

Pursuant to the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 119/2006), the Act Amending the Higher Education Act (ZViS-D) (Official Gazette of the Republic of Slovenia, No. 63/2004), and the Strategy for the Internationalisation of Slovenian Higher Education 2016–2020, the Senate of the College of Management Bled adopted, at its 1/2023 session held on 21 February 2023, the following

RULES ON MOBILITY

I. GENERAL PROVISIONS

Article 1

(Scope of Regulation)

These Rules govern the procedures for the implementation of international exchanges of students, academic staff and professional staff (hereinafter: staff) of the College of Management Bled (hereinafter: VM Bled) at universities, faculties, companies, organisations or institutions abroad (hereinafter: foreign institution), as well as of foreign students and staff at VM Bled within the framework of the European Commission's Erasmus+ Programme (hereinafter: Erasmus+) and other international exchange programmes.

Article 2

(Gender-Neutral Grammatical Form)

The terms used in these Rules and expressed in the masculine grammatical form shall be used as gender-neutral and shall apply equally to men and women.

Article 3

(Commission)

The body responsible for decisions concerning international exchanges shall be the Study Affairs Committee of the College of Management Bled (hereinafter: the VM Bled Study Affairs Committee), in cooperation with the Erasmus+ Coordinator of VM Bled (hereinafter: the Erasmus+ Coordinator).

Article 4

(Condition for Participation in the Erasmus+ Programme)

A condition for participation in the Erasmus+ Programme shall be the implementation of accredited study programmes and the award of the Erasmus Charter for Higher Education (hereinafter: the ECHE Charter).

Article 5

(Bilateral Agreements)

Mobility under the Erasmus+ Programme shall be carried out on the basis of bilateral agreements (hereinafter: BA) between institutions holding an ECHE Charter. A BA must be signed prior to the commencement of mobility within the selected study programmes and must, in addition to the field of study, specify the form, number and duration of the mobility. A BA must be drawn up in accordance with the prescribed form or prescribed platform.

Article 6

(Types of Mobility)

The Erasmus+ Programme comprises the following types of mobility:

- Student Mobility for Studies (SMS)
- Student Mobility for Traineeships (SMP)
- Staff Mobility for Teaching (STA)
- Staff Mobility for Training (STT)

Details regarding the implementation of mobility are set out in the Erasmus+ Programme Guide, published on the websites of the Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes (hereinafter: CMEPIUS) or on the European Commission website dedicated to the Erasmus+ Programme.

Article 7

(Procedures for the Implementation of Mobility)

Based on the Agreement with the National Agency for Mobility Programmes, the Erasmus+ Coordinator shall prepare an internal call for applications and publish it on the School's website and notice board. The call shall specify the general and additional eligibility requirements for mobility applications, the types and duration of mobility, the number of available places, the candidate selection criteria, and the application deadline. Applicants shall submit their application to the Erasmus+ Coordinator.

II. STUDENT MOBILITY

Article 8

(Content and Preparation of the Application)

In order to apply under the call, the applicant shall submit a complete application containing the following completed and signed documents:

- Application Form;
- Motivation Letter;
- Confirmation of Acceptance for Traineeship/Studies (Confirmation Letter).

Article 9

(Mobility Conditions)

An application may be submitted by a VM Bled student who holds student status (throughout the entire mobility period) in an undergraduate study programme delivered by the higher education institution and who:

- is enrolled in the current academic year in a publicly recognised study programme at VM Bled;
- has no outstanding financial obligations arising from participation in the ERASMUS+ Programme.

Additional conditions:

- the student has achieved a minimum average grade of 7;
- the student demonstrates proficiency in the foreign language in which the study programme at the host institution abroad will be delivered.

At the time of application for mobility, a recent graduate shall be enrolled in the final year of study and hold student status, provided that the traineeship is carried out within 12 months of the date of graduation.

All additional conditions must be precisely specified in the call for applications for the relevant academic year.

Article 10
(Duration of Mobility)

The duration of mobility shall be determined in accordance with the conditions specified in the individual Erasmus+ call for applications.

Article 11
(Selection Criteria)

Where all applicants are selected or where the number of available places exceeds the number of applications received, the Dean of VM Bled shall, upon the proposal of the Erasmus+ Coordinator, confirm the selected candidates. The decision on selection or non-selection, issued by the Dean of the higher education institution, shall be sent to all applicants.

Where the number of applicants exceeds the number of available places, the following criteria shall be taken into account in the selection procedure:

- year of study, whereby priority shall be given to students enrolled in a higher year of study;
- student motivation, assessed on the basis of the motivation letter;
- average grade achieved during studies;
- grade achieved in a foreign language.

All criteria shall carry equal weight and shall form the overall score used in the selection procedure. In the event of candidates obtaining equal scores, an interview shall be conducted with the candidates.

Article 12
(Appeal)

A candidate may lodge an appeal against the decision adopted in the selection procedure with the Senate of VM Bled within five working days of receipt of the selection results. The candidate shall submit a reasoned written appeal together with the relevant supporting documentation.

Article 13
(Subsequent Withdrawal from the Exchange)

Candidates who satisfy the conditions for participation in the exchange but for whom no places are available shall be placed on a reserve list in the event of withdrawals by selected participants.

Article 14
(Traineeship Abroad)

For the implementation of mobility for traineeships, the student, the host institution and VM Bled shall prepare a Learning Agreement for Traineeships. The agreement shall specify the duration and content of the traineeship in accordance with the study programme (see the

provisions of the Rules on the Implementation of Practical Training), the method of assessment and recognition of obligations, and the persons responsible for supervising the student at the host institution.

In accordance with the rules of the Erasmus+ Programme, recent graduates may also participate in mobility for the purpose of undertaking a traineeship abroad. A recent graduate is a person who, at the time of selection, is still a student or an absolvent and who must complete the exchange within 12 months of the defence of his or her thesis.

Article 15 (Studies Abroad)

For the implementation of mobility for studies, the student shall select, from the host institution's course catalogue, the study components he or she wishes to complete during the mobility period. The selected components shall be specified on the prescribed form, which the student shall submit for approval to the host institution and to the Dean of VM Bled.

By signing the form, the Dean guarantees the recognition of study obligations completed abroad. The number of ECTS credits to be obtained during the mobility period must be specified. The number of ECTS credits shall be determined in accordance with the duration and content of the mobility.

Within ten days of approval of the application, the student participating in the exchange shall select an institution that has concluded a bilateral agreement with VM Bled or may propose an institution with which VM Bled should conclude a bilateral agreement.

The Learning Agreement prepared by the student on the basis of the approved application must be signed by the Erasmus+ Coordinator and the host institution.

Article 16 (Grant Agreement)

The Erasmus+ Coordinator shall prepare the Grant Agreement upon receipt of a duly executed copy of the Learning Agreement or Traineeship Agreement and shall submit it to the student for signature.

The student shall return the signed Grant Agreement to the Erasmus+ Coordinator within eight days of receipt or, at the latest, eight days prior to departure abroad.

Article 17 (Student Documentation)

Within 30 days of completion of the exchange, the student shall submit the following documents to VM Bled:

- a certificate of completed obligations;
- a traineeship report or a Transcript of Records;
- a traineeship diary;
- a narrative report submitted through the questionnaire in the Beneficiary Module.

Where a mobility participant fails to submit the documentation referred to in the preceding paragraph within the prescribed period, the consequences shall be governed by the provisions of the Erasmus+ Grant Agreement.

Article 18
(Excused Absence)

A student's absence due to mobility shall be deemed an excused absence, and the student shall be enabled to complete the relevant study obligations at a later date.

III. STAFF MOBILITY (ACADEMIC AND NON-ACADEMIC STAFF)

Article 19

Staff Mobility for Teaching (STA) shall mean a period of teaching abroad at a partner educational institution. A teaching period abroad enables any member of academic staff or staff from enterprises to teach at a partner educational institution.

Staff Mobility for Training (STT) shall mean a period of training at a partner higher education institution, enterprise or any other appropriate workplace. A training period abroad enables all employees to participate in activities abroad that are relevant to their day-to-day work at VM Bled. Such activities may take the form of training or job shadowing. A staff mobility period abroad may combine teaching and training activities.

Article 20
(Application to the Call for Applications)

Staff shall apply to the call for applications by submitting the prescribed application form published on the School's website.

Article 21
(Minimum Selection Criteria)

Candidates wishing to participate in the Erasmus+ exchange programme for the purpose of teaching activities or training must:

- be employed by VM Bled or be members of the Academic Assembly of VM Bled during the period of the exchange;
- priority shall be given to individuals applying for participation for the first time.

For the purpose of selecting candidates under the call for applications, the Dean may establish additional criteria, such as:

- the significance of the mobility for the employee's professional development (e.g. training of newly employed staff members for specific positions);
- the significance of the individual's mobility for the institution as a whole (e.g. where, in addition to teaching or training activities, the individual performs tasks agreed with the home institution, such as expanding inter-institutional cooperation, preparing joint projects, etc.);
- foreign language proficiency.

Article 22

(Duration of Mobility)

The duration of mobility shall be determined in accordance with the conditions specified in the individual Erasmus+ call for applications.

Article 23

(Long-Term and Short-Term Erasmus+ Mobilities)

Long-term Erasmus+ mobilities are intended to enhance the excellence of teaching activities through multi-month exchanges abroad at VM Bled's strategic partner institutions. They are intended to assist employees in meeting the requirements for appointment to a higher academic title under the internal Criteria for Appointments to Academic Titles for Higher Education Teachers, Researchers and Higher Education Associates.

Short-term mobilities are intended to expand the network of VM Bled and foreign institutions and to support staff development at VM Bled.

Article 24

(Grant Agreement)

The Erasmus+ grant shall be determined in the call for applications published on the School's website. The Erasmus+ Coordinator shall prepare the Grant Agreement upon receipt of a duly executed copy of the Teaching Agreement or Training Agreement and shall submit it to the employee for signature.

The applicant shall return the signed Grant Agreement to the Erasmus+ Coordinator within eight days of receipt or, at the latest, prior to departure abroad. The exchange shall be partially or fully co-financed by the Erasmus+ Programme, while any excess costs shall be borne by the participant.

Costs of staff mobility covered by the Erasmus+ grant may not be financed from other sources that would result in double funding.

Article 25

(Content of Mobility)

Following approval of the application, the applicant shall submit a completed and signed Work Programme to the Erasmus+ Coordinator no later than 30 days before the commencement of mobility. The Work Programme shall be signed by the Erasmus+ Coordinator and provided to the applicant.

No later than 30 days prior to departure, the employee shall submit to the Erasmus+ Coordinator a Work Programme signed by the foreign institution and, where applicable, a bilateral agreement if the employee is travelling to an institution with which the higher education institution has not concluded such an agreement.

Article 26

(Staff Documentation)

Within 30 days of completion of the exchange, the applicant shall submit the following documents to the Erasmus+ Coordinator:

- a certificate of completed obligations;
- a report on the completed exchange;
- evidence of costs incurred;
- a narrative report submitted through the questionnaire in the Beneficiary Module.

Where a mobility participant fails to submit the documentation referred to in the preceding paragraph within the prescribed period, the consequences shall be governed by the provisions of the Erasmus+ Grant Agreement.

IV. MOBILITY OF FOREIGN STUDENTS AND STAFF

Student Mobility

Article 27

(Application by Candidates)

Candidates shall apply for mobility by submitting the Foreign Student Application Form together with a proposed Learning Agreement and, where no bilateral agreement has yet been concluded between the institutions, a bilateral agreement.

The application shall be considered by the VM Bled Study Affairs Committee, which shall submit a proposal to the Dean for approval.

The Erasmus+ Coordinator shall send the candidate, no later than 30 days after receipt of the relevant documents, a confirmation of acceptance together with the approved Learning Agreement or a notice of rejection.

Article 28

(Application Deadline)

The anticipated deadline for applications from candidates wishing to undertake an exchange during the winter semester or throughout the academic year shall be 15 June of the current year. Candidates wishing to undertake an exchange during the summer semester shall submit their applications by approximately 15 November of the current year.

The Erasmus+ Coordinator may reject applications received after the deadlines referred to in the first paragraph of this Article.

Staff Mobility

Article 29

(Application by Candidates)

No special application procedure shall be required for visiting academic and non-academic staff. Prior to the arrival of staff members, a bilateral agreement and a Work Programme must be in place.

Upon completion of the exchange, VM Bled shall issue the staff member with a certificate of completed obligations, prepared by the Erasmus+ Coordinator.

V. FINAL PROVISIONS

Article 30

These Rules shall apply mutatis mutandis to the implementation of mobility within other international exchange programmes, such as CEEPUS, and to mobility carried out on the basis of intergovernmental or inter-institutional bilateral agreements, taking into account the rules and conditions of the respective programme.

The Senate of VM Bled shall be responsible for the interpretation of these Rules.

Article 31

(Application of European Commission Rules)

In all matters not regulated by these Rules, the rules of the European Commission governing the relevant programme shall apply.

Article 32

(Entry into Force of the Rules)

These Rules may be amended in the same manner in which they were adopted. Amendments and supplements to these Rules shall enter into force on the day following their adoption by the Senate of VM Bled and shall be published on the VM Bled website.

Reference No.: VM-P-002/2023

Date: 21 February 2023

Chair of the Senate of VM Bled
mag. Tadeja Krašna