



**SCHOOL OF ELECTRICAL AND COMPUTER ENGINEERING  
OF APPLIED STUDIES**

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Based on Article 26, Paragraph 1, Item 26 of the Statute of the School of Electrical and Computer Engineering of Applied Studies in Belgrade (reg. number 2546/1 of November 15, 2018) and articles 12 and 31 of the Rulebook on international mobility (reg. number 292/1 of February 8, 2019) the Teaching and Professional Council of the School of Electrical and Computer Engineering of Applied Studies in Belgrade at the session held on 14 March 2019 issues the following:

**RULES AND CONDITIONS FOR SELECTION OF STUDENTS AND  
EMPLOYEES FOR INTERNATIONAL MOBILITY**

**1. GENERAL PRINCIPLES**

The conditions to sign up or apply for mobility, the criteria and method of selecting candidates for mobility are prescribed by a project or mobility program or by an inter institutional agreement or by announcing admissions or by an invitation for realization of mobility, which the School of electrical and computer engineering of applied studies (hereinafter: VISER) announces in accordance with the rules of the project or mobility program, or in accordance with the provisions of the inter institutional agreement.

The rules and conditions for the selection of students and employees are published in the announcement of admission for international mobility.

The general conditions that a VISER student must fulfill in order to participate in outgoing mobility are the following:

1. a student is enrolled in undergraduate studies and has achieved at least 60 ECTS on those studies;
2. a student is enrolled in specialist or master studies;
3. at the same level of study, the total duration of the previously achieved mobility periods of the student and the duration of the mobility period for which the same student is applying must not exceed twelve months;
4. if half of the full-time study program lasts less than 12 months, the total duration of previously realized student mobility periods and the duration of the mobility period for which the student is applying must not be longer than half of the full duration of that study program;
5. a student knows the foreign language necessary for the realization of mobility.

After the expiry of the deadline for admissions, the ranking of the registered students - mobility candidates is carried out by the VISER Academic coordinator. Based on the ranked list, the VISER Academic coordinator nominates and/or selects the candidates.

Incomplete and untimely student applications for mobility admissions shall not be considered and the candidates have no right to appeal. After the ranking results are published, candidates can file an appeal to the director of VISER on the ranking list through the VISER Office for international cooperation within a period of five (5) days after the publication of the admission results.

The general conditions that VISER employee must fulfill in order to participate in outgoing mobility are the following:

1. the employee must be employed at VISER (based on employment contract) which lasts longer than the planned duration of the mobility period for which the employee is applying;
2. the employee knows the foreign language necessary for the realization of mobility.

After the expiration of the deadline for submitting an application, the ranking of the registered employees - the candidates for mobility is performed by the VISER Academic coordinator. Based on the ranked list, the Academic coordinator proposes to the VISER director to make a decision on the selection of employees for mobility. If one or more employees from the teaching staff are sent to mobility, before making a decision on the selection of employees, the director of VISER shall ask for the approval of the Teaching and professional council to send this or those employees to mobility.

Incomplete and untimely applications of employees to mobility admissions shall not be considered and candidates have no right to appeal. After the ranking results are published, candidates can file an appeal to the director of VISER on the ranking list through the VISER Office for international cooperation within a period of five (5) days after the publication of the admission results.

The final decision on accepting candidates for mobility, both students and employees, is made by the receiving/host institution.

## **2. RANKING CRITERIA FOR STUDENTS**

VISER ranking criteria for the students who submitted applications for international mobility are the following:

- student's academic achievement (average grade and duration of study) (40 points);
- knowledge of a foreign language (30 points);
- the number of realized student mobilities so far, with priority being given to a student who has not previously participated in mobility programs (10 points);
- student motivation (20 points).

### 2.1. Student's academic achievement

Student's academic achievement carries at most 40 points. When applying for international mobility, the student shall enclose the Certificate of passed exams or a Transcript of records.

Points in this category depend on the average student's grades (30 points) and the duration of the studies (10 points). Points for the academic achievement of the student (depending on the average grade) are determined as the average grade of a student multiplied by three. So, for example, for the lowest average score of 6.0, the number of points is 18, and for the highest average score of 10.0, the number of points is 30. The duration of the study carries 10 points at most, which is the number of points calculated if the student regularly enrolled each of the study years. The maximum number of 10 points obtained for the duration of the study is reduced by the number of years of study that are enrolled late, multiplied by six.

### 2.2. Knowledge of a foreign language

Knowledge of a foreign language shall carry a maximum of 20 points. When applying, a student encloses a certificate of a foreign language level or a certificate from a subject professor of the foreign language from VISER with the indicated level of language. The certificate must include the CEFR (Common European Framework of Reference for Languages) level.

When applying, a wide range of certificates is accepted without additional testing: IELTS, TOEFL, Cambridge, PTE with the indicated required language knowledge level. Also, the certificates of registered language schools shall be acceptable.

The number of points is assigned according to the level of language, in accordance with Table 1.

Table 1. Number of points assigned for the corresponding CEFR foreign language level

| Level            | A1 | A2 | B1 | B2 | C1 | C2 |
|------------------|----|----|----|----|----|----|
| Number of points | 5  | 10 | 15 | 20 | 25 | 30 |

When registering students for international mobility, VISER shall consider both the current required language skills and the ability of students to improve their language competencies.

### 2.3 The number of realized mobility

To the total number of students' points, the number of realized mobility shall carry up to 10 points. This number of points is won by a student if he has not had any mobility realized so far. For each previously realized mobility, this number is reduced by twice the number of previously realized mobility.

### 2.4. Student motivation

When applying, students submit a motivation letter. Office for international cooperation defines the number of points assigned for the motivation letter, with a maximum number of 20 points.

### 3. RANKING CRITERIA FOR EMPLOYEES

#### 3.1. Criteria for evaluation and ranking of teaching staff

If it is envisaged that a candidate holds a certain number of teaching hours (*staff mobility - teaching*), for each time that the candidate is scheduled to hold, he will receive 5 points.

The number of points that is obtained depending on the level of language knowledge is shown in Table 1 (for the criteria for student ranking), while the number of points that is won depending on the teacher or the associate title is given in Table 2, and the number of points obtained depending on the years of service is given in Table 3.

Table 2. The number of points allocated for the corresponding teacher or associate title.

| Teacher/<br>associate title | Teaching<br>assistant | Associate<br>in higher<br>education | Assistant | Assistant<br>(with PhD) | Lecturer | Senior<br>lecturer | Professor of<br>applied<br>studies |
|-----------------------------|-----------------------|-------------------------------------|-----------|-------------------------|----------|--------------------|------------------------------------|
| Number of<br>points         | 20                    | 25                                  | 30        | 35                      | 40       | 45                 | 50                                 |

Table 3. Number of points assigned for the years of service

| Years of service | 1-10 | 11-20 | 21-30 | 31-40 |
|------------------|------|-------|-------|-------|
| Number of points | 10   | 15    | 20    | 25    |

In case candidates have the same number of points, the priority is given to the candidate:

- who has an invitation letter from the relevant department of the receiving/host institution;
- who has not participated in international mobility so far or has participated in fewer times;
- who has a higher teaching title;
- who has more years of service.

#### 3.2. Criteria for evaluation and ranking of non-teaching staff

Evaluation and ranking of non-teaching staff shall be based on the level of education, level of knowledge of foreign language and years of service.

Points earned based on the level of education are given in Table 4, while the number of points obtained depending on the knowledge level of the language is given in Table 1 (for student ranking criteria), and the number of points received depending of the years of service is given in Table 3.

Table 4. Number of points assigned for the appropriate level of education.

| Level of<br>education | High<br>school | Applied studies,<br>or acquired 180<br>ECTS points | Faculty (8 semesters),<br>applied specialist, or<br>acquired 240 ECTS<br>points | Master<br>and title<br>equal to<br>master | Magister | PhD |
|-----------------------|----------------|--|---|---|----------|-----|
| Number<br>of points   | 5              | 10   | 15  | 20  | 25       | 30  |

In case candidates have the same number of points, the priority is given to the candidate:

- who has an invitation letter from the relevant department of the receiving/host institution;
- who has not participated in international mobility so far or has participated in fewer times;
- who has a higher level of education;
- who has a higher level of language knowledge;
- who has more years of service.

PRESIDENT OF THE TEACHING AND  
PROFESSIONAL COUNCIL

Professor, PhD Vera Petrovic