

Pursuant to Article 16 of the Statute of the International School for Social and Business Studies (No. 13/2017-Statute) and Article 6 of the Higher Education Act (Official Gazette of the RS, No. 32/2012, as amended), the Senate of the International School for Social and Business Studies, at its 76th session on 30 September 2015, adopted the

Rules on Student Mobility

I. General provisions

Article 1 (mobility rationale)

The International School for Social and Business Studies (hereinafter: ISSBS) encourages and carries out the mobility of students, higher education teachers, and associates with the aim of:

- enabling mobility participants to gain educational, linguistic, and cultural experience in other European countries and beyond,
- encouraging cooperation between higher education institutions and enriching the educational and research environment,
- establishing ISSBS as a quality higher education institution, active in the Slovenian and international arena.

These Rules govern the mobility of:

- ISSBS students, and
- students of other higher education institutions who wish to study at ISSBS.

At ISSBS, activities relating to student mobility are governed, managed, and coordinated by the Mobility Coordinator.

Article 2 (mobility programmes)

Mobility programmes are governed by the following institutions:

- the European Commission – The Education, Audiovisual and Culture Executive Agency (EACEA),
- the Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes (CMEPIUS).

Mobility is carried out primarily within the framework of the following mobility programmes:

- Erasmus+,
- CEEPUS,
- Erasmus Mundus “External Cooperation Window”, and
- other bilateral agreements between higher education institutions.

The usual forms of mobility at international and national level are:

- mobility for study purposes (see Article 10),
- mobility for professional-practice purposes (see Article 12).

Article 3 (duration of mobility)

Mobility, as a rule, lasts:

- for study purposes, from 3 to 12 months,
- for professional-practice purposes, from 2 to 12 months.

Article 4 (extension of mobility)

An ISSBS student may propose an extension of their mobility. ISSBS may approve the proposal under the following conditions:

- the proposal for extending the mobility must be approved and the details agreed before the end of the mobility in progress;
- the extension of mobility must begin immediately upon completion of the mobility in progress — without an intervening break (this does not apply to mobility for study purposes during holiday periods);
- mobility, including any extension, may last, at the longest, until the end of the academic year in which the exchange began.

II. International Mobility of ISSBS Studnets

Article 5 (eligibility for mobility)

An ISSBS student may propose an extension of their mobility. ISSBS may approve the proposal under the following conditions:

- the proposal for extending the mobility must be approved and the details agreed before the end of the mobility in progress;
- the extension of mobility must begin immediately upon completion of the mobility in progress — without an intervening break (this does not apply to mobility for study purposes during holiday periods);
- mobility, including any extension, may last, at the longest, until the end of the academic year in which the exchange began.

Article 6 (list of higher education institutions abroad)

Mobility is carried out on the basis of bilateral agreements concluded between ISSBS and foreign higher education institutions.

The initiative for concluding bilateral agreements may be taken by students, higher education teachers and associates, and the management.

Article 7 (mobility call)

ISSBS publishes the mobility call on its website and on the Faculty's notice board, as a rule in February for the following academic year, or in October for the current academic year.

The call includes a list of foreign higher education institutions to which students may apply for mobility, the application deadline, the application procedure, and other selection conditions.

Article 8 (selection of students)

The selection procedure and ranking criteria are set out in greater detail in the individual mobility call.

As a rule, the selection of students proceeds as follows:

1. a list of applications is drawn up, ranking the applicant students according to the criteria set out in the call,
2. if more students apply for mobility than there are available funds or announced places, applications are no longer possible after the application deadline has closed; mobility is approved for students in ranking order until the funds are exhausted,
3. if fewer students apply for mobility than there are available funds or announced places, mobility is, as a rule, approved for all applicant students, and applications remain possible even after the application deadline has closed, until the funds are exhausted,
4. the Dean confirms the ranking and the list of accepted students, or approved mobilities,
5. all students who applied to the call are informed of the results of the call.

Article 9 (agreement on the student's study requirements abroad)

Students selected under the call prepare a proposal for their planned programme at the foreign higher education institution. The proposal may include completing learning units: courses, professional practice, project assignments, a bachelor's thesis, or a master's thesis.

The basis for the agreement on the student's study requirements abroad is the curriculum of the student's study programme at ISSBS and the courses offered by the foreign higher education institution. Each agreement is considered individually.

The agreement between the student and ISSBS constitutes agreement on the set of study requirements to be completed abroad, which, once the mobility has been completed, will form the basis for consideration in the recognition procedure before the competent commission. The concluded agreement does not prejudice the outcome of the procedure for the recognition of knowledge and skills.

On behalf of ISSBS, the agreement is signed by the person responsible for ECTS.

Article 10 (Learning agreement)

On the basis of the agreement on the student's study requirements abroad, the student, the person responsible for ECTS at ISSBS (as a rule, the Vice-Dean), and the competent person at the foreign higher education institution sign a Learning Agreement, which sets out the study requirements at the foreign higher education institution.

Article 11
(preparation of a bachelor's thesis or master's thesis abroad)

Where mobility involves the preparation of all or part of a bachelor's thesis or master's thesis, all the rules under Articles 9 and 10 apply.

If part of the preparation of the bachelor's thesis or master's thesis takes place abroad, the student must secure a co-supervisor at the foreign higher education institution.

Where the bachelor's thesis or master's thesis is prepared in a foreign language, the ISSBS Rules on the Completion of First- or Second-Cycle Studies shall be observed.

Article 12
(Training agreement)

If mobility involves professional practice, a training agreement is concluded, signed by the person responsible for ECTS at ISSBS (as a rule, the Vice-Dean), the student, and the competent person at the company abroad.

Where professional practice is carried out abroad, Articles 9 and 15 of these Rules apply.

Article 13
(financial assistance to the student for mobility abroad)

A student may apply for financial assistance, which ISSBS shall approve if it has the funds available for this purpose.

Where financial assistance is approved, the student and the Dean shall sign a Financial Assistance Agreement.

The Financial Assistance Agreement contains the following information:

- the amount of the financial assistance,
- the conditions for obtaining the financial assistance,
- the manner of payment of the financial assistance (payment in instalments), and
- the conditions for any repayment of the financial assistance in the event of study requirements or other obligations arising from the particular type of mobility not being fulfilled (e.g., submission of the final report, an inadequate duration of mobility, etc.).

In the event of failure to fulfil study requirements or other obligations (except for objective reasons), the financial assistance already approved may be reduced.

Article 14
(change in the set of learning units)

If justified changes occur abroad in the set of learning units, the student must notify ISSBS accordingly. The student must report the change, as a rule, no later than 15 days after the start of the mobility or the learning units.

The Mobility Coordinator, in cooperation with the person responsible for ECTS, shall draw up a new agreement on the student's study requirements abroad and a new study agreement/Learning Agreement.

In the event of a change, the agreement on the student's study requirements and the study agreement/Learning Agreement shall be signed anew, as provided for in Articles 9 and 10 of these Rules.

Article 15 (recognition of requirements completed abroad)

Upon completion of mobility, the student shall submit the following evidence to the Mobility Coordinator:

- a certificate of completed study requirements (Transcript of Records), issued to the student by the foreign higher education institution,
- a certificate of the duration of the mobility, or other documents issued to the student by the foreign higher education institution/company,
- a mobility report, as required by the particular mobility programme and/or ISSBS.

The Mobility Coordinator shall forward the above documents, together with the study agreement/training agreement, to the Office for Study, which shall initiate the procedure for the recognition of knowledge and skills.

In the case of mobility, the principle applies that the student is recognised all ECTS credits obtained abroad. In determining the recognised requirements, the Rules on the Procedure and Criteria for the Recognition of Knowledge and Skills shall apply, *mutatis mutandis*. The application is considered by the competent commission in accordance with the Rules on the Procedure and Criteria for the Recognition of Knowledge and Skills. That commission shall issue a decision on the recognition of the study requirements completed abroad.

Upon completion of the procedure for the recognition of the requirements completed abroad, the Office for Study shall duly retain all documentation relating to the student's mobility and the Dean's decision, and shall duly record the completed requirements in the Higher Education Information System.

Information on mobility is included in the Diploma Supplement.

III. International Mobility of Students of Foreign Higher Education Institutions to ISSBS

Article 16 (international programme — learning units in a foreign language)

For the purposes of these Rules, an international programme is understood as a set of learning units delivered in a foreign language.

ISSBS shall specify in the academic-year delivery plan which learning units it will deliver in a foreign language, and shall offer those learning units as an international programme.

Article 17
(publication of learning units)

ISSBS shall publish on its website the learning units that will be delivered in English in the following academic year. It shall notify its foreign partner higher education institutions of the set of learning units.

Article 18
(manner of delivering learning units for foreign students)

Learning units for foreign students may be delivered in English, as a rule in the scope envisaged for part-time study, or in the form of consultations.

All students on mobility shall be offered the possibility of taking part in courses delivered in Slovenian.

ISSBS students shall be offered the possibility of taking part in courses delivered in English.

Article 19
(preparation of a bachelor's thesis or master's thesis)

A foreign student may prepare a bachelor's thesis or master's thesis, in part or in full, at ISSBS. In this case, they must obtain a co-supervisor from ISSBS.

Article
(professional practice)

Students of foreign higher education institutions may also carry out professional practice at ISSBS, provided this is approved by the Dean or the Faculty management. Within their mobility, the student is included in the work of the Faculty.

IV. Inclusion in Study Programmes at Other Domestic Higher Education Institutions

Article 21
(participants)

In accordance with accredited study programmes, ISSBS students may fulfil study requirements at another higher education institution in Slovenia within the framework of accredited study programmes.

The initiative for inclusion in the study programme of another domestic higher education institution is always taken by the student. In all other respects, Articles 9, 10, 14, and 15 of these Rules apply.

V. Mobility of Students of Other Higher Education Institutions to ISSBS

Article 22
(participants)

Where ISSBS has concluded a bilateral agreement with another higher education institution, Articles 9, 10, 14, and 15 of these Rules apply.

In all other cases, the student may fulfil study requirements as an education participant. In this regard, the provisions of the Rules on Education within the Framework of Lifelong Learning apply.

VI. Inclusion in Other ISSBS Study Programmes

Article 23 (participants)

ISSBS students may also fulfil study requirements by choosing learning units from other ISSBS study programmes, but, as a rule, within the same cycle of study.

The initiative for inclusion in other ISSBS study programmes is taken by the Faculty or by the student. Where the Faculty takes the initiative, the possibility of inclusion is specified in the delivery plan of the learning unit, which the student may then choose. Where the student takes the initiative, Article 9 of these Rules applies, *mutatis mutandis*. Article 9 of these Rules likewise applies in all other respects.

VII. Final Provisions

Article 24 (records)

The Mobility Coordinator is the custodian of the mobility records. Upon completion of mobility, the records for ISSBS students are kept by the Office for Study.

Article 25 (interpretation of the Rules)

The ISSBS Senate is competent to interpret these Rules.

Article 26 (validity of the Rules)

These Rules shall enter into force on 1 July 2017 and shall be published in the Novis Higher Education Information System and on the ISSBS website. Upon the entry into force of these Rules, the Rules on Student Mobility, No. 30/2015-PMob., dated 30 September 2015, shall cease to apply. Upon the entry into force of these Rules, procedures pending on the date these Rules become applicable, or commenced before their entry into force, shall be concluded in accordance with the provisions of the Rules on Student Mobility, No. 30/2015-PMob., dated 30 September 2015.

These Rules shall be published on Novis and on the ISSBS website.

Assist. Prof. Srečko Natek
ISSBS Dean

Celje, 28 June 2017
Number: 15/2017-PMob.

Annexes:

- Application for the Call.
- Request for Financial Assistance for Mobility Abroad.
- Study Agreement/Learning Agreement.
- Training Agreement.
- Certificate of the Duration of Mobility.