

Erasmus+ programme
Key Action KA171
University of Montenegro, ME PODGORI02

**SELECTION & RECOGNITION PROCESS CONCERNING THE STUDENT
MOBILITY**

BEFORE MOBILITY

The available opportunities for the participation of students in the Erasmus+ mobility programme at partner institution are regularly disseminated from the initial phase of the project implementation. The opportunities for Erasmus+ mobility are promoted at the main page of UoM, the web pages of each university unit, official social media accounts of the University and University units, social media accounts of student organisations within UoM, social media accounts of local ESN organisation.

Link: <https://www.ucg.ac.me/objava/blog/19379/objava/84245-mobilnost-studenata-erasmus-konkursi-objavljeni-u-ljetnjem-semestru-2023-24C>

Required documents:

- o Certificate of average grade and translation of the certificate into English
- o Copy of the last diploma (if any)
- o Certificate of studies and translation of the certificate into English
- o Proof of knowledge of the English language and/or language of instruction (at least B2 level)
- o CV in Europass format
- o Motivational letter in English.
- o Proposal of the Learning Agreement - with the vice-dean who is responsible for international cooperation, compile a list of courses. The LA (Learning Agreement) can be changed later, but in the application phase, it is necessary to make an initial proposal that must be signed or approved by the vice dean for international cooperation.
- o Documented extracurricular activities (if any): international student gatherings, activities of student organizations, professional development, attending summer schools, volunteering.
- o Scanned copy of the first page of the passport
- o A statement on previous participation in mobility programs (the current level and year of study and whether the candidate used the Erasmus+ mobility program during the current level of study and how many times).

The selection of candidates for mobility programs follows a fair and transparent procedure outlined in the Decision on the Criteria for Selection of Students in Mobility Programs. Applicants are evaluated based on published criteria, ensuring transparency. Students and staff submit their applications to their respective faculties, which compile a

list of candidates for review by the central International Relations and Mobility Office (IRMO).

Upon completion of the Call for applications, the home faculty compiles a ranking list of nominated students in accordance with Rector's Decision 01-1764/1 of March 14, 2024. on criteria for the selection of students in mobility programs. The International Relations and Mobility Offices completes the final list of nominated candidates and sends it to the host university, which makes the final decision on the acceptance of the candidate.

If the candidate is informed by the host university that he has received a scholarship, the candidate (student) is obliged to inform the vice-dean for international cooperation and the International Relations and Mobility Office about it, and proceed with the further application procedure that the host university will send him via email.

Link to the published Selection Results- ([link](#)).

SELECTION CRITERIA

CRITERIA	POINT SCALE	EXPLANATION
Academic merit	average academic grade x 0.4	
Motivation letter	0-2	<ul style="list-style-type: none"> - motivational letter addressed to the university and field of study - 2 points - less original, more abstract, letter in which the motivation for mobility is less expressed - 1 point - unoriginal motivational letter or taken from another author - 0 points
Extracurricular activities	0-2	<ul style="list-style-type: none"> - participation in volunteer activities, especially in connection with international events organized by UCG and humanitarian actions - 1 point, - membership in the Erasmus Student Network (ESN) - 0.5 points, - other extracurricular activities - 0.5 points - no activity - 0 points;
Language proficiency	0-1	<ul style="list-style-type: none"> - proof of knowledge of the English language at level C1 or C2 (0.5 points) - proof of knowledge of the language of instruction (if it is not English) at least B2 level (0.5 points)
Previous mobility experience	0-1	<ul style="list-style-type: none"> - no experience in mobility programs - 1 point - one experience in mobility programs - 0.5 points - two or more experiences in mobility programs - 0 points

Students with a physical or psychosocial disability, severe and chronic conditions/diseases, unfavorable socio-economic status, students from a rural area, members of the RAE population and a students with a child have an advantage in mobility program competitions.

AFTER MOBILITY

The Learning Agreement (LA) represents a binding commitment between the student, the home, and the host university. The LA guarantees to the student that the credits successfully achieved during the mobility period will be fully recognized. The Learning Agreement is approved before the mobility and represents the first step for recognition. After completing the mobility period, the host university sends a Transcript of Records to the home university and the student. The student sends a request for recognition to the academic coordinator at the faculty, after which the recognition procedure starts. Recognition is regulated by the Rules on International Student Mobility and is done at the individual university unit's level by the Commission for Mobility, while the Vice-rector and IRMO are open to assisting both, exchange students, and academic coordinators at the units.

The procedure for recognizing credits acquired during student mobility is carried out according to the Rules on International Mobility of Students Number: 03-810 dated November 20, 2018.

Link to the published Rules on participation of students in mobility programmes and Decision on Selection Criteria – ([link](#)).

RECOGNITION PROCEDURE

1. The student **is obliged to submit**, within 45 days at the latest, to the vice-dean for international cooperation of the home unit, i.e. the vice-dean whose responsibility is international mobility, a transcript of grades from the host institution or a certificate of completed professional practice from the institution or company in which practice done.
2. After completing part of the study program at the host institution, the outgoing student continues his studies at the home institution and transfers credits for successfully passed exams.
3. After the student had submitted the TRANSCRIPT OF RECORDS achieved during the mobility period, the home institution starts the process of recognizing the courses specified in the LEARNING AGREEMENT, their corresponding credits and corresponding grades.
4. The sending (home) International Relations and Mobility Office sends the Report on Recognition signed by home faculty to the IR department of receiving (host) university

Rules and provisions on the process of recognition

For the course, where the overlap in the program or learning outcomes is more than 50%, and if the outgoing student has passed the exam in that course, the course, the number of ECTS credits earned and the grade are recognized. If the overlap in the program or learning outcomes is less than 50%, the ECTS credits and grade obtained by the outgoing student can be recognized as an elective course or listed in the Diploma Supplement (Diploma Supplement).

In the event that the number of acquired ECTS credits of the course being recognized does not match the number of credits of the corresponding course at the home institution, it is equalized with the number of credits of the course at the home institution.

In the event that the course has been taken and the exam has not been passed at the host institution, **the home institution may allow the departing student to take the exam upon his return without taking the course again.**

An elective course that is recognized in this way **does not have to** correspond to the elective courses offered at the home institution.

Recognition of acquired credits is achieved on the basis of LEARNING AGREEMENT. When the outgoing student applies for the mobility program at an institution that does not use ECTS credits, the original credits are written in LEARNING AGREEMENT.

ECTS credit can be recognised only in case they are acquired by passing the exam. ECTS credits obtained by passing can be replaced by those that would be obtained through other forms of teaching (seminars, scientific work) according to the curriculum of the home institution, and vice versa. All grades obtained at the host institution that can be converted into the national grading system are included in the grade average of studies at the home institution. Grades that cannot be converted into the national grade system by conversion (e.g. passed - not passed) are entered in the Diploma Supplement in the original form and are not included in the average grade at the home institution.

Completed professional practice is entered in the form as stated in the certificate of professional practice (traineeship) by the host institution, that is, the institution or company where the practice (traineeship) was carried out.

The verification of the student's achieved results during the mobility period is carried out by the Council of the organizational unit, in the same way as the verification of the results achieved at the home institution.

In the event that the student achieved results from the subject, professional practice or skills, which are not recognized at the home institution, because by their nature they are not an integral part of the studies program of the partner institution, the organizational unit **can recognize the achieved results by listing them in the Diploma Supplement (Diploma Supplement).**