

GUIDELINES ON INTERNATIONAL MOBILITY OF THE FACULTY OF ECONOMICS AND BUSINESS IN OSIJEK

INTRODUCTION AND PURPOSE

These guidelines define the basic procedures that are applied within the framework of international mobility of students, teaching and non-teaching staff of the Faculty of Economics and Business in Osijek.

The mobility of teachers and students is a key element of the internationalisation of higher education. The aim of mobility is to ensure the exchange of knowledge, experiences and good practices, to strengthen competences and increase the visibility of the Faculty at the international level. Encouraging mobility is aligned with the mission, vision and strategic goals of the Faculty and the Development Strategy of the Faculty of Economics and Business in Osijek for the period from 2023 to 2028.

The aim of these Guidelines is to clearly define the key elements of the mobility of teachers, non-teaching staff and students and to develop an institutional culture of mobility that contributes to the internationalisation of the Faculty, strengthening the quality of education and research, and the development of globally competitive professionals.

The objectives of international mobility for teachers include the improvement of teaching and research competences; development of international cooperation and joint international professional and scientific projects, and increasing the quality of teaching through the integration of new knowledge and methods.

The objectives of international mobility for students include the acquisition of international experience and intercultural competences, the development of language skills and professional contacts, and the increase of employability in the global labour market.

These Guidelines on International Mobility of the Faculty of Economics and Business in Osijek (hereinafter: the Guidelines) specify:

- programme implementation;
- the basic principles of mobility of incoming and outgoing students, incoming and outgoing (non)teaching staff at the Faculty of Economics and Business in Osijek of the Josip Juraj Strossmayer University of Osijek (hereinafter: the Faculty);
- the rights and obligations of students, (non)teaching staff, rights and obligations of Erasmus+ and CEEPUS coordinators and coordinators of other mobility programmes (hereinafter: **coordinators of international mobility programmes**), and bilateral exchange programmes based on inter-university and inter-faculty agreements;
- the rights and obligations of ECTS coordinators;
- the rights and obligations of participants in international mobility;
- and other issues relevant to the implementation of international mobility programmes or agreements.

Persons involved in the organisation and implementation of mobility at the Faculty of Economics and Business in Osijek, depending on the mobility programme in which they participate, are obliged to respect: the provisions of the Erasmus Charter for Higher Education awarded by the European Commission; Ordinance on Erasmus+ Programme of Individual International Mobility of Outgoing and Incoming Students and (Non)teaching Staff under the Key Activity 1 of the Josip Juraj Strossmayer University of Osijek (hereinafter: the University); of the Code of Ethics of the University; of the Ordinance on Studies and Studies at the Josip Juraj Strossmayer University of Osijek; general and specific procedures for the implementation of the Central European Exchange Programme for University Studies (CEEPUS) of the Agency for Mobility and EU Programmes; and other regulations of the University and the Faculty and foreign institutions where mobility is carried out.

DEFINITIONS OF TERMS

- (1) The Guidelines use terms with the following meanings:
- a) **International mobility** is an activity of a student or (non)teaching staff that is carried out at a foreign institution. Activities may include: attendance of a part of a study programme at a foreign institution, professional practice or combined attendance of a study programme and professional practice, teaching and professional training, research, implementation of project activities, etc., and are determined by the call for applications, programme or project within or on the basis of which the mobility and activities are carried out.
 - b) **Erasmus+** is a European Union programme to support education, training, youth and sport, which, among other things, enables mobility in higher education, and is implemented in accordance with the Ordinance on Erasmus+ Programme of Individual International Mobility of Outgoing and Incoming Students and (Non)teaching Staff under the Key Activity 1 of the University.
 - c) **CEEPUS** (The Central European Exchange Programme for University Studies) is an academic exchange programme that supports the mobility of teachers and students in Central and Eastern European countries.
 - d) **Home institution** is a higher education institution where the student is enrolled or in which the (non)teaching staff is employed on the basis of an employment contract or a service contract.
 - e) **Host institution** is a higher education institution where mobility is carried out on the basis of a bilateral agreement, or another organisation that meets the requirements of the call for applications on the basis of which the mobility was carried out.
 - f) **Bilateral agreement** is an inter-institutional agreement concluded by or involving the University and/or the Faculty and a foreign higher education institution or organisation. These agreements allow for the exchange of students and (non)teaching staff, as well as the conclusion of individual mobility agreements.
 - g) **Multilateral agreement** is an inter-institutional agreement concluded by or involving the University and/or Faculty and more than one foreign higher education institution and/or organisation. These agreements allow for the exchange of students and (non)teaching staff, as well as the conclusion of individual mobility agreements.
 - h) **Outgoing student** is a student of the Faculty who participates in a mobility at a foreign host institution based on a bilateral agreement, programme or project under which the mobility is carried out.

- i) **Incoming student** is a student who participates in mobility at the Faculty as the host institution based on a bilateral agreement, programme or project under which the mobility is carried out.
- j) **Outgoing (non)teaching staff** are persons who have been approved to participate in a mobility programme at a host institution based on a bilateral agreement, programme or project under which the mobility is carried out. These are persons employed at the Faculty based on an employment contract or a service contract.
- k) **Incoming (non)teaching staff** are persons employed at a foreign partner institution or their external associates who participate in mobility at the Faculty as the institution based on a bilateral agreement, programme or project under which the mobility is carried out.
- l) **Acceptance letter/letter of confirmation** is a confirmation issued by the host institution to an incoming student or (non)teaching staff as an expression of interest or a guarantee of acceptance for mobility.
- m) **Learning agreement** is a document that stipulates the study stay programme for each individual student at the host institution/organisation.
- n) **Training agreement** is a document that stipulates the professional traineeship programme for each individual student at the host institution/organisation.
- o) **Transcript of records** is a certificate by which a higher education institution acting as a host institution, provides a detailed record of a student's achieved results, expressed through ECTS credits or another scoring system for each course, along with the grade. The transcript of records is issued by the Erasmus coordinator and must be issued as an official document in English within 5 weeks of the end of the study mobility. The transcript of records is submitted to and kept in the University archives, while copies are delivered to the Student Administration Office of the Faculty. A copy may be provided to the student upon request.
- p) **Transcript of work** is a certificate by which the host institution/organisation provides a detailed record of the completed professional traineeship and the student's achieved results. In lieu of this specific certificate, the host institution may also issue a statement or certificate of completion regarding the professional traineeship.
- q) **Statement of host institution** is a certificate by which the host institution/organisation confirms the duration of the mobility period for the person involved in the mobility in terms of study stay, professional traineeship, research, implementation of project activities, teaching, or professional training.
- r) **Mentor's report** is a document that the student submits following the mobility if the purpose of the study stay was research for a final, master's, specialist or doctoral thesis, or a professional traineeship. The report serves as evidence of the research conducted on the topic of the thesis. The report form must be completed and signed by the assigned mentor at the host institution and submitted to the international mobility coordinator.
- s) **Virtual exchange** comprises a range of activities conducted remotely (via an online interface) supported by information and communication technologies, including e-learning, which achieve or facilitate international and collaborative experiences within the context of teaching, training, or learning.
- t) **Blended teaching mobility** involves a combination of physical mobility and a virtual component that enables collaborative learning and/or teamwork via an online interface.
- u) **Blended intensive programmes** are short, intensive programmes that employ innovative learning and teaching methods, including collaboration via an online interface. These programmes may include challenge-based learning, in which transnational and

transdisciplinary teams work together to solve specific problems. Blended intensive programmes represent one of the options for short-term blended student mobility.

- v) **Erasmus coordinators** supervise, coordinate, and participate in the implementation of Erasmus mobility projects (hereinafter: international mobility coordinator).
- w) **CEEPUS coordinator** supervises, coordinates, and participates in the implementation of CEEPUS mobility projects (hereinafter: international mobility coordinator).
- x) **ECTS coordinator** participates in the mobility process by supporting students in the selection, definition of recognition, and approval of courses/work programmes specified in the mobility agreement. The ECTS coordinator compares study programmes and verifies their alignment based on learning outcomes, the recognition of ECTS credits, grades achieved, and the duration of the professional traineeship. In the decision-making process regarding the recognition of mobility – specifically the obligations from the concluded Learning agreement related to the recognition of courses and ECTS credits – the ECTS coordinator may consult with the head of the corresponding course at the home institution, the head of study and the Vice-Dean for Education and Student Affairs.

INTERNATIONAL MOBILITY COORDINATORS

- (1) International mobility coordinators provide ongoing support to staff and students through advising and assistance in problem-solving related to the mobility programmes for which they are responsible.
- (2) International mobility coordinators of the Faculty perform the following tasks:
 - organise promotional activities for the purpose of increasing international mobility at the Faculty;
 - provide advisory support to teachers and students in incoming and outgoing mobility;
 - create the catalogue of courses available to incoming students through Erasmus+ and other mobility programmes;
 - inform students and non(teaching) staff about published calls for international mobility applications;
 - perform administrative and technical checks of documents;
 - coordinate the outgoing mobility of students and (non)teaching staff at the host institution/organisation;
 - ensure the integration and affirmation of incoming students and incoming (non)teaching staff;
 - consult with the ECTS coordinator, Dean or Vice-Dean of the constituent unit, the head of study, or the coordinator of the relevant course regarding student mobility as required;
 - monitor and archive reports from teachers and students who have participated in mobility;
 - promptly publish all relevant information (full name and title of staff who participated in international mobility, the host institution, the period of mobility, and other details) regarding completed mobility on the Faculty website;
 - perform administrative tasks related to the organising the stay of incoming students and incoming (non)teaching staff at the Faculty as the host institution/organisation;
 - coordinate the preparation of transcripts of records and other documents for incoming and outgoing students in cooperation with the relevant professional services;

- conduct regular surveys among participants of incoming and outgoing mobility (students, teachers, and non-teaching staff) to collect suggestions for improvement and feedback on the quality of the organisation and the usefulness of the mobility;
 - improve mechanisms for collecting feedback from students and teachers.
- (3) International mobility coordinators shall submit a report to the Faculty management at least once a year on the implemented mobility activities, including an analysis of the structure and number of mobility, the results of participant satisfaction surveys, and proposals for improving the mobility strategy and future activities.

ORGANISATION AND IMPLEMENTATION OF STUDENT MOBILITY

- (1) The mobility of outgoing and incoming students for the purpose of a study stay is carried out exclusively on the basis of previously concluded bilateral or multilateral agreements.
- (2) Mobility programmes and agreements at the Faculty level are implemented and administered by the Department for International and Inter-Institutional Cooperation, in collaboration with the relevant Vice-Dean, as well as the University Department for International Projects and Mobility of Teachers and Students.
- (3) The University Department for International Projects and Mobility of Teachers and Students of and/or the Faculty Department for International and Inter-institutional Cooperation publish calls for mobility applications, which contain the criteria for candidate selection and other relevant provisions for the implementation of the procedure.
- (4) Students should inform themselves in advance at the Faculty Department for International and Inter-institutional Cooperation regarding the procedure for the recognition of courses and ECTS credits, as well as the method of grade evaluation by the coordinator.

OUTGOING STUDENT MOBILITY

- (1) Outgoing student mobility refers to studying and undertaking a professional traineeship, or simultaneously studying and undertaking a professional traineeship, at a foreign host institution/organisation within the framework of undergraduate, master's, specialist, or doctoral studies, or undertaking a professional traineeship at a host organisation/institution.
- (2) Outgoing student mobility for the purpose of study is realised on the basis of bilateral or multilateral agreements, programmes, and projects from which the mobility is funded. The host institution grants the student the status of a full-time exchange student.
- (3) Outgoing student mobility refers to a study stay or professional traineeship at a foreign host institution/organisation for a duration of at least two (2) months (for professional traineeships) or at least 3 (three) months (for study stay), up to a maximum of twelve (12) months.
- (4) In addition to mobility for a study stay or a professional traineeship, outgoing student mobility of may also consist of short-term mobility (up to 2 months), blended mobility, which includes one or more stay at a foreign higher education institution, and/or virtual mobility.
- (5) Where applicable, students on mobility within the Erasmus+ programme are exempt from paying tuition fees at the host institution. During the Erasmus+ mobility period, the student

pays tuition fees only at the Faculty. An additional professional traineeship within the Erasmus+ programme may also be undertaken after graduation under the status of a so-called “recent graduate”.

- (6) The payment of tuition fees for other students on mobility is regulated by specific programmes, agreements, or calls for applications.
- (7) Students of undergraduate, master’s, specialist and doctoral studies may participate in mobility.
- (8) The application requirements, as well as the criteria and method for selecting mobility candidates, are determined by the inter-institutional agreement and the call for mobility applications issued by the University, the Faculty, or other organisation in accordance with the provisions of the mobility programme, the inter-institutional agreement, or the conditions of the project funding the mobility.
- (9) Students participating in mobility are required to have valid health insurance and all forms of insurance prescribed by the mobility programme under which the mobility is being implemented.
- (10) A student may receive financial support for outgoing mobility for a total duration of up to 12 months for each level of study (undergraduate, master’s, specialist, doctoral), regardless of the number and type of activities (study stay or professional traineeship), in accordance with the conditions of the mobility programme within which the mobility is carried out.
- (11) A student who has been approved for mobility covering an entire semester is required to report outgoing mobility to the Student Administration Office in the semester preceding the mobility semester, as well as to the relevant international mobility coordinator.

LEARNING AGREEMENT

- (1) Before the start of the mobility period, a learning agreement is concluded, specifying the names of the courses that student will complete at the host institution, as well as other activities the student is required to fulfil during the mobility, unless otherwise prescribed by the inter-institutional agreement.
- (2) Prior to concluding the learning agreement, the ECTS coordinator performs a comparison and assessment of the compatibility between the study programmes of the Faculty and the host institution.
- (3) The learning agreement shall state the corresponding number of ECTS credits to be awarded to the student for each individual course or activity, research, or the preparation of a final, master’s, specialist thesis, or doctoral dissertation, along with the associated number of ECTS credits. If the corresponding credits are not expressed via the ECTS system, the original credits, their value expressed in ECTS credits, and the conversion principle shall be entered into the mobility agreement.
- (4) The learning agreement is signed by the authorised person of the Faculty (Erasmus coordinator).
- (5) By concluding the learning agreement, the Faculty approves the student’s departure for mobility and the selected study programme, while the host institution accepts the student and approves the selected study programme.
- (6) In the event that mobility is implemented on the basis of joint studies or similar programmes, where a system for the mutual recognition of the completed programme between the Faculty and the host institution (one or more) is defined, a learning agreement is not concluded, unless

the conclusion of such an agreement is provided for by the programme itself and the inter-institutional agreement.

- (7) The learning agreement may be amended only with the consent of all signatories, and any amendments or supplements to the agreement must be recorded within the text of the learning agreement.

TRAINING AGREEMENT

- (1) Before the start of the mobility period, a training agreement is concluded. The training agreement is signed by the authorised person of the Faculty.
- (2) If a professional traineeship undertaken through Erasmus+ mobility is recognised as a professional traineeship within the study programme of the home institution, the ECTS coordinator, in collaboration with the head of study and the relevant Vice-Dean, shall perform a comparison and assessment of the compatibility of the student's professional traineeship programme prior to concluding the training agreement.
- (3) By concluding the training agreement, the Faculty approves the student's departure for mobility and the selected professional traineeship programme, while the host institution/organisation accepts the student and approves the selected traineeship programme.
- (4) In the event that the mobility is implemented basis of joint studies or similar programmes, where a system for the mutual recognition of the completed programme between the Faculty and the host institution (one or more) is defined, a training agreement is not concluded, unless the conclusion of such an agreement is provided for by the programme itself and the inter-institutional agreement.
- (5) The training agreement may be amended only with the consent of all signatories, and any amendments or supplements to the agreement must be recorded within the text of the training agreement.

TRANSCRIPT OF RECORDS

- (1) Following the completion of the mobility, the host institution is required to issue the student with a transcript of records and an explanation of the host institution's grading system in English and/or another document specified by the mobility programme, within 5 weeks after the end of the student's mobility.
- (2) On the basis of the transcript of records, the Faculty shall carry out the procedure for the recognition of the acquired learning outcomes and ECTS credits earned by the student during the mobility period.
- (3) The transcript of records is submitted and kept in the University archives, while a copy of the document is kept in the archives of the Student Administration Office of the Faculty.

TRANSCRIPT OF WORK

- (1) Following the completion of the mobility for the purpose of professional traineeship, the host institution/organisation is required to issue the student with a transcript of work in English.
- (2) On the basis of the transcript of work, the Faculty shall carry out the procedure for the recognition of the professional traineeship.

- (3) The transcript of work is submitted and kept in the University archives, while a copy of the document is kept in the archives of the Student Administration Office of the Faculty.

STATUS OF STUDENTS PARTICIPATING IN MOBILITY

- (1) Students selected to participate in mobility on the basis of a call for applications must enrol in the academic year or semester at the Faculty prior to their departure, and may have the status of a full-time or part-time student.
- (2) Students participating in mobility shall retain their student status at the Faculty throughout their stay abroad; however, their mobility must be recorded in the ISVU system by the Student Administration Office.
- (3) Exceptionally, students participating in mobility for the purpose of undertaking additional professional traineeship may participate in mobility for one year after completing their studies. In such cases, the student applies for additional professional traineeship (e.g. Erasmus+ traineeship) while still holding student status, specifically before completing their studies, and the additional professional traineeship must conclude no later than one year after the completion of their studies.
- (4) Students' absence from classes during participation in Blended Intensive Programmes is considered justified during the period of physical mobility and is not counted towards the 30% of allowed absents, exceeding which may result in denial of the certificate of fulfillment of study obligations and access to the exam (as defined in Article 50, paragraph 8 of the Regulations on Studies and Studying of the Josip Juraj Strossmayer University of Osijek).

COMPARISON AND ASSESSMENT OF STUDY PROGRAMMES AND RECOGNITION OF ECTS CREDITS AND LEARNING OUTCOMES

- (1) Successful mobility for the purpose of learning requires the recognition and transfer of ECTS credits.
- (2) Recognition of credits is the process by which the Faculty confirms that the learning outcomes acquired and assessed at another higher education institution correspond to the requirements of the programmes it offers.
- (3) The comparison and assessment of the compatibility of study programmes and courses is carried out by the international mobility coordinator and the ECTS coordinator according to the principle of maximum flexibility in assessing the alignment of learning outcomes at the study programme level, in consultation with the heads of study programmes and departments, as well as the course teachers, and in consultation with the Vice-Dean for Education and Student Affairs.
- (4) Before departing for mobility, the student enrolls in all courses of the study programme at the Faculty. Courses held in the semester in which the student is on mobility, which are not covered by corresponding courses at the foreign higher education institution, shall be completed by the student after the mobility period, without the obligation to attend classes at the home higher education institution within the same academic year.
- (5) A comparison of the learning outcomes of the courses that the student will enrol in at the foreign higher education institution and the learning outcomes of the courses that they would otherwise attend at the Faculty during the mobility period must be completed prior to the signing of the learning agreement.

- (6) If it is not possible to find a corresponding course at the foreign higher education institution for certain courses, the student on mobility shall be allowed to take the exams and have the learning outcomes assessed for the remaining courses that have not been recognised, without the obligation to attend classes at the Faculty.
- (7) If a student does not pass the exams for the corresponding course during their mobility at a foreign higher education institution, they undertake to complete the course at the Faculty in consultation with the head of study.
- (8) A student has the right to request a suspension of their rights and obligations during an international student exchange lasting longer than 30 days while classes are being held, provided the student does not earn ECTS credits through this exchange (e.g. a student traineeship without earning ECTS credits); in such cases, the mobility period is not included in the total duration of study.
- (9) The recognition of ECTS credits, grades and periods of professional traineeship is performed by the international mobility coordinator, in consultation with the ECTS coordinator, the relevant Vice-Dean, the Student Administration Office, heads of studies, majors, departments and/or course teachers.
- (10) All recognised credits gained during a period of study abroad or during virtual mobility, as defined in the mobility agreement and confirmed by the transcript of records, should be transferred and recognised without delay in the process of obtaining a qualification without any additional work or assessment of the student.
- (11) In the case of mobility to countries outside the European Higher Education Area where the ECTS credit system is not used, a compatible system shall be applied in a manner that ensures transparency and equal treatment of all students.
- (12) Given the diversity of study programmes and institutions, the credits, grades and learning outcomes of individual components will not always be identical. An open and flexible approach to the recognition of credits and grades obtained in other contexts is recommended, including mobility, based on the compatibility of learning outcomes rather than the total coincidence of programme content.
- (13) If the Faculty does not recognise the ECTS credits earned despite a signed mobility agreement and pre-agreed courses which, in the event of a passing grade, should be recognised, the student has the right to: lodge a formal complaint with the Faculty's Student Administration Office and request support from the international cooperation units at the Faculty.
- (14) The comparison of assessment is carried out in accordance with the principle of maximum flexibility and taking into account the following rules:

1. Recognition of ECTS credits, courses, and grades

- 1.1. Recognition is carried out in accordance with the Lisbon Convention on Recognition of Higher Education and the current ECTS User's Guide. The Faculty is guided by the principle of flexibility when recognising courses.
- 1.2. For courses passed at the host institution, ECTS credits are recognised as stated in the host institution's transcript of records. In the event that the host institution/organisation does not use the ECTS credit system, the credits earned shall be converted into corresponding ECTS credits.
- 1.3. Courses at the host institution where there is sufficient overlap in learning outcomes with compulsory courses at the Faculty are recognised if the student has passed the exam. The

course, the number of ECTS credits earned, and the grade are all recognised. Any shortfall in ECTS credits shall be made up by the student enrolling in courses delivered in that semester at the home Faculty. In the event that the student does not pass the exam at the host institution, but has fulfilled all other teaching requirements (as confirmed by the host institution), the Faculty may, upon the student's return, allow them to take the exam without repeating other course requirements (e.g. mandatory class attendance).

- 1.4. For courses at the host institution where there is no overlap in learning outcomes with courses at the Faculty, the earned ECTS credits and grades are recognised as elective courses. Recognised elective courses do not need to correspond to the elective courses offered at the home institution. If a course passed at the host institution overlaps in learning outcomes with a student's elective course in the remainder of their studies at the Faculty, the student may not enrol in the same course later in their studies.
- 1.5. ECTS credits earned by passing exams in individual courses may replace ECTS credits that would, according to the Faculty's curriculum, be earned through other forms of assessment (project assignments or similar) and vice versa.
- 1.6. The student shall have the grades achieved at the host institution recognised. If the grading systems at the host institution and the Faculty are not identical, the grades shall be converted into the Faculty's grades, as far as possible.
- 1.7. All grades achieved at the host institution which are covered by the learning agreement and can be converted into the national grading system shall be included in the student's grade point average at the Faculty. Grades that cannot be converted into the national grade system (e.g. pass-fail) shall be recorded as "completed"/"passed" and shall not be included in the grade point average at the Faculty.

2. Recording recognised courses, ECTS credits, grades, and professional traineeships:

- 2.1. The names of courses, grades achieved, ECTS credits, and professional traineeships shall be recorded in the ISVU (Higher Education Institutions Information System) and the Diploma Supplement.
- 2.2. The name of the host institution shall be entered into ISVU in Croatian.
- 2.3 Course names shall be entered in English if the course is a separate elective. If the course replaces a course from a study programme at the Faculty, it shall be entered as a recognition, stating the grade achieved at the host institution.

MOBILITY RECOGNITION PROCEDURE

- (1) The recognition of student mobility is carried out on the basis of a signed learning agreement or a training agreement, a transcript of records or a transcript of work, and a statement of host institution. If the student has fulfilled all obligations under the signed learning agreement or training agreement, the Faculty is obliged to recognise the achievements attained in the study programme, in accordance with the aforementioned documents, as part of their study requirements.
- (2) Upon returning from mobility, a student who participated in the mobility is obliged to submit a transcript of records and a grade distribution guidance (if it was a study mobility) to the international mobility coordinator within 4 weeks, or a transcript of work (if it was a mobility

for the purpose of professional traineeship), or a confirmation or certificate of completion of short-term mobility for the purpose of study. For all types of mobility, it is also mandatory to submit a statement of host institution.

- (3) Upon returning from mobility, a student who participated in the mobility must fulfil the obligations defined by the mobility programme in which they participated (such as the final report prescribed by the call for applications and the Erasmus+ mobility handbook).

RECOGNITION OF ECTS CREDITS

- (1) For courses passed at the host institution, ECTS credits are recognised as stated in the host institution's transcript of records.
- (2) There is a possibility of recognising individual learning outcomes of a course, and in the case of full recognition of courses and ECTS credits, these shall be recorded in the ISVU system in English or in the original language as stated in the transcript of records.
- (3) ECTS credits earned by a student abroad, which are not provided for in the learning agreement and which the Faculty cannot recognise as part of the study requirements prescribed by the study programme, shall be recorded as additional student achievements and additional ECTS credits in the Diploma Supplement.
- (4) The student shall have the grades stated in the host institution's transcript of records recognised. If the grading systems at the host institution and the Faculty are not identical, the grades earned at the foreign higher education institution shall be converted, where possible, according to the national grading system. All grades achieved at the host institution that can be converted into the national grading system shall be included in the student's grade point average at the Faculty, while those that cannot be converted shall be recorded as "completed"/"passed" and shall not be included in the grade point average.
- (5) On the basis of the transcript of work and the statement of host institution, which the student submits to the Faculty upon return from mobility, the Faculty is obliged to recognise the entire period of mobility for the purpose of professional traineeship and to award ECTS credits in accordance with the number of ECTS credits designated for professional traineeships within the study programme. The mobility period must be stated in the Diploma Supplement.
- (6) If the professional traineeship does not constitute an integral part of the student's study programme, the Faculty is obliged to enter the information regarding the completed professional traineeship into the Diploma Supplement as an additional student achievement.

STUDENT OBLIGATIONS UPON RETURNING FROM MOBILITY

- (1) Upon returning from mobility, students are required to submit the following to the Faculty:
 - a) Statement of host institution (issued by the foreign partner institution),
 - b) Transcript of records or transcript of work,
 - c) Transcript and grade distribution guidance (in the case of study mobility),
 - d) Final report (submitted electronically as prescribed by the call for applications and the mobility handbook of the Agency for Mobility and EU Programmes),
 - e) Confirmation or certificate of completion of short-term mobility for the purpose of study,
 - f) Other documents at the request of the Faculty.

OUTGOING MOBILITY OF (NON)TEACHING STAFF

- (1) Outgoing mobility of (non)teaching staff of the Faculty refers to the staff member's stay at a host institution, the duration of which is determined by the call for applications within a specific mobility programme or agreement.
- (2) Staff eligible to participate in mobility:
 - a) teaching staff – individuals employed at the Faculty on the basis of an employment contract, as well as external associates whose collaboration is regulated by a business cooperation agreement or a service contract,
 - b) non-teaching professional and administrative staff employed at the Faculty on the basis of an employment contract.
- (3) External associates of the Faculty employed on the basis of a service contract may participate in mobility if permitted by the programme under which they are undertaking the mobility and which funds their mobility.
- (4) Staff may participate in the following types of mobility:
 - mobility within the framework of inter-university agreements concluded with partner institutions/organisations abroad;
 - mobility within the framework of inter-faculty agreements of constituent units concluded with partner institutions/organisations abroad;
 - mobility based on agreements with partner institutions within the Erasmus+ programme and other EU programmes;
 - mobility within the CEEPUS programme;
 - mobility within the framework of bilateral agreements of the Republic of Croatia with other countries;
 - mobility within the framework of other projects and programmes;
 - other forms of mobility in which the University and its constituent units participate.
- (5) The type and duration of mobility, as well as the application process, methods, and criteria for the application and selection of candidates are defined by the mobility programme, the inter-institutional agreement, and the published call for applications on the basis of which the mobility is realised.
- (6) Mobility is funded in accordance with the rules of the programme or agreement, which constitute an integral part of each individual call for applications.
- (7) Staff participating in mobility are obliged to arrange travel health insurance and accident insurance for the duration of the mobility, unless otherwise agreed by a specific agreement.
- (8) In a single academic year, teachers and members of non-teaching staff may participate in mobility on multiple occasions.

OBLIGATIONS OF (NON)TEACHING STAFF UPON RETURNING FROM MOBILITY

- (1) Upon returning from mobility from a foreign partner institution, members of (non)teaching staff are required to submit documentation to the Faculty and/or the University and/or the organisation funding the mobility, in accordance with the programme or agreement under which the mobility is funded, as well as:

- A mobility report containing a description of the activities, acquired knowledge, achieved mobility goals, and the contribution to the Faculty, in the form prescribed by the Faculty, including the appendices specified in the form (form attached to this document), which is to be submitted to the Erasmus coordinator;
 - Other documents at the request of the Faculty.
- (2) Information on mobility is published on the Faculty website for the purpose of transparency and the development of a culture of mobility at the Faculty.
- (3) The preparation and timely publication of information is the responsibility of the international mobility coordinator, based on the reports of teachers who participated in the mobility.

EVALUATION AND PROMOTION OF INTERNATIONAL MOBILITY

- (1) The mobility of teachers is evaluated through an activity report, which is taken into account during performance appraisals and the granting of awards.
- (2) Mobility participants are publicly recognised at sessions of the Faculty Council; furthermore, upon return from a mobility period, presentations or workshops regarding the results of the mobility are organised with the aim of promoting international mobility and encouraging other teachers and non-teaching staff to participate.
- (3) Teachers are provided with supported by the international mobility coordinator and the relevant Vice-Dean in organising presentations, as well as in implementing proposals for the integration of acquired knowledge into teaching and research activities.
- (4) Student mobility is evaluated through the recognition of ECTS credits, the opportunity to participate in international projects, and consideration in the award granting processes.
- (5) Mobility participants publicly are publicly recognised at meetings between members of the Faculty management and student associations; furthermore, upon their return, presentations on the results of the mobility are organised with the aim of promoting international mobility and encouraging other students to participate.

MONITORING AND EVALUATION OF MOBILITY

- (1) The monitoring of mobility implementation is conducted by the international mobility coordinator on the basis of clearly defined metrics, which include:
- the number of mobilities completed in the current academic year;
 - the number of presentations and workshops held after the return of participants;
 - the level of satisfaction among mobility participants regarding the support provided by the Faculty, determined through internal survey questionnaires.
- (2) The monitoring results are analysed at least once a year, and the findings obtained are used to improve the mobility strategy and plan future activities.

CONCLUDING REMARKS

These guidelines ensure that stakeholders are informed in a timely and accurate manner, providing clarity and transparency of the procedure. Their aim is to promote mobility as an opportunity for the academic advancement of participants. Systematic monitoring and analysis of participants' experiences allow for the continuous improvement of the mobility process, the encouragement of greater participation, and the assurance of a high quality of education at an international level.

Dean:

Prof. Sunčica Oberman Peterka, PhD

REPORT ON COMPLETED INTERNATIONAL MOBILITY

1. PERSONAL DATA

Name and surname	
Position	
Office/Department	
Contact (email, phone)	

2. MOBILITY DETAILS

Host institution	
City and country	
Duration of mobility (from – to)	
Type of mobility (teaching, professional, research)	

3. CONTACT PERSONS AT THE HOST INSTITUTION

Name and surname	Position / role	Department	Email	Telephone

4. DESCRIPTION OF ACTIVITIES

5. OBJECTIVES AND RESULTS ACHIEVED / CONTRIBUTION TO THE FACULTY

6. APPENDICES

- Photograph(s) for publication on social media