeal of the student, after comparison and assessment of the harmonization of the programs from the host institution and the home intuition, brings a decision on recognition of the results from the mobility period (passed exams, ECTS credits, grades) in accordance with the provisions of these regulations.

Article 16

Comparison and assessment of the program similarity/compatibility

Comparison and assessment of compatibility of two institutions is guided by the principle of maximum flexibility.

All credits that a student has earned during the realized mobility at the host institution, previously specified in the Learning Agreement, must be recognized by the host institution, and the student is not obliged to take any additional exams.

All the courses that the student has enrolled in and passed at the host institution must be enlisted in the diploma supplement.

In case that the student attended the course but did not pass it, the home institution allows the student, upon their return, to take the exam without having to attend the course again.

Article 17

When the ECTS credits are recognized it is not mandatory that they are acquired solely by taking an exam. ECTS credits acquired by taking an exam, may be replaced by those which according to the study program of the home institution are realized through other teaching methods (seminar paper, academic paper) and vice versa.

Article 18

All grades achieved at the home institution, which may be converted into grades in accordance with designated grading system at the University, become part of grade point average of the studies at the home institution. Grades which may not be converted into the University grading system (for example passed exam - pass or failed exam - fail) are entered into Diploma supplement, in their original form and are not calculated in the grade point average at the home institution.

Article 19

If a student participates in the Erasmus + trainship program, the acquired practice will be recognized on the basis of adequate documentation after the realization of practice, as a practice realized within the study program at the home institution.

The academic coordinator for student mobility and international cooperation prepares a proposal to the academic council of the organizational unit that verifies the student's achieved results.

The academic coordinator for student mobility and international cooperation is obliged to archive and keep records of all documents related to the realization of student practice within the Erasmus + program - in printed and electronic form.

Rights of the mobility student of the University based on institutional agreement

Article 20

Student of the University, during the period of mobility keeps the same status he/she had before their leave.

Student of the University is not free from obligation to pay tuition at the home institution, but does not pay tuition at the host institution unless the instructional agreement does not stipulate otherwise.

Terms of mobility based on the institutional agreement

Article 21

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

An exception from the paragraph 1 of this article is in regards to doing research for specialization, master or doctoral thesis.

In the event that the student at the host institution does not acquire the number of ECTS credits from the learning agreement, he/she is required to upon their return realize the remaining ECTS credits at the home institution.

Article 22

Outgoing student, during or upon the academic year of mobility may be allowed to take up to 40 ECTS credits per semester.

Conducting a survey

Article 23

After the realization of mobility, the academic coordinator for mobility and international cooperation is obliged to conduct a survey among students on the level of satisfaction with the realized exchange. The content of the survey is determined by the vice-rector for international cooperation, after consultation with the Erasmus + Office.

The Academic Coordinator is obliged to process the results of the survey, prepare the necessary reports, and archive and keep records of all documents related to students' surveys - in print and electronic form.

III INCOMING STUDENTS MOBILITY

Incoming student within the institutional agreement

Article 24

If the student requests it, in accordance with the institutional agreement, the University, as a host institution, concludes an agreement with the student and the home institution. The agreement is signed by the incoming student, the academic coordinator for student mobility and international cooperation and vice rector for international cooperation. The agreement may change only with the approval of all signatories, and all changes must be in written form. The academic coordinator for student mobility and international cooperation is obliged

to archive and keep records of all documents of relevance to student mobility in printed and electronic form.

Article 25

If during the mobility period the student takes courses at several units, each unit records data in their own scope of work, where one of those units (the one where most ECTS credits are registered) is obliged to issue a specific transcript of records based on achievements from all units. Transcript of records is signed by competent persons at all units, where the student attended and went for examination during the mobility period.

Incoming student has all rights and obligations of the University students, unless stipulated otherwise by the institutional agreement.

Article 26

Incoming student does not have to pay tuition during the mobility period at the University, unless stipulated otherwise by the institutional agreement.

Article 27

The academic co-ordinator for student mobility and international cooperation is obliged to provide the incoming student with the necessary support when applying for a visa, obtaining a residence permit, arranging a trip, providing accommodation, organizing language courses and all other activities that are relevant to the mobility process.

The Academic Council, on the proposal of the academic co-ordinator for student mobility and international cooperation, nominates a host student for each guest student of the University - the host student is in charge of providing support to incoming student in the process of adaptation and realization of study obligations throughout the duration of mobility.

Incoming student outside of institutional agreement

Article 28

The student who wishes to take part/parts of study program at the University, outside the institutional agreement on mobility, submits a request to the University, that is to the unit where the chosen program is held. The decision on student acceptance is brought by the vice-rector for international cooperation upon the academic co-ordinator for student mobility and international cooperation's motion.

Article 29

The decision on the tuition for incoming students outside the institutional agreement is brought by the University management board.

The tuition from the previous paragraph is determined per year of study that is per semester, based on the number of registered ECTS credits.

Information package

Article 30

With the aim to inform the interested incoming students concerning the possibilities and terms of study at the University, that is its units, units are obliged to post on their websites an information package in English about studies for the following academic year, by May of the current year by the latest.

IV FINAL PROVISION

Article 31

These rules come into force on the eighth day upon being published at the website and the notice board of the University.

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SENATE
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