

**REGULATIONS ON MOBILITY AND RECOGNITION OF  
STUDENT AND STAFF MOBILITY PERIODS**

**THE REPUBLIC OF SERBIA**

**ACADEMY OF PROFESSIONAL STUDIES SOUTH SERBIA**

Reg.no. 2060/2023-5

21.12.2023.

Leskovac, 7 Partizanska Street

Phone number: 016/254-961

[info@akademijajs.edu.rs](mailto:info@akademijajs.edu.rs)

[www.akademijajs.edu.rs](http://www.akademijajs.edu.rs)

---



On the basis of article 66 and articles 161-163 of the Statute of the Academy of Professional Studies South Serbia (no.955/2022 of 26.05.2022.), the Teaching-scientific Council of the Academy, at a session held on December 21<sup>st</sup>, 2023 adopted the Regulations on Mobility and Recognition of Student and Staff Mobility Periods

## **BASIC PROVISIONS**

### **Article 1.**

Regulations on mobility and recognition of student and staff mobility periods (hereinafter: the Regulations) defines the basic principles and procedures in relation to international mobility of students and staff that are realized at the Academy of Professional Studies South Serbia (hereinafter: the Academy). The Academy supports and promotes student and staff mobility as an integral part of the process of internationalization of higher education (in line with the positive legal regulations and generally accepted EU standards). The President of the Academy can, for the sake of the realization of activities related to student and staff mobility and recognition of mobility periods, name a Team for international cooperation and form an Office for international cooperation. Rules stipulated by this document that apply to international student mobility can, analogously, be applied to student mobility in the territory of the Republic of Serbia.

### **Basic terms**

#### **Article 2.**

Student mobility – study stay and practical training that is realized at a higher education institution i.e. institutions located abroad.

Staff mobility – Staff stay at a higher education institution (organization) located abroad for the sake of teaching or training.

Sending/Home Institution – Higher education institution which refers a student or an employee to mobility.

Receiving/Host institution – Higher education institution or another institution where an employee or a student completes his/her mobility.

Outgoing student – Student of the Academy who completes his/her mobility (studies or practical training) at a higher education institution i.e. foreign organization.

Incoming student – Student of a higher education institution from abroad who completes his/her mobility (studies or practical training) at the Academy.

Student mobility period – Time period during which a student is at his/her mobility, i.e. practical training or studies abroad.

Staff mobility period – Time period during which a staff member is at his/her mobility at a higher education institution (organization) located abroad for the purpose of teaching (holding classes) or taking part in a training.

Study plan – A document through which a student, when applying for a mobility program, suggests subjects he/she wishes to attend (take exams) i.e. suggests other study activities (research and similar) which he/she plans to conduct at the receiving institution. If a student is approved for a mobility, his Study plan is used to prepare a Learning Agreement. A Study plan must be signed by the student and the home institution authorized person.

Staff mobility plan – A document with which a staff member, when applying for a mobility program, suggests activities which he/she plans to carry out at the receiving institution (organization). If a staff member is granted the mobility, the proposed Mobility plan is used to prepare a Mobility Agreement.

Learning Agreement/Learning Agreement for Studies) – An agreement which defines duties and study activities that will be performed at the receiving institution (for students of all levels of study). The Learning Agreement is 3-pages long and is signed by the sending institution, receiving institution (organization) and a student participating in a mobility.

Training Agreement and Quality Commitment/Learning Agreement for Traineeships – An agreement used for student practical training mobility (taking place at a foreign organization).

Transcript of Records – A document issued by a higher education institution. It contains data on achieved study results (grades, ECTS credits) of a particular student.

Transcript of Work – A document issued by a higher education institution. It contains data on performed practical training and student's achieved results.

Academy's ECTS coordinator – A person authorized by the Academy to sign mobility documents, manage the procedure of mobility recognition and issue Decree on recognition of mobility periods.

Recognition of mobility periods – A procedure during which a decision is made on the recognition of exams passed, recognition of ECTS credits and grades that a student has received during his/her mobility.

Equated grade – A grade which, in the process of mobility recognition, is found to be equivalent to the grade that a student has received at the host institution.

ECTS Grading Table – Recommendations by the European Commission on how to interpret and understand the results that a student has achieved during his/her mobility and how to convert them into ECTS credits and grades at the home institution.

ECTS Grading Scale - Recommendations by the European Commission on how to interpret and understand the results that a student has achieved during his/her mobility and how to convert them into ECTS credits and grades at the home institution. ECTS Grading Scale is a temporary solution used until the ECTS Grading Table is set and put into use.

ECTS Coordinator is a person employed at the Academy appointed by the President of the Academy to perform tasks specified in this document.

Course Catalogue – A list of teaching subjects at a higher education institution (code, contents, number of ECTS credits, expected learning outcomes after a successful completion of pre-exam and exam requirements).

## **Student mobility**

### **Article 3.**

Student mobility, for the purpose of this document (Regulations) implies studying i.e. carrying out practical training in an institution (organization) during a certain period of time after which a student returns to its home institution and continues his/her studies.

Student mobility includes study visit i.e. practical training at all levels of study.

Student mobility is first and foremost realized within the institutional mobility programs and on the basis of international agreements signed by the Academy. A student can take part in a mobility outside the institutional mobility mentioned in the previous item (Free Mover on the basis of interstate agreements, available mobility programs and study opportunities at higher education institutions in foreign countries and in mobility programs of his/her own choosing).

Whenever the circumstances allow it (there is student interest), the Academy strives towards two-way student mobility which involves study visits/practical training of its own students at foreign receiving institutions and study visits/practical training of foreign students at the Academy.

## **Duration of the mobility period**

### **Article 4.**

Provisions of this document are primarily applied to student mobility for studies which last at least one semester, which does not exclude its application in case of shorter or longer periods of mobility.

Student of the Academy can participate in several mobility programs (during his/her studies); however, the total mobility duration cannot be longer than the half of the duration of the study program that a student is enrolled at i.e. the total mobility cannot number more than 30 ECTS credits which are included in the total sum of ECTS credits needed for graduation.

## **Documents for student mobility**

### **Article 5.**

Basic documents used in relation to student mobility programs are:

1. Study plan
2. Learning Agreement
3. Training Agreement and Quality Commitment
4. Transcript of Records
5. Transcript of Work
6. Decree on recognition of mobility period

Documents listed in the previous paragraph do not exclude the possible use of other mobility documents for a particular mobility program.

## **Study plan**

### **Article 6.**

Study plan is a document through which a student, when applying for a mobility program, suggests subjects he/she wishes to attend (take exams) i.e. suggests other study activities (research and similar) which he/she plans to conduct at the receiving institution. Study plan is not a mandatory document but is prepared if a particular project (mobility program) requires it. Study plan serves as a source of information for the receiving institution on the activities that a student, participating in a mobility, wishes to conduct at the receiving institution. A Study plan must be signed by the student and the Home institution authorized person (ECTS Coordinator) – the plan must be prepared before a student submits his/her application (and all other relevant documents) for a particular mobility program.

If a student is approved for a mobility, his Study plan is used to prepare a Learning Agreement.

## **Learning Agreement**

### **Article 7.**

Learning Agreement is a document through which, the contracting parties (student, home institution and host institution) specify the subjects which a student plans to take i.e. other activities (ex. research) which a student plans to perform during his stay at the host institution. Learning Agreement is a mobility document for students of all levels of study. Learning Agreement should basically be in line with the submitted Study plan (if the Study plan was one of the required documents in the application process) but certain, necessary changes, are allowed.

By signing the Learning Agreement, home institution grants the student his/her mobility and agrees with the proposed activities i.e. guarantees the recognition of ECTS credits and grades received during a mobility. By signing the Learning Agreement, host institution confirms that the proposed activities form part of the existing curricula, give consent on student mobility i.e. approves the realization of proposed activities (attendance of specified teaching subjects). Learning Agreement is prepared in English and it must contain:

- Course unit code – if the receiving institution has a numeration of study programs' contents;
- Course unit titles i.e. activities that a student has decided to perform;
- Number of ECTS credits for each subject i.e. activity at the host institution all the while abiding to the rule that the total number of ECTS credits per semester can be at least 20 ECTS credits (except the students which are participating in a mobility program for the sake of completing their final paper).

Learning Agreement for outgoing students is signed by the student, home institution authorized person and/or Academy's ECTS Coordinator. Learning Agreement for incoming students is signed by the student, Academy's authorized person and/or Academy's ECTS Coordinator.

The contracting parties sign the Learning Agreement prior to student's departure (before he/she leaves for mobility), unless otherwise decided by the receiving institution. The Learning Agreement can consequently be altered only with the consent of all parties involved and all changes must be made in writing.

Changes to the Learning Agreement are its integral part completed and signed only in cases when a student suggests subsequent changes and if these changes are approved by all contracting parties.

Changes to the Learning Agreement include:

- Course unit code - if the receiving institution has a numeration of study programs' contents
- Course unit titles i.e. activities
- Note on deleted course unit or added course unit
- Number of ECTS credits.

## **Training Agreement and Quality Commitment**

### **Article 8.**

Training Agreement and Quality Commitment is used to define the contents and the quality of student's practical training (by the students, the home institution and the receiving institution). This document determines the outcome of practical training in terms of acquired knowledge, skills and competences, a detailed program of practical training, students' work assignments, supervision and evaluation plan. By signing the Training Agreement and Quality Commitment, home institution commits to defining the outcomes of practical training, helping a student in his/her choice of the host institution, selecting students following clear and transparent criteria, offering logistical support to students in relation to travelling arrangements, accommodation, visa application procedure, insurance contracting, performing the recognition of the realized period of mobility and to conducting the evaluation of personal and professional development achieved during the mobility.

By signing the Training Agreement and Quality Commitment, host institution commits to providing conditions for the realization of practical training (as defined with the Learning Agreement), prepare a contract or another legal document relevant for the realization of the practical training (in accordance with the positive legal laws of the country in question) i.e. name a mentor to the student performing practical training, providing practical support to the student in terms of his/her insurance and fitting into the new surroundings.

By signing the Training Agreement and Quality Commitment, student commits himself/herself to completing his/her training in the best possible manner, respecting the rule of the host institution, communicating with the home institution in relation to the changes to the Agreement and submit a report on the performed practical training.

The provisions of the article 7 of these Regulations which refer to the authorization in terms of the signing of the Learning Agreement are applied to the signing of the Training Agreement and Quality Commitment.

## **Transcript of Records**

### **Article 9.**

Transcript of Records is a certificate on passed exams issued by the home institution in the form of a formal document. Transcript of Records contains, besides student's data, data on titles of passed exams, received grades and number of awarded ECTS credits (per subject/exam), data on study program duration and other additional information, if considered relevant.

Transcript of Records should contain an explanation on the grading and scoring method (national scoring system).

At the end of the mobility period, the Academy is obligated to issue (if possible, in English) a Transcript of Records to incoming students as a proof of performed study activities.

The Academy is obligated to issue a Transcript of Records to its own students applying for mobility programs.

## **Transcript of Work**

### **Article 10.**

Transcript of Work is a document which is issued by the receiving institution to provide proof of performed practical training and achieved student's results.

## **Decree on recognition of mobility period**

### **Article 11.**

Decree on recognition of mobility period is a single legal document by which the competent ECTS Coordinator of the Academy determines the method of recognition of passed exams i.e. ECTS scores and grades achieved during the mobility period. The document must contain the following elements:

- Student data, host and home institutions' data,
- Subjects taken and passed at the host institution (with the number of ECTS credits and received grades),
- Subjects (at the home institution) that are equivalent to subjects taken and passed (by the student) at the host institution,
- Subjects taken and passed during the mobility that do not have their equivalents at the home institution; these subjects will be listed in the Diploma Supplement as elective activities/subjects,
- Method of equivalence of grades,
- Remaining obligations to be fulfilled by the student during a particular semester (school year) (in cases when a student hasn't achieved a sufficient number of ECTS during his/her mobility),
- Other data that the ECTS Academy Coordinator finds relevant in a particular case.

## **Student status during the mobility period**

### **Article 12.**

Student retains his/her status as the student of Academy while on his/her learning or practical training mobility. During his/her mobility, a student does not terminate his/her studies nor does his/her status change into inactive (at the home institution) since it is considered that a student has performed his/her obligations at the receiving institution (unless otherwise stated in Academy's general acts of which a student must be informed in a timely manner).

The principle stated in the previous paragraph applies also to students opting for a mobility period shorter than one semester (in proportion to the time period spent at a host institution).

Budget-funded student does not lose his/her status during his/her mobility.

Self-financed student continues to pay his/her tuition during his/her mobility.

A student can hand-in a written request in order to change his/her status into inactive – the Academy makes a decision on the request in line with the higher education laws and general acts of the Academy.

## **Recognition of mobility periods**

### **Article 13.**

Student of the Academy who has, based on the signed Learning Agreement, participated in a mobility period, has the right to a recognition of mobility period at the host institution (by the Academy).

The rights stipulated in paragraph 1 of this article are exercised in accordance with the general acts of the Academy. The recognition of the mobility period is a process through which the ECTS Coordinator of the Academy determines the results that a student has achieved during his/her mobility and makes a decision on the manner of the recognition of exams passed (ECTS credits and grades) which is, at the end of the process, determined via Decree on recognition of mobility period.

A student is obligated to provide the ECTS Coordinator with all the relevant documents related to his/her mobility (as stated in general acts of the home institution – written application, Learning Agreement/ Training Agreement and Quality Commitment, Transcript of Work, Transcript of Records, a document on the grading system applied at the host institution (if this type of data isn't an integral part of the Transcript of Records) as well as copies of all previously mentioned documents).

Academy's ECTS Coordinator is obligated to issue a Decree on recognition of mobility period 7 days prior to the commencement of the semester in which a student continues his/her studies at the

home institution. This Decree must be presented to the student and Students' Office in order to set straight all administrative details in relation to the mobility.

If the administrative procedure stated in the previous paragraph isn't finalized by the end of the above stated time, Academy must enable the student to continue his/her studies without making note of the previously mentioned data and to finalize this procedure as soon as possible.

### **Principles of recognition of mobility periods**

#### **Article 14.**

Recognition of results (ECTS credits and grades) obtained during mobility is based on principles of transparency, flexibility and fairness. The principle of transparency implies that the rules and regulations in relation to the recognition of mobility periods is publically available (on Academy's web page, notice board and similar).

The principle of flexibility entails a realistic approach to recognition of the results achieved during a mobility. A complete matching of study programs' contents of home and host institutions is almost impossible. Therefore, the basic principle in recognition of mobility periods is focusing on similarities and learning outcomes and not on differences between study programs which are being compared. The focus is on the knowledge (in a particular field) a student has gained during his/her mobility and which does not have to be identical but related to the knowledge that he/she would have obtained by attending subjects at the home institution.

In the process of recognition of mobility periods, Academy's ECTS Coordinator respects the rule of righteousness as a generally accepted legal principle.

#### **Article 15.**

The main idea behind each mobility is to enable a student to perform his/her study activities with the host institution and for these activities to be recognized as being performed at the home institution. A student who hasn't passed all exams stipulated in the Learning Agreement (at the host institution), i.e. hasn't gained the necessary 30 ECTS credits per semester, but has attended certain classes, has the right to take a particular exam/exams (from the semester that he/she spent on mobility) at the home institution (in accordance with general acts of home institution).

## **Comparison and evaluation of similarity of study programs**

### **Article 16.**

The comparison and evaluation of similarity of subjects at the home and host institution is performed by Academy's ECTS Coordinator by adhering to the principle of flexibility. ECTS Coordinator is exclusively responsible for signing the basic mobility documents (stated in article 5 of this document) and changes that might occur in this documents. ECTS Coordinator is independent in his/her appraisal of similarity of subjects that a student has expressed an interest to attend at the host institution. ECTS Coordinator can, prior to the realization of a student mobility, consult with the President of the Academy, Vice-President of the Academy for teaching and accreditation and professor teaching a particular subject. A full recognition of subjects passed at the host institution is recommended if these subjects are equivalent to subjects that a student would have attended at the home institution (which entails similarity of scientific fields and obtained knowledge as the outcome of mastered materials (the outcomes of the learning process)).

A full recognition from the previous paragraph entails that a student, after he/she returns from his/her mobility does not have any additional obligations (such as writing term papers, taking mid-term tests/parts of the exam and similar) from subjects which, based on the Decree on recognition of mobility period have been substituted with subjects passed at the host institution.

## **Transfer and recognition of obtained ECTS credits and grades**

### **Article 17.**

The basic criteria for transfer and recognition of ECTS credits and grades obtained during the mobility period is the learning process outcome and in line with the following recommendations:

1. Recognition of a subject that a student has attended and passed at the host institution and which is similar i.e. corresponds to a subject at the home institution is conducted in such a manner that it will be considered that a student has passed a subject included in a particular study program at the home institution. A student is recognized the title, ECTS credits and the number of classes that a corresponding subject has at the home institution no matter the number of credits of a subject passed at the host institution.
2. The option of "substitution" of subjects from the home institution refers to both obligatory and elective courses. Diploma Supplement (field 6.1. – "Additional information on a student") will contain the information that a certain subject was passed at mobility in a relevant higher education institution (from abroad); moreover, it will contain the exact subject title (in student's native language), the original grade, ECST credits and the grading system applied at the host institution (all of this will be stated exactly as it is listed in the Transcript of grades).

3. If the contents of subject that a student has attended and passed during his/her mobility significantly deviates from the corresponding subject at the home institution (in terms of the outcomes of the learning process) or if a subject that a student has passed at the host institution doesn't even exist at the home institution, then the data on the passed subject and achieved results at the host institution will be added to the Diploma Supplement in the native language and in its original form (section – “Exam passed/activities performed which do not form part of a study program). Section 4.3. of the Diploma Supplement contains information that a particular subject has been passed at mobility and section 6.1. of the Diploma Supplement (“Additional information on the student”) contains the name of the foreign higher education institution and its grading system (as stated in the Transcript of Grades).

4. The grades a student has received at the host institution are also recognized. If the grading systems at home and host institution are not the same, then the grades, using the adjustment method, are converted into grades applied at the home institution – in line with EC's ECTS Grading Table i.e. ECTS Grading Scale (as stated in article 18 of this document).

5. The aligned grades for subjects passed at mobility (for subjects which are recognized as passed at the home institution), are included in the average grade at the home institution. Grades received for subjects which haven't been “substituted” for similar subjects at the home institution but are noted in their original form (as stipulated in paragraph 1, item 3 of this article) are not included in the average grade.

6. ECTS credits and grades from paragraph 1, items 1 and 2 of this article are treated like any other subject that a student has passed at his/her home institution (ECTS credits are counted as ECTS credits obtained as part of the study program).

7. ECTS credits for subjects stipulated in paragraph 1, item 3 of this article aren't included in total number of ECTS credits of a study program but are included in the overall count of obtained ECTS credits.

8. Instead of the subject substitution method described in items 1-7 of this paragraph, the recognition of mobility period for a student who has achieved less than 30 ECTS credits per semester can be performed with the method of semester substitution (Mobility Window). With this method, ECTS credits obtained at mobility and exams passed at mobility are recognized in their original form and title without being substituted with similar subjects at the home institution and without the conversion of grades into corresponding grades at the home institution. ECTS credits received at mobility are counted in the total number of ECTS credits for a particular study program. Grades that a student has received at mobility are not included in the average grade achieved during studies. Titles of subjects that a student has passed during his/her mobility, ECTS credits and grades that a student has received at his/her mobility are entered in the student logbook and Diploma Supplement in their original form. The application of the Mobility Window method creates an assumption that a student has completed all of his/her duties at the home institution for the time spent at mobility and that, at the return from his/her mobility, a student won't have any additional duties related to his/her mobility (to complete at the home institution).

9. The method described in item 8 can be applied in the case when a student has passed his/her elective courses at mobility.

### **Interpretation and conversion of grades received during the mobility period at the host institution**

#### **Article 18.**

Grades received during the mobility period for subjects that can be substituted for subjects at the home institution are recognized in the following manner (provided that the grading system at two institutions (home and host institution) differ):

- a grade received at mobility will be converted into a corresponding grade at the home institution (the so called "harmonized grade").

The grades' harmonization process is performed in line with the ECTS User's Guide (prepared by the European Commission). The previously mentioned guide was also consulted in the preparation of this document.

It is recommended that the Academy conducts the conversion of grades based on the ECTS Grading Table. Due to the fact that the ECTS Grading Table is a new term in the European higher education, the Academy will prepare models for the transfer and conversion of grades for partner countries in the mobility programs. The Academy should use the national grading system and the method of comparison based on the so called ECTS Grading Scale until it is prepared to start applying the ECTS Grading Table (this includes cases for which the above mentioned model for the transfer and grades harmonization can't be applied).

#### **Article 19.**

Upon student's return from mobility and delivery of necessary documents, in line with article 13, paragraph 3 of this document, the authorized ECTS Coordinator will, without further delay and at the latest within the set deadline stipulated in article 13, paragraph 4 of this document, issue a Decree on recognition of mobility period.

### **Employee (staff) mobility**

#### **Article 20.**

The Academy, through its bodies and particularly through the activities of the Team for international cooperation, encourages its employees to participate in mobility programs and it offers all necessary information needed for their realization.

Employees can apply for:

- a teaching mobility,
- a training mobility,
- combined mobility (teaching+training).

Besides the previously mentioned, employees can apply for other types of mobility if the program rules allow such an application.

Staff mobility, in the sense of this document, entails a stay at the host institution (organization) from another country where a staff member performs activities defined in the Mobility Agreement (document signed prior to departure to mobility).

Staff mobility is primarily realized within the interinstitutional mobility programs and on the basis of international agreements that the Academy has signed with other institutions. If the program rules allow such a thing, a mobility can be realized through a tri-party agreement which is signed by the Academy, the host institution (organization) from abroad and an employee. Whenever possible and when such a situation occurs, the Academy strives towards a two-way mobility of employees which includes incoming staff mobility (from a foreign institution).

### **The duration of the mobility period**

#### **Article 21.**

The minimum and maximum duration of mobility is defined by the rules and requirements of the program (part of which a particular mobility is), as well as by the available funds for the realization of a mobility.

### **Employee (staff) mobility documents**

#### **Article 22.**

Basic documents for staff mobility include:

1. Staff Plan of the Mobility,
2. Teaching Mobility Agreement,
3. Training Mobility Agreement,
4. Certificate of completed mobility.

The documents listed in the previous paragraph do not exclude the possibility of the use of other mobility documents for a particular mobility program.

### **Staff Plan of the Mobility**

Staff Plan of the Mobility is a document through which an employee, when applying for a mobility, suggests a plan of activities which he/she wishes to perform at the host institution (organization).

Staff Plan of the Mobility is not an obligatory document but is prepared when such are the demands of a particular mobility program (plan).

This document is of an informative character and it is used to inform the host institution on the planned activities of an employee who is applying for a mobility (for example – teaching and training, attending training sessions, participation in roundtable discussions, research, etc.).

If an employee is granted a mobility, the Plan of Mobility will be used to prepare the Mobility Agreement.

### **Staff Mobility Agreement**

#### **Article 24.**

Mobility Agreement is used to clearly define all of the activities that an employee is to participate in during his/her mobility at the host institution (for example – teaching and training, training sessions, roundtable discussions, research, etc.) (all three parties – an employee, the Academy and the host institution sign this document). A Mobility Agreement should basically be in line with the submitted Plan of the Mobility (if such document was required in the application process) but certain, necessary changes are permitted. By signing the Mobility Agreement, the Academy approves a staff mobility and the realization of the stated activities.

By signing the Mobility Agreement, the host institution is giving its consent to the mobility participant and approves of the realization of activities stated in the Mobility Agreement.

### **Records and evaluation of staff mobility**

#### **Article 25.**

The Academy keeps record of all realized staff mobility programs (teaching and non-teaching staff). A staff member of the Academy is obligated to present a Certificate of completed mobility to the Team for International Cooperation, after the completion of a mobility program. This Certificate is issued by the host organization where a staff member has realized his/her mobility and it contains data on the period spent at mobility and realized activities (all previously defined in the Mobility Agreement). A staff member can be asked to provide additional information and documents which are relevant for the activities realized during a mobility.

Members of the Team for International Cooperation present Certificates of completed mobility (together with other relevant information connected to a mobility of a staff member) to the:

- Committee for self-evaluation and internal quality assurance of the Academy,
- Academy Legal Secretary
- Head of the information system and technologies sector of the Academy.

Based on the submitted data and in line with its duties and powers invested in it, Committee for self-evaluation and internal quality assurance of the Academy, draws a conclusion which percentage of teachers and teaching assistants of the Academy, has contributed to the realization of the unity of educational and professional work by taking part in scientific and other projects and through participation in mobility programs. Committee for self-evaluation and internal quality

assurance prepares a proposal on stimulating teachers and teaching assistants on maintaining and enhancing their professional and pedagogical work (both on a national and international level).

Academy Legal Secretary must include the received information into teachers' and teaching assistants' personal files. Head of the information system and technologies sector of the Academy makes sure that the obtained data are entered into the Informational system of the Academy (part which refers to employees' professional development) and into teachers' charts (published at web pages of the Academy and its Departments). Making use of the information on staff mobility, the Academy is able to, in the best possible manner, valorize and employ the knowledge, skills and competencies that its employees have gained through their participation in mobility programs.

### **Transitional and final provisions**

#### **Article 26.**

Regulations on mobility and recognition of student and staff mobility periods enter into force on the eight day of its publication on Academy's notice board.

Chairman of the Teaching-scientific Council of the Academy

President of the Academy

prof. Predrag Stamenkovic, PhD