

Modern Business School



Rulebook on Student Mobility and Recognition of Mobility Achievements

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Appendix 1: Learning Agreement for Student Mobility for Studies

Appendix 2: Learning Agreement for Student Mobility for Traineeships

Appendix 3: Transcript of Records for Incoming Students

Basic terms for an easier understanding of mobility and recognition procedure

Home/sending institution is a higher education institution in which the student/staff is nominated/selected for mobility.

Host/receiving institution is a higher education institution at which the mobility of student/staff is realised.

Inter-Institutional Agreement is the contract between the home institution and the host institution for the purpose of organising mobility in accordance with the signed criteria and propositions.

Outgoing student/staff is a student/staff at Modern Business School who will go to the host/receiving higher education institution during the mobility programme.

Incoming student/staff is a student/staff who will come to Modern Business School, that will be their host/receiving institution during the mobility program.

Course Catalogue includes a detailed description of all course units (course code, title, semester, type of course, number of classes, ECTS credits, and by clicking on each course you can find detailed information regarding content, learning outcomes, literature, professors).

Academic ECTS Coordinator is a professor who is authorised by Modern Business School to sign learning agreements and conduct the procedure of academic recognition of mobility.

Period of mobility refers to the time period that a student/staff spends at the host/receiving institution.

Academic recognition of mobility is a procedure for the recognition of the passed exams, ECTS credits, and grades that students obtained during the period of mobility in the host/receiving institution.

Erasmus+ Mobile Application was developed by the European Commission and the European University Foundation with the aim to help and guide Erasmus+ participants every step of the way. This application will enable mobility participants to follow administrative steps before, during and after mobility and track their progress, find and share tips on integrating into the local community, and improve their language skills. Erasmus+ mobile application may be downloaded via: <https://play.google.com/store/apps/details?id=com.euf.project.erasmus>

European Student Card Initiative has the aim to enable students to easily and safely identify and register themselves electronically at higher education institutions within the EU when participating in mobility, thus eliminating the need to complete on-site registration procedures and paperwork. The key benefits of the European Student Card Initiative for students are: easy access to course materials prior to mobility, online course registration, automatic recognition of ECTS credits, access to services such as libraries, transport, accommodation. The key benefits of the European Student Card for HEI are: easy online management of the entire mobility process,

online identification of students and their academic records between HEI, reduced paperwork and administration processes.

Erasmus Without Paper was announced in March 2019, with a plan that digitization would become a must in the next Erasmus programme. The aim of Erasmus Without Paper (EWP) is to replace a paper-based workflow with a digital one and tackle all the administrative workload for students and staff. Erasmus Without Paper encompass: Inter-Institutional agreements, student exchange applications, nominations, learning agreements, transcript of records, arrival/departure certificates, reporting student data.

The Erasmus+ Dashboard is a tool designed to support HEI with the administration of mobility in accordance with the Erasmus Without Paper initiative. This free tool allows an institution to manage incoming and outgoing students, sign and review Online Learning Agreements, and to communicate with students and partner HEI.

What is student mobility?

The mobility of students means that students will complete a part of their studies at a partner higher education institution, with which Modern Business School has signed the Inter-Institutional Agreement.

Which students can participate in mobility?

Mobility is carried out at all levels of studies (bachelor and master) at Modern Business School, with the aim to enable all students to complete part of their studies at a higher education institution abroad and to strengthen their knowledge and skills. A condition for participation in mobility is that the student is enrolled in the second year of bachelor studies at least, i.e. to have at least 60 ECTS credits.

What is the duration of the mobility period?

Students at Modern Business School can participate in mobility programs several times during their studies, but the total duration of the mobility period for the same level of studies cannot be longer than half of the total duration of the study programme that the student is enrolled in.

The mobility period may last from three to twelve months, while the precise duration of mobility will be determined by an Inter-Institutional Agreement.

What is the student status at home institution during mobility?

The student status at Modern Business School remains unchanged during mobility and does not interrupt studies. After the mobility period, the student returns to Modern Business School and continues the originally enrolled study programme.

What is the Learning Agreement?

The Learning Agreement is a document which sets out the program of mobility and it must be approved and signed by the student selected for mobility, the sending and the receiving institutions before the start of the mobility. All learning outcomes (for example a list of courses that students of bachelor and master studies will attend) will be stated in the Learning

Agreement. Learning Agreement ensures the recognition of ECTS credits and achieved grades for students when they return from the receiving institution.

For students that apply for mobility for studies, the Learning Agreement should set out the group of educational components that will be replaced in a student's degree if they successfully complete the study program abroad.

For students that apply for mobility for traineeships, the Learning Agreement should state how the traineeship will be recognised – does it counts towards the student's degree or is taken on a voluntary basis (not obligatory for degree).

A template for **Learning Agreement for mobility for studies** is provided in Appendix 1.

A template for **Learning Agreement for mobility for traineeship** is provided in Appendix 2.

What is the Transcript of Records?

The Transcript of Records is a document that describes the student's progress during mobility: the list of passed exams, grades obtained, ECTS credits achieved per subject, duration of the study programme, and other relevant information. An important part of the Transcript of Records is the explanation of the method of assessment and scoring (grading system).

This document is of vital importance for recording student's progress and learning achievement. The receiving institution provides the Transcript of Records and sends it to the sending institution and to the student when the mobility period is finalised (maximum five weeks after the end of the mobility period according to Inter-institutional agreement).

A template for the **Transcript of Records** is provided in Appendix 3.

How are students informed about mobility opportunities?

At Modern Business School students are informed about possible mobility programmes and calls on notice boards, MBS website www.mbs.edu.rs, Facebook page MBS_Fakultet, Instagram MBS_Fakultet, through lectures, seminars, roundtables, and various marketing materials. Students can apply for different kinds of mobility at other partner higher education institutions, with which Modern Business School has signed Inter-Institutional agreements.

All necessary terms, conditions, and needed documentation will be stated in calls for mobility, as well as the deadline for the application.

Nomination and selection of students for mobility

Only those students who meet all the necessary requirements stated in mobility calls can apply for the mobility programme. Erasmus Commission of Modern Business School (which consists of three professors) will evaluate the candidates' applications according to the selection criteria that have been defined and described in the document "SELECTION CRITERIA FOR STUDENTS, TEACHING AND NON-TEACHING STAFF FOR OUTGOING MOBILITY WITHIN THE ERASMUS + PROGRAMME" available at: <http://mbs.edu.rs/wp-content/uploads/2019/03/Selection-Criteria.pdf>

Once the partner higher education institution accepts the nominated candidates and after final approval, the selected candidates, sending and receiving institutions will sign the Learning Agreement before the start of student mobility.

The Learning Agreement may be amended within the first 30 days from the student's arrival at a receiving/host institution, and the agreement must be signed by three parties: the student, the sending institution, and the receiving institution.

Academic ECTS Coordinator at Modern Business School has the responsibility to look through the curriculum and syllabus of subjects at partner higher education institution before the student goes there, in order to choose those subjects that will be in accordance with the curriculum and syllabus of subjects at Modern Business School. However, the student can choose subjects that are not compatible with Modern Business School programme, and those subjects (ECTS) will be added to the diploma supplement.

When the student chooses the subjects that he/she wants to take at the partner higher education institution, he/she needs to collect at least 20 ECTS and at the most 30 ECTS per semester.

Academic recognition of mobility achievements

Academic ECTS Coordinator must determine the academic results that the student has achieved during the mobility period and make the decision regarding exam recognition (ECTS credits and grades) according to the Transcript of Records.

For the incoming students, Modern Business School, as the receiving institution, will provide the student and sending institution with a Transcript of Records within five weeks from the end of the mobility period (in accordance with the Inter-Institutional Agreement).

For the outgoing students, Modern Business School guarantees that it will recognize all credits earned during mobility in accordance with the conditions defined in the Learning Agreement. Recognition of descriptive grades from the receiving higher education institution will be done according to the grading system defined by The Law on Higher Education of the Republic of Serbia provided in the following table.

Table 1. Grading system

Local Grade	Description	Number of points	Alphabetical	Percentage
10	Excellent - Outstanding	91-100	A	10%
9	Exceptionally good	81-90	B	25%
8	Very good	71-80	C	30%
7	Good	61-70	D	25%
6	Sufficient	51-60	E	10%
5	Insufficient/Failed	0-50	F	

When Modern Business School receives a Transcript of Records from the receiving institution, it will evaluate it and inform the student of the recognition outcomes. The recognition of the mobility period will be recorded in a database and stated in the student's transcript of records and in the diploma supplement.

The student who has not passed all the exams at the receiving higher education institution according to the Learning Agreement, i.e. has not earned the necessary 30 ECTS credits per semester, but has attended the appropriate courses, has the right to take an exam/exams at their home institution from the semester during which he/she participated in the exchange programme, without any additional pre-exam obligations and requirements.

The best situation is when all passed exams during mobility are related and have the same/highly similar learning outcomes as subjects at Modern Business School. In that situation, all obtained ECTS credits and achieved grades are fully recognised.

In the situation when the content of passed exams partly overlaps with the content of the subjects at Modern Business School in terms of learning outcomes, they are recognised as elective subjects with recognised learning outcomes, ECTS credits, and achieved grade.

In the situation when the contents and learning outcomes of the subjects significantly differ from the learning outcomes of the subjects at Modern Business School, the achieved ECTS credits are not counted in the total number of ECTS credits envisaged by the scope of studies, but the passed subjects will be noted in diploma supplement.

The Recognition of mobility achievements must contain:

- Data regarding the student and receiving/host institution;
- Data regarding the mobility period;
- The courses that the student passed in the host institution (with the ECTS credits awarded and the grades obtained);
- The courses from the home institution that will be replaced with the courses that the student passed in the host institution;
- The courses which the student took during the exchange, and which cannot be replaced but shall be noted as elective activity / courses in the diploma supplement;

- The remaining obligations that a student has to complete in order to fulfil the obligations for the relevant semester or academic year (in cases when the student has not obtained enough ECTS credits during the mobility period);
- All other data that the Academic ECTS Coordinator considers important in a specific case.

THE APPEAL PROCEDURE AGAINST THE DECISION REGARDING RECOGNITION OF MOBILITY ACHIEVEMENTS

Students have the right to make a written complaint if they are not satisfied with the recognition of mobility achievements.

The complaints against the decision on the recognition of achievements during mobility can be submitted via e-mail saradnja@mbs.edu.rs or sent by post to the address: Modern Business School, Terazije 27/4, 11000 Belgrade no longer than 7 days after the public announcement of the decision.

The Commission for solving students' complaints consists of: the Director of Modern Business School, Assistant Director for International Cooperation, Academic ECTS Coordinator, and Erasmus+ Coordinator.

The written decision regarding the submitted complaint has to be sent to the student no later than 15 days from the date of the complaint.

EVALUATION OF MOBILITY

After the mobility, the International Cooperation Office at Modern Business School will evaluate the achieved results of mobility considering achievements and student satisfaction.

The main aim of the evaluation is to improve the quality of procedures and practices of mobility and to overcome possible shortcomings in the future.

Academic ECTS Coordinator at Modern Business School

Goran Dašić, Associate Professor, Ph.D.

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Before the mobility

Study Programme at the Receiving Institution

Table A Before the mobility	Planned period of the mobility: from [month/year] to [month/year]			
	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
	Total: ...			
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: <i>[web link to the relevant information]</i>				

The level of language competence⁹ in _____ *[indicate here the main language of instruction]* that the student already has or agrees to acquire by the start of the study period is: A1 A2 B1 B2 C1 C2 Native speaker

Recognition at the Sending Institution

Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
	Total: ...			
Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i>				

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ¹⁰ at the Sending Institution					
Responsible person at the Receiving Institution ¹¹					

During the Mobility

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹²	Number of ECTS credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

After the Mobility

Transcript of Records at the Receiving Institution					
Start and end dates of the study period: from [day/month/year] to [day/month/year]					
Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
				Total: ...	

Transcript of Records and Recognition at the Sending Institution				
Start and end dates of the study period: from [day/month/year] to [day/month/year]				
Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
			Total: ...	

- ¹ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- ³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-iscd_en) available at http://ec.europa.eu/education/international-standard-classification-of-education-iscd_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
- ⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
- ⁶ An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- ⁷ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- ⁸ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- ⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ¹⁰ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹¹ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹² **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

Reasons for deleting a component	Reason for adding a component
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise Planned period of the mobility: from [month/year] to [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	
The level of language competence ⁸ in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

Table B - Sending Institution Please use only one of the following three boxes: ⁹	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	
Accident insurance for the trainee	
The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:		
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>		The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>		
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.		
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.		

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person ¹¹ at the Sending Institution					
Supervisor ¹² at the Receiving Organisation					

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise

(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)

Planned period of the mobility: from [month/year] till [month/year]

Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

After the Mobility

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of traineeship: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

-
- ¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- ³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-iscled_en) available at http://ec.europa.eu/education/international-standard-classification-of-education-iscled_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.
- ⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person at the sending institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.
- ⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- ⁷ **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.
- ⁸ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ⁹ **There are three different provisions for traineeships:**
1. Traineeships embedded in the curriculum (counting towards the degree);
 2. Voluntary traineeships (not obligatory for the degree);
 3. Traineeships for recent graduates.
- ¹⁰ **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.
- ¹¹ **Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹² **Supervisor at the Receiving Organisation:** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Modern Business School

TRANSCRIPT OF RECORDS
for Incoming Student

Print date: .../.../...

No:

I RECEIVING INSTITUTION

Name of Receiving Institution: Modern Business School in Belgrade
Academic ECTS Coordinator:
Contact:

II STUDENT

Name and surname of student:
Date of birth: .../.../...
Sex: M/F
Home Institution:
Contact:

III MOBILITY PERIOD

Study Programme:
Field of study:
Period of MOBILITY: .../.../... – .../.../...
No. of courses attended:

IV ACADEMIC RECORD

Code	Course unit title	Semester	ECTS	Grade

*If necessary, continue this list or delete extra rows

			Total	Average
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V GRADING SYSTEM

Grade	Classification	Points	ECTS Grade	Percentage
10	Excellent – outstanding	91-100	A	10%
9	Excellent	81-90	B	25%
8	Very good	71-80	C	30%
7	Good	61-70	D	25%
6	Sufficient	51-60	E	10%
5	Insufficient – failed	less than 51	F	

VI ECTS CREDITS

1 ACADEMIC YEAR = 60 ECTS CREDITS

1 SEMESTER = 30 ECTS CREDITS

Signature
(Academic ECTS Coordinator)

Stamp