

INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZIET U SARAJEVU
ULUSLARARASI SARAYBOSNA ÜNİVERSİTESİ



BOOK OF RULES

On Participation in Exchange Programs

DATE: DECEMBER 2024

NUMBER: IUS-SENAT-11-3815/24

In accordance with the Article 109 paragraph (2) of the Higher Education Law ("Official Gazette of the Sarajevo Canton", issue 36/22); and the Article 126 (2) and 192 item 32) of the Statute of the International University of Sarajevo, no. IUS-SENAT-11-3326/2024 dated October 22nd, 2024 - revised text, the Senate of the International University of Sarajevo, on its 185th session held on December 24th, 2024, adopted the following

BOOK OF RULES

On Participation in Exchange Programs

Article 1

SCOPE

This document regulates the participation of students, academic and administrative staff in exchange programs. In the document, along with other IUS procedures and documents related to the mobility of students and staff *to* and *from* IUS, the terms "*mobility*" and "*exchange*" are used interchangeably, and refer to the same type of activity.

PART I - GENERAL CONDITIONS FOR ALL MOBILITY APPLICANTS

Article 2

LANGUAGE

The language of education and communication at IUS is English.

Both regular IUS students and exchange students must be able to perform at least at B2 level of the *Common European Framework for Languages* to be able to follow courses at IUS.

All exchange/mobility activities (incoming and outgoing) are expected to be realized in English language.

For students participating in an exchange program, only credits earned in courses offered/assessed in English will normally be admissible.

Article 3

APPLICATION

To participate in exchange programs (with or without an inter-institutional agreement), students, academic and administrative staff should apply to the International Relations Office (IRO).

Students are expected to submit the Application Form for Outgoing students (Appendix A) along with a completed Learning Agreement (Appendix B) and a copy of their passport.

PART II - STUDENT EXCHANGE

Article 4

LEARNING AGREEMENT

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the exchange, ensuring that students receive recognition for the activities. Learning Agreement sets out the programme for studies or traineeship to be followed abroad. It must be approved by the student, the sending and the receiving institution, organization or enterprise before the beginning of the exchange.

Learning Agreement should include all learning outcomes a student is expected to acquire during the exchange. All parties signing the agreement commit to adhering to the agreed arrangements, thereby ensuring that the student will receive recognition for the studies or traineeship completed abroad without any additional recognition requirements. In case of incoming mobilities for traineeships under KA171, the Learning Agreement needs to be signed by the trainee, the beneficiary Higher Education Institution (HEI), the receiving organization/enterprise and the sending partner HEI Institution.

Article 5

PROGRAM EXCHANGE COORDINATOR

Information regarding the courses within an exchange program, the equivalence and transfer of ECTS credits, as well as the content of the Learning Agreement, is provided by the Program Exchange Coordinator, nominated by the Study Programme, and appointed by the Faculty Council. Furthermore, Program Exchange Coordinator is responsible for helping the student to find appropriate courses to be registered for the exchange program in consultation with the student's advisor. If the Program Exchange Coordinator cannot find a solution to a possible issue that may arise, the Program Coordinator and Program Council should be consulted. In accordance with the European ECTS Guide, Program Exchange Coordinators and the Deans should facilitate exchange programs by ensuring that all appeals by exchange students are answered promptly.

Article 6

APPLICATION

In order to apply for participation in an exchange program (including but not limited to Erasmus+, Mevlana or Free Mover exchanges), the student has to hold active student status and has to submit the application to the International Relations Office Mobility Coordinator.

The Stages and Steps of the Application are as follows:

The student who wishes to take a course at another institution during the exchange is responsible for finding an appropriate course at the host institution, ensuring that the course content aligns with the IUS course. The student must obtain the syllabi for the courses they intend to take, either through the host institution's website or by other means of contact.

1. The student consults the relevant Program Exchange Coordinator to prepare the Learning Agreement. The student is responsible for providing the Coordinator with the English-language, legible-format syllabi of the courses of the host institution, the current transcript of records, and / or any other document or information in a timely manner.
2. In case of any discrepancies between the academic calendars of the receiving and sending institutions, the student is required to submit a written notice to IRO, the relevant Program Exchange Coordinator, and the Course Holder at least a month before the final exam dates as defined in the academic calendar. Failure to do so will release IUS and IRO from responsibility for any potential cancellations or losses that may subsequently arise in regard to the student mobility.

A student holding dormant status or a student who has withdrawn from IUS is not eligible for any exchange programs including but not limited to Erasmus+, Mevlana or Free Mover exchanges. Only students holding active status, and who are accepted for an exchange based on their application, will be allowed to transfer credits back to IUS upon their return.

All other conditions being equal, priority will be given to applicants who have not previously participated in a funded exchange program.

Article 7

GRADE BASELINE

Students must have a CGPA of at least 2.0 to be eligible to apply for an exchange or a mobility program.

Article 8

SELECTION COMMITTEE AND CRITERIA

Participation in a mobility for students of all three cycles is approved by the Selection Committee. The Committee is composed of at least three IRO members managed by the IRO Manager and may additionally include, if needed, Program Exchange Coordinator, Program Coordinator, Dean, Vice-Rector or the Rector.

In compliance with the Law on Higher Education, the IUS Statute, and the current EU regulations governing the mobility of students and staff, the following are the base selection criteria:

- CGPA
- Previous funded exchange experience
- Suitability to the program call/completeness of the application
- Extra-curricular activities
- IUS promotional activities of the participant

- Any disabilities or special needs of the student
- Being a student assistant/demonstrator

Depending on the number of applicants relative to the available exchange program positions, additional criteria, such as year of study, may be considered, with priority given to third-year students as well as fourth-year (1st semester) students to ensure a fair selection process. The University, represented by its Rector, also reserves the right to assign priorities in the selection.

Article 9 DURATION AND LIMITATIONS

GENERAL INFORMATION

The Application to spend a semester at another institution, as a *Free-Mover* or through funded-exchange programs such as *Erasmus+*, must be completed and approved before the student embarks on the exchange.

IUS will not hold responsibility for any potential extension of the student's regular studies that may result from participating in an exchange program, due to the limited availability of required courses, that may lead to student's delayed graduation.

Students cannot apply for *funded* exchange programs for two consecutive semesters. However, a student may apply for the extension of the exchange program as a *non-funded* exchange student for the second consecutive semester.

Student scholarships awarded by IUS will not be cancelled or reduced for students who choose to participate in exchange programs.

BACHELOR STUDENTS

Bachelor students may spend a maximum of two semesters abroad on an exchange program, and they are excluded from any exchange programs throughout the English preparatory year, the first year and the last semester of their studies. Only in exceptional cases, a student of their first year or last semester may be granted the possibility to participate in the exchange program, based on provable health reasons, or if the program specifically grants such a candidate, or if a student has no required courses left to complete the study.

IUS students can register their graduation project course (*bachelor thesis*), provided that the receiving institution agrees to appoint a mentor or thesis advisor. Reciprocally, incoming students may register their bachelor thesis at IUS, if the relevant program agrees to accept such students. Students who have been allowed to spend their last semester on mobility and have not completed their internship, must register the work placement/internship course at IUS in cooperation with their academic advisor and/or Student Career Center.

An IUS student of the first cycle of studies has the right to spend a total of 12 months, including the two-month traineeship/internship period, totaling 60 ECTS during the 2 semesters on exchange. The exchange may be realized in Fall or Spring semesters guided and limited by other

internal or external study rules, regulations, by-laws and laws. Preferred periods of exchange are second and/or third year of the first cycle of studies.

MASTER STUDENTS

Master students may spend a maximum of one semester abroad on exchange, either during the first or the second year of their Master studies. They are allowed to participate in an exchange program during the work on their Master thesis/project, provided they firstly obtain approval from their Mentor.

PhD STUDENTS/CANDIDATES

PhD candidates may spend a maximum of two semesters abroad, one before the qualification exam and one after the qualification exam. PhD candidates may not register their PhD dissertation at another university. During their research phase, PhD candidates may go on a funded exchange program. The regulation applies to all types of mobility, including but not limited to Erasmus and its derivatives, Mevlana and its derivatives, and Free-Mover / Individual Exchanges.

DOUBLE DIPLOMA STUDENTS

Students enrolled in the Double Diploma program may attend summer school at the partner university (i.e., the university with which they are currently completing the Double Diploma), provided that the university organizes a summer school and offers the desired course in English.

Summer school may only be attended during the second year of studies, and students may take courses from the second-year curriculum.

Students may take a maximum of two courses during the summer school

STUDENTS RESPONSIBILITIES AFTER THE NOMINATION PROCEDURE

Once a student is officially nominated and accepted by the receiving institution, they are responsible for managing and tracking the relevant documentation, including, but not limited to, changes to the Learning Agreement, Grant Agreement, visa and residence permit, arrival date, duration and limitations of their stay, as well as their health insurance. These matters are the sole responsibility of the student, and the IRO will not be held responsible for any potential omissions or losses.

Article 10

FINANCIAL REGULATIONS

During the exchange program, the student is required to pay the tuition fee in accordance with the inter-institutional agreement or the contract upon which the mobility program is realized. All mobility activities of IUS students must be preceded by the fulfillment of their financial responsibilities towards IUS.

Article 11
ACADEMIC CALENDAR

In case that the academic calendar of the host institution differs significantly from that of IUS, IRO consults the Program Exchange Coordinator or the Program Coordinator of the relevant Faculty to make suitable arrangements so that the student's exchange will not be adversely affected due to absenteeism.

Article 12
CORE AND ELECTIVE COURSES

Each course taken at the host institution, and listed in the Learning Agreement, should have an IUS course with compatible learning outcomes and approximate ECTS credits listed in the Learning Agreement. Faculty and program elective courses can be matched to a course that is not offered at IUS if Program Coordinator and the Program Exchange Coordinator agree in writing (including email correspondence) that such acceptance would be a suitable alternative for learning outcomes of the study program. Such courses are accepted and noted in the student transcript as "Faculty Elective" or "Program Elective" courses. In case an IUS exchange student takes a course as free elective, if such course is stipulated in student's curriculum, the Program Exchange Coordinator does not have to find a compatible course at IUS and that course can be accepted as "Free Elective" without comparing learning outcomes. The same rule applies to foreign language elective courses.

The Learning Agreement has to list the explicit courses to be taken by the exchange student, and the principle of flexibility for transferring the ECTS credits, as outlined in the European ECTS Guide, will apply in the process of transferring these courses and credits to IUS.

Article 13
CREDIT TRANSFER

Program Exchange Coordinators will ensure that the Learning Agreement identifies a set of suitable educational components to be taken at the receiving institution and how they will be integrated into the program of IUS, providing that maximum 30 ECTS credits will be transferred per semester.

The total maximum ECTS transfer is limited to 60 ECTS during the first study cycle, including the maximum of 12 ECTS from summer semester exchange as a type of an individual exchange.

IMPORTANT NOTE: Proper filling out the Learning Agreement form is mandatory. In particular, course equivalency section defines how many ECTS credits obtained during the mobility per course will be recognized after the mobility. Appendix B provides an example of the Learning Agreement.

Failing to correctly fill out the Learning Agreement form may result in the student's failure to transfer the course passed at the host institution to IUS.

The Supplement Table, which includes the equivalence of each course with clearly specified ECTS points, as well as the name of the course to be taken at the outgoing institution and its equivalence at IUS (including ECTS), is an integral part of the Learning Agreement, also known as the After Mobility form (Appendix B). In case of University, Faculty, Program, or Free Elective courses, the specific name and code of the elective course must be included.

Article 14

GRADE ENTRY

The students must submit the original version of the Learning Agreement and the original transcript of records for passed course(s) in English to IRO at least 10 working days before the course registration week for the following semester.

The registration of transferred courses is performed by SAO based on the documents submitted by IRO.

Article 15

CHANGES TO THE LEARNING AGREEMENT

Once the Learning Agreement is signed by all three parties (Student, Program Exchange Coordinator, and Host Institution), it may be modified thereafter, if necessary, by mutual agreement of all three parties. Any changes to the Learning Agreement must be made with the written consent of the Program Exchange Coordinator or the Program Coordinator, with consent via email also considered valid written consent.

Article 16

PROGRAM DEADLINES

Students who, for any reason other than force majeure, miss the registration deadlines (understood to be at least one day before the end of the add-drop period of a particular semester) lose the right to take part in the exchange/mobility and are responsible for any losses incurred as a result.

PART III - INDIVIDUAL EXCHANGE

Article 17

GENERAL INFORMATION ON INDIVIDUAL EXCHANGE

Unless otherwise explicitly stated, all articles under GENERAL CONDITIONS AND PROCEDURES FOR STUDENT EXCHANGE also apply to Individual Exchange.

Individual exchange refers to any mobility activity outside the scope of regular semester-based student exchange programs. This includes, but is not limited to, participation in summer schools, short-term training programs, research stays, internships, and other forms of academic or professional exchanges. These activities are conducted on an individual basis, tailored to the participant's academic or professional goals, and are subject to institutional approval based on their relevance and alignment with institutional policies.

NOTE: Individual exchanges cannot be used to transfer training programs as part of a student's regular course curriculum. Except for internships, if the individual exchange does not involve a

summer school or a regular semester exchange, the approval of the Programme Coordinator is required if the course(s) are to be transferred upon exchange.

In case a student applies for an individual exchange at a University with which IUS had not established any sort of partnership, a student is obliged to apply for such an individual exchange one month prior to July 15 in order to enable IRO to establish a new partnership/ collaboration with the targeted Host University accordingly and in a timely manner.

In case a student is rewarded a scholarship through an international scholarship competition or similar events by a Non-Partner University or other institutions, such a student is considered an exception and is automatically accepted due to the fact that such student had no control over the outcomes of such competitions including the final results and its timing and is thus unable to apply for an individual exchange within the specific deadline.

Article 18

LANGUAGE OF THE COURSE

Only the courses, that are taught face-to-face in English, during individual exchange are subject of recognition and transfer to IUS.

Article 19

GRADE BASELINE

Students are required to obtain a CGPA of at least 2.0 in order to be eligible for an individual exchange. The Program Exchange Coordinator must approve registration of the University or free elective courses.

In addition, approval from the Programme Coordinator for the required courses is requisite for a student to be eligible for the individual exchange.

Article 20

CREDIT TRANSFER

The total maximum ECTS transfer is limited to 60 ECTS during the first study cycle, which includes the maximum of 12 ECTS from summer semester exchanges.

Article 21

CONSIDERATION OF APPLICATION

To process the request, the relevant Program Exchange Coordinator, or in their absence, the Program Coordinator, will have three working days from the receipt of the student request, provided the student has submitted all necessary information and documentation to match courses. The exchange coordinator may:

- a. Approve the student's request (if the student meets the conditions to attend the individual exchange, and the course can be recognized as the course from the curriculum of student's major study program at IUS), or

- b. Reject student's request (if the student does not meet the criteria to attend the individual exchange and/if the course cannot be recognized as a part of the curriculum of the student's major study program at IUS).

If the request is accepted, the individual Exchange Learning Agreement is prepared and signed by the Program Exchange Coordinator, (or in their absence the Program Coordinator) will send the document back to the student. The student will then submit the Learning Agreement, and the Application Form to IRO via mobility@ius.edu.ba for signature and the IUS stamp. Upon the receipt of the properly filled-out application, IRO will have 48 hours to return the signed and stamped copy to the student via email. The original file will remain with IRO and will be further delivered to the SAO for credit transfer, along with the complete Learning Agreement and the original transcript of records, which the student will provide to IRO.

Article 22

INDIVIDUAL EXCHANGE LEARNING AGREEMENT

The Individual Exchange Learning Agreement is intended for students participating in an individual exchange (e.g. summer school) and must list the specific courses to be taken. The principle of flexibility for transferring ECTS credits, as outlined in the *European ECTS Guide*, will apply when transferring these courses and credits to IUS.

Each course taken at the partner institution, which is listed in the Individual Exchange Learning Agreement, should correspond to an IUS course with compatible learning outcomes and approximate ECTS credits, as specified the Agreement.

PART IV - ACADEMIC AND ADMINISTRATIVE STAFF EXCHANGE

Article 23

STAFF EXCHANGE

Academic and administrative staff may participate in exchange programs (with or without an inter-institutional agreement) for a duration determined by the Rector, with prior consent from the Dean and the Secretary General, respectively, taking into account their academic or administrative responsibilities. During the exchange, academic staff must ensure that their teaching responsibilities are not disrupted either by arranging a replacement, rescheduling missed lectures before or after the exchange, or completing asynchronous assignments. A clear plan must be outlined and approved by the Program Coordinator.

- Academic or Administrative staff may participate in up to one exchange mobility program per semester, or two exchange programs within one academic year, provided that the second participation within the same academic year is organized only during the summer period.
- IUS staff participating in an exchange program for the second time within one academic year must use either annual leave days or unpaid leave for the time spent on the exchange program. Academic staff must plan their exchange mobility program in consultation with their Faculty Dean.

- Academic staff are advised to plan their exchange mobility program outside of teaching weeks at IUS, if possible.

Limitations:

- While on exchange, IUS staff have the status of „employee on professional development program“, and are entitled to salary payment and transportation benefits, unless otherwise directed by the Rector.
- Part time employees are not eligible to apply for staff mobility.
- All new employees not eligible to participate in any mobility program during the first year of their contract.

Article 24

STAFF SELECTION SCORE SHEET

Each staff member is evaluated upon the following selection criteria:

- *Frequency of the previous Erasmus+ mobilities* (More mobilities result in lower scores, while no mobilities result in the highest score.)
- *Staff type* (Based on engagement in both academic and administrative roles, staff members may receive extra points. More areas of engagement lead to higher scores, e.g. Program Coordinators, Program Exchange Coordinator etc. In particular, staff members who initiate new partnerships receive extra score points during their first exchange visit to the partner institution.)
- *The date of the realization of staff mobilities* (More recent staff mobilities receive lower scores, while those that occurred further in the past receive higher scores.)

Article 25

PARTNERSHIP ESTABLISHING PROCEDURE

To enhance opportunities for academic exchange, research collaboration, and mobility, the following procedure is established for initiating and formalizing partnerships under Erasmus+ and other institutional agreements:

1. **Proposal Submission:** Faculty staff members propose potential partnerships by submitting an official list to IRO. This list should include the name of the university or institution, program details, and relevant contact information.
2. **Partnership Proposal:** Upon receiving the proposal, IRO will send an official partnership request to the proposed institution and follow up on the process.
3. **Communication and Coordination:** If the response is positive, IRO, in collaboration with the initiating Faculty, will maintain communication and work toward formalizing the partnership.
4. **Legal Review and Signing:**

For Memoranda of Understanding (MoUs), IRO will consult the Legal Affairs Office to review the agreement before presenting it for the Rector's signature.

For Erasmus+ agreements, IRO will prepare and edit the required documents and submit them directly to the Rector for signing.

5. **Dissemination:** Once finalized, all new partnerships will be announced through IRO website. Additionally, IRO will notify the partnership initiator via email about the outcome.

Article 26

STAFF EVALUATION REPORT

After the completion of the mobility, the staff member is required to fill out and submit the Erasmus+ After the mobility staff report to IRO via mobility@ius.edu.ba, within 5 working days of their return from the mobility (Appendix F).

Professors returning from Erasmus+ mobility are expected to present their experiences to the Faculty Council. These presentations should be scheduled on a monthly basis, provided that there are faculty members returning from mobility during that period.

PART V - CONCLUDING REMARKS

Article 27

CONTRACTUAL RIGHTS

The status, rights, and obligations of students, academic, and administrative staff arising from their study and employment contracts, respectively, will remain unchanged during the period of exchange programs.

Article 28

BONA FIDES

IUS reserves the right to request details of an IUS student's, administrative staff's or academic staff's attendance and assessment from the receiving institution. Reciprocally, IUS will share such information as requested by other sending institutions.

Article 29

TRANSPARENCY

The list of selected candidates and minutes of the selection committee shall be kept on file by IRO. An abbreviated list shall be listed on the IRO webpage for 7 working days for perusal after the announcement of the results. Any objections may be raised in 3 working days after the date of announcement.

Article 30

EXCEPTIONS

The Selection Committee, appointed by the Rector, is authorized to approve any exceptions to any of the regulations set forth in this document.

Article 31

INTERPRETATION

Senate of the University has jurisdiction over the interpretation of provisions of this Decision.

Article 32

EXPIRATION OF REGULATION

By entering into force this Book of Rules, the *Decision on Criteria for attending Summer School semester exchange at other higher education institutions*, no. IUS-SENAT 11-987-1/21, will cease to be valid.

Article 33

ENTRY INTO FORCE

This Book of Rules shall enter into force on the date of its adoption, whereby the previous Book of Rules on Participation in Exchange Programs No. IUS-SENATE-11-2927/2018 is no longer in force.

R E C T O R

Prof. Dr. Ahmet Yıldırım

Delivered to:

1 x Staff and students
1 x web page
1 x IRO
1 x SAO
1 x a/a

NOTE: All appendices are available for download at www.iro.ius.edu.ba

APPENDIX A

APPLICATION FORM FOR IUS OUTGOING EXCHANGE STUDENTS

Completion of all fields is mandatory if the application is to be taken into consideration!

PERSONAL INFORMATION		
Name(s):	Surname:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Date of Birth:	Place of Birth:	Nationality:
CONTACT INFORMATION		
Email:	Mobile phone number:	Emergency contact:
Home address:		
ACADEMIC INFORMATION		
Student ID Number:	Faculty:	Program:
Cycle of study: <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD (Doctoral)	Year of study:	CGPA:
	Number of <i>Free elective courses remaining</i> in your curriculum:	Disciplinary Action: <input type="checkbox"/> Yes <input type="checkbox"/> No
Host University:	Faculty:	Program:
Type of mobility: <input type="checkbox"/> Erasmus+ (granted) <input type="checkbox"/> Erasmus+ (non-granted) <input type="checkbox"/> Mevlana <input type="checkbox"/> Free-mover	Period of stay:	Previous mobility experience: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the period of mobility:
EXTRA-CURRICULAR ACTIVITIES		
Please list if you have taken part in any extra-curricular activities (clubs, sports teams, competitions, community service...etc) Please list and attach any awards or honours you achieved stating the nature of the award and the year you won it. (NB! Points will not be awarded without attached proof)		
CONTRIBUTION TO THE UNIVERSITY		
Please list if you have participated in any volunteer and/or project activities or have worked part-time for your home university with the aim of promoting IUS. Please attach references, certificates of participation/appreciation, contracts...etc) (NB! Points will not be awarded without attached proof)		
SPECIAL NEEDS		
Please indicate whether you have any physical, mental or health-related condition: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state the nature of your condition and how this might affect your mobility. Attach all relevant proof of your condition (recent medical		

reports from at least two different sources.)
(NB! Points will not be awarded without attached proof)

FINANCIAL OBLIGATIONS (to be completed by the IUS Finance Office)

This is to prove that the student has **no financial obligations** towards the International University of Sarajevo and has signed the Study Contract for the relevant academic year and may be allowed to take part in exchange or mobility activities.

STUDENT NAME AND SURNAME: _____

☐ Full approval

☐ Conditional approval

Finance Office (signature) _____

Date: ____/____/____

NB! If the student has not signed/renewed the Study Contract or paid in advance his/her financial dues to IUS for the period of his mobility at the time of his/her application (notably for the Fall semester), the student is given conditional approval with the understanding that each candidate will realize their financial duties prior to leaving for their mobility. The student who does not realize these duties will not be able to go on mobility.

RESIDENCE PERMIT OBLIGATIONS (to be completed by the IUS International Relations Office)

This is to prove that the student has received the temporary residence permit in Bosnia and Herzegovina and may be allowed to participate in exchange.

☐ Full approval

☐ Conditional approval

IRO – Visa Officer (signature) _____

Date: ____/____/____

NB! If the student has applied but not received his/her residence permit prior to the start of the mobility period, he/she is given conditional approval with the condition that he/she has to come to Bosnia and Herzegovina to pick up the residence permit after being informed by the home University. The deadline for the residence permit pick-up is 30 days after the notification.

IRO CONSENT (to be completed by the IUS International Relations Office)

According to the information listed above, the student is considered ☐ **Eligible** ☐ **Ineligible**
in accordance with the criteria and requirements listed in the IUS Rulebook on Participation in Exchange Programs
(https://www.ius.edu.ba/sites/default/files/book_of_rules_on_participation_in_exchange_programs.pdf)

Reasons for ineligibility:

IRO – Institutional Coordinator for Mobility (signature) _____

Date: ____/____/____

Protocol no: **IUS- REC-01-02** ____/____

STUDENT DISCLAIMER

- I hereby acknowledge that all the information provided in this application and the enclosures is correct.
- I understand that if any given factual information is proven wrong, I might lose all my mobility benefits.
- I agree that priority will be given to eligible candidates who have never been on exchange before regardless of other considerations.
- I hereby agree that if I am not able to match my courses with the courses available at the host university as well as complete any other required documentation, I will renounce my place to the next best candidate on the Reserve list
- If my mobility is approved, I hereby consent to share and have my information (data, statements, photos, videos...etc) shared for the promotional purposes of the International University of Sarajevo.

Student Signature: _____

Date: ____/____/____

APPENDIX B

Erasmus+ Learning Agreement

Student Mobility for Studies

International Mobility (KA171)

All fields contained in this template are mandatory unless marked as optional within these symbols: <>. For more information, please read the Guidelines on how to use the Learning Agreement for Studies.

General information

Student	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	Study cycle	Field of education
Sending Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	International University of Sarajevo	Faculty of Business and Administration	BA SARAJEV02	Hrasnička cesta 15, 71000 Sarajevo	Bosnia and Herzegovina / BA	mobility@ius.edu.ba +38733957116	
Receiving Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Before the mobility (SAMPLE)

Study Programme at the Receiving Institution					
Planned period of the mobility: from [month/year] to [month/year]					
Table A Before the mobility	Component No.	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	21506046		International Managerial Skills	Spring	6
	21506045		Applied Econometrics for IBF	Spring	6
	21506045		International Accounting and Auditing	Spring	6
	21506049		International Management of Family Business	Spring	6
	20517061		English and North American Cultural Studies	Spring	6
					Total: 30
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]					

	The level of language competence 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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input checked="" type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>
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Recognition at the Sending Institution					
Table B Before the mobility	Component No.	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
	IBF318		International Management	Autumn	6
	ECON301		Econometrics I	Autumn	6
	IBF407		Special Topics in Finance	Autumn	6
	MAN403		Special Topics in Business	Autumn	6
			Free Elective	Autumn	6
					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			Student		
Responsible person at the Sending Institution	Relevant IUS Program Exchange Coordinator				
Institutional Coordinator at the Sending Institution			Institutional Coordinator		
Responsible person at the Receiving Institution					

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	Number of ECTS credits (or equivalent)
	21506049	International Management of Family Business	<input checked="" type="checkbox"/>	<input type="checkbox"/>		6
	PCL21126	Spanish as a Foreign language	<input type="checkbox"/>	<input checked="" type="checkbox"/>		7

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)
	IBF407	Special Topics in Management	x	<input type="checkbox"/>	
		Free Elective	<input type="checkbox"/>	x	

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 at the Sending Institution	Relevant IUS Program Exchange Coordinitor		Exchange Coordinator		
Responsible person at the Receiving Institution					

After the Mobility



Higher Education
Learning Agreement Form
Academic Year 2024/2025

After the Mobility (Form)



Transcript of Records and Recognition at the Sending Institution – INTERNATIONAL UNIVERSITY OF SARAJEVO (IUS)

STUDENT (full name) STUDENT ID.....

Start and end dates of the study period abroad: from [day/month/year] to [day/month/year]

Table D - After the mobility (Course Equivalency Table)	SENDING INSTITUTION (IUS)			RECEIVING INSTITUTION			
	Course Code	Course Title (as indicated in <i>Learning Agreement form</i>)	Number of ECTS	Course Code	Course Title (as indicated in the official <i>Transcript of Grades</i>) *	Number of ECTS	PASSING GRADE
TOTAL: ACCEPTED COURSES: ACCEPTED ECTS.....							

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.

	Name	Contact Email	Position	Date	Signature
Student			Student		
Responsible person at IUS			Exchange Coordinator		
Responsible person at IRO Office:			Mobility Coordinator		

*In case of the mismatch between the official academic record and Learning Agreement (LA), LA must be corrected BEFORE the submission of After the Mobility (Form).

Glossary

Term	Definition/Explanation
Nationality	Country to which the person belongs administratively and that issues the ID card and/or passport.
The European Student Identifier (ESI)	A unique European Identifier number used to identify and authenticate students using the Erasmus+ Mobile App and/or the desktop version of the app to fill in and sign their online learning agreement. If the sending institution does not issue an ESI for its students an alternative mechanism for identifying and authenticating students can be accepted. For more information, visit the Erasmus Without Paper Competence Centre .
Level of education	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).
Field of education	The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_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.
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 EU Member States and third countries associated to the programme.
Administrative Contact person	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 works at the international relations office or equivalent body within the institution.
Long-term mobility	A study period abroad lasting at least one academic term/trimester or 2 months to 12 months (long-term mobility)
Blended mobility	Any mobility can be carried out as a “blended mobility” by combining the study period abroad with on virtual component at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.
Short description of a virtual component	An indication of whether the virtual component is an online course(s), embedded in a course(s) selected at the receiving institution, embedded in a blended intensive programme and/or other type of online activity at the receiving institution along with component title(s) or short description of the online activity.
Short-term mobility with a mandatory virtual component	If a long-term physical mobility is not suitable, the student may undertake a study period abroad lasting between 5 days and 30 days and combined with a compulsory virtual component to facilitate an online learning exchange and/or teamwork.
Short-term doctoral mobility	A study period abroad lasting between 5 days and 30 days. An optional virtual component to facilitate an online learning exchange and/or teamwork can be added to further enhance the learning outcomes.
ECTS credits (or equivalent)	In countries where the "ECTS" system is not in place, in particular for institutions located in third countries not associated to the programme 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.
Automatic recognition	All credits gained abroad– as agreed in the Learning Agreement and confirmed by the Transcript of Records – will be transferred without delay and counted towards the students' degree without any additional work or assessment of the student. This is signalled in the learning agreement by the “Yes” check box. If the “No” check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied e.g. registration in the students’ diploma supplement or Europass Mobility Document.

Educational component	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.
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
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.
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.
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.
Reason for changing a component	<ol style="list-style-type: none"> 1. Previously selected educational component is not available at the Receiving Institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Substituting a deleted component 5. Extending the mobility period 6. Adding a virtual component 7. Other (please specify)

APPENDIX C

Evaluation Form For Outgoing Exchange Students

1. General information

Name, Surname, Student ID No:

Faculty/ Program /Study Year: (Ex. FENS/GBE/5th Sem 3rd Year or FASS/PSY/3RD Sem 2nd Year)

Period/Place of Exchange: (Ex. Spring 2019 YTU, Turkey)

Type of exchange you participated in (Erasmus, Mevlana or Individual):

2. I am satisfied with the support International Relations Office (IRO) of my **home university** provided regarding this exchange. (Please mark one field with X)

4= Strongly agree	3= Agree	2= Not sure	1= Disagree	0= Strongly disagree

Please explain your answer:

3. I am satisfied with the support International Relations Office (IRO) of my **host university** provided regarding this exchange. (Please mark one field with X)

4= Strongly agree	3= Agree	2= Not sure	1= Disagree	0= Strongly disagree

Please explain your answer:

4. The best thing about your mobility, host university and city?

5. The worst thing about your mobility, host university and city?

6. Advice for the next generation going to that university/city/country?

7. Suggestions for improvement?

Thank you for taking the time to fill in this questionnaire. We will use it to improve our services and help our students for a smoother exchange experience 😊

APPENDIX D

Mobility Agreement

Staff Mobility For Teaching

Planned period of the teaching activity: from [day/month/year] till [day/month/year]

Duration (days) – excluding travel days: 5.

The teaching staff member

Last name (s)		First name (s)	
Seniority ¹		Nationality ¹	
Sex [M/F]		Academic year	20../20..
E-mail			

The Sending Institution/Enterprise¹

Name	International University of Sarajevo		
Erasmus code ¹ (if applicable)	BA SARAJEV02	Faculty/Department	
Address	Hrasnicka cesta15, 71210 Ilidza, BiH	Country/ Country code ¹	BA
Contact person name and position	Mobility Coordinator	Contact person e-mail / phone	mobility@ius.edu.ba +38733957116
Type of enterprise:	University	Size of enterprise (if applicable)	<input checked="" type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

The Receiving Institution

Name		Faculty/Department	
Erasmus code (if applicable)			
Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	

For guidelines, please look at the end notes on page 3.

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Main subject field¹:

Level (select the main one): Short cycle (EQF level 5) ☐; Bachelor or equivalent first cycle (EQF level 6) ☐; Master or equivalent second cycle (EQF level 7) ☐; Doctoral or equivalent third cycle (EQF level 8) ☐

Number of students at the receiving institution benefiting from the teaching programme:

Number of teaching hours:

Language of instruction:

Overall objectives of the mobility:

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

Content of the teaching programme:

Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):

II. COMMITMENT OF THE THREE PARTIES

By signing¹ this document, the teaching staff member, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

The teaching staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

The teaching staff member

Name:

Signature:

Date:

The sending institution/enterprise

Name of the responsible person:

, Rector

Signature:

Date:

The receiving institution

Name of the responsible person:

Signature:

Date:

APPENDIX E

Mobility Agreement

Staff Mobility For Training

Planned period of the training activity: from [day/month/year] till [day/month/year]

Duration (days) – excluding travel days: 5

The Staff Member

Last name (s)		First name (s)	
Seniority		Nationality	
Gender [Male/Female/Undefined]		Academic year	
E-mail			

The Sending Institution

Name	International University of Sarajevo	Faculty/Department	
Erasmus code (if applicable)	BA SARAJEV02		
Address	Hrasnicka cesta 15, 71210 Ilidza, BiH	Country/ Country code	Bosnia and Herzegovina, BA
Contact person name and position	Mobility Coordinator	Contact person e-mail / phone	+38733957116
Type of enterprise:	University	Size of enterprise (if applicable)	X <250 employees <input type="checkbox"/> >250 employees

The Receiving Institution / Enterprise

Name		Faculty/Department	
Erasmus code (if applicable)			
Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Language of training: English

Overall objectives of the mobility:
Training activity to develop pedagogical and/or curriculum design skills: Yes <input type="checkbox"/> No x
Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):
Activities to be carried out:
Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):

II. COMMITMENT OF THE THREE PARTIES

By signing this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

The staff member

Name:

Signature:

Date:

The sending institution

Name of the responsible person:

, Rector

Signature:

Date:

The receiving institution/enterprise

Name of the responsible person:

Signature:

Date:

APPENDIX F

ERASMUS+ AFTER THE MOBILITY STAFF REPORT

PLEASE NOTE: This report will be graded after submission by the university higher management and the result will impact future mobilities.

Name:	Surname:
Faculty /Department :	
Type of Mobility: Teaching: <input type="checkbox"/> Training: <input type="checkbox"/>	Period of Mobility:
Name of the Host Institution:	
Summary of activities performed by the participant:	
Best practices: (What should IUS emulate from the host institution)	
How will this mobility help improve the quality of your work at IUS?	
Notes for the Future: (Any suggestions for the future Erasmus+ participants from IUS):	
Contacts: (Names/Email Addresses/Telephone Numbers of new contacts made during the mobility)	
PLEASE ATTACH TO THIS REPORT: <ul style="list-style-type: none">At least 1 high resolution photograph at the host institution with host staffAt least 1 high resolution photograph of the host institution campus	
After completing the evaluation form, please submit it electronically to mobility@ius.edu.ba .	
Thank you!	

