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At its 33rd meeting on 24 January 2022 the Senate of the Faculty of Information Studies in Novo mesto, based on Article 35 of the Statute of the Faculty of Information Studies in Novo mesto (Official Gazette of the Republic of Slovenia, No. 51/21), adopted the following:

RULES ON INTERNATIONAL MOBILITY

I. GENERAL PROVISIONS

Article 1 (Scope of regulation)

(1) This regulation governs the procedures for implementing international mobility of students, academic and non-academic staff (hereinafter referred to as staff) of the Faculty of Information Studies in Novo mesto (hereinafter referred to as FIŠ) at universities, faculties, companies, organizations, or institutions abroad (hereinafter referred to as foreign institution), as well as foreign students and staff at FIŠ within the framework of international mobility projects and programs.

Article 2 (Neutral grammatical form)

(1) In this regulation, terms written in the masculine grammatical form are used as neutral for both males and females.

Article 3 (Commission)

(1) The Commission for International Mobility (hereinafter referred to as CIM; formerly the Commission for International Exchanges or CIE) consists of an advisor for international mobility, a staff member from higher education teachers, a professional staff member for student's and study affairs, and a professional staff member from the project office.

Article 4 (Call)

(1) In accordance with project or program provisions, FIŠ publishes calls for:

- mobility of students for the purpose of study,
- mobility of students for the purpose of work practice,
- mobility of staff for the purpose of teaching activities,
- mobility of staff for training purposes, and
- any other types of mobility.

(2) If a specific project or program does not require or anticipate calls for applications (e.g., for project-related, program-related professional, pedagogical, or non-pedagogical activities), the publication of calls for applications is not obligatory.

Article 5

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(Application deadline)

(1) The deadline for submitting applications for the calls mentioned in Article 4 is 30 days from the publication of each respective call, unless otherwise specified in the individual call.

Article 6
(Application review)

(1) A professional staff member in the student affairs office prepares materials for the CIM meeting within 8 days after the application deadline. After the CIM meeting, the professional staff member in the student affairs office submits the CIM's decisions, along with a proposed list of eligible and ineligible applicants, to the Dean.

(2) The Dean issues selection/rejection decisions within 8 days after receiving the aforementioned proposal, which are then forwarded to all applicants by the professional staff member in the project office.

Article 7
(Appeal against selection)

(1) An appeal against the Dean's decision may be submitted to the Senate of FIŠ within 8 days of receipt.

(2) The Senate of FIŠ decides on the appeal within 30 days of receiving it.

(3) If candidates believe that the rules of the program or project were violated in the handling of their case, they can appeal to the funder.

(4) Candidates can appeal according to the procedures and rules set by the funder.

Article 8
(Subsequent cancellation of mobility)

(1) Candidates who meet the requirements for mobility but for whom no available slots remain are placed on a reserve list in case of cancellations by selected individuals.

Article 9
(Criteria for selection)

(1) Students can participate in the international mobility program if:

- They are enrolled in a study program at the undergraduate, graduate, or postgraduate level in the current academic year, or if the project or program allows, even a graduate,
- They meet other criteria specified in the respective call.

(2) The general criteria for selecting applicants, in the case of an excessive number of timely received applications, are as follows in order of importance:

1. Priority is given to candidates who have not yet participated in mobility.

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2. Average grade of study at the time of application submission.

If the project or program requires different criteria (e.g., Erasmus+), the project rules are taken into account. Additionally, in accordance with the rules of specific programs and projects, mobility of participants from disadvantaged backgrounds is further encouraged.

II. MOBILITY OF STUDENTS FOR THE PURPOSE OF STUDY

Article 10 (Study abroad)

(1) A student can complete certain subjects or part of their studies in a related study program at a foreign institution under one of the bilateral agreements concluded by FIŠ with foreign higher education institutions.

(2) The duration and scope of study obligations at the foreign institution must comply with the rules of the respective project or program.

(3) The study obligations undertaken by the student abroad must be evaluated with ECTS credit points as part of an accredited study program at the same level at the foreign institution.

II-I. PROCEDURE BEFORE DEPARTURE ABROAD

Article 11 (Application for the call)

(1) The student applies for the call mentioned in the 1st line of the 1st paragraph of Article 4 using the prescribed form for the respective project or program.

(2) To facilitate coordination with the lecturers of individual courses, students must attach course syllabi for the courses they intend to complete at the foreign higher education institution.

(3) In the application documentation, the student must indicate a proposed set of courses at the foreign higher education institution, which must be previously coordinated with the student affairs office. If necessary (for mandatory courses), the student affairs office coordinates this set with the lecturers of related courses at FIŠ.

Article 12 (Bilateral agreement and study agreement)

(1) Following the finality of the decision mentioned in the 2nd paragraph of Article 6, official approval of mobility to the foreign higher education institution with which FIŠ has signed a bilateral agreement for this purpose can be obtained.

(2) If no bilateral agreement exists between the institutions, a professional staff member in the student affairs office arranges for the mutual confirmation of a bilateral agreement.

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(3) If, for reasons on the part of either institution, the agreement cannot be confirmed, the student selects another institution with which FIŠ has an existing bilateral agreement. In this case, it is necessary to repeat the relevant part of the procedure described in the 2nd and 3rd paragraphs of Article 11.

(4) The study agreement, prepared by the student in collaboration with a professional staff member in the student affairs office based on the approved application and coordinated with the foreign institution, must also be signed by the advisor for international mobility.

(5) Exceptionally, changes to the set of subjects specified in the study agreement are allowed for justified reasons, about which the student must promptly inform the student affairs office and submit a proposed amendment using the Study Agreement form, along with the course syllabi. The eligibility of the stated reasons is determined by the CIM.

Article 13 (Grant agreement)

(1) A professional staff member in the student affairs office prepares the grant agreement, if required by the project or program, within the specified timeframe in accordance with the project or program rules, upon receipt of properly completed and signed documentation for the implementation of mobility.

(2) The student must return the signed grant agreement to the office within the prescribed deadline or no later than before departure abroad.

II-II. PROCEDURE AFTER RETURN FROM ABROAD

Article 14 (Student documentation)

(1) Within 30 days after completing the mobility program at FIŠ, the student must submit the following:

- Original certificates confirming the completed obligations during the mobility period, either in English or in the language of the foreign institution, along with an official translation of the course titles mentioned in the certificate into Slovenian and English if the foreign institution did not issue the certificates in English.
- Any opinion from the responsible study coordinator at the foreign institution.
- A substantive report.

(3) Additionally, the student must within the prescribed deadlines:

- fulfill all other obligations required by the project or program (e.g., Erasmus+ Participant Report, language proficiency test if granted OLS license, etc.)
- and carry out agreed dissemination activities and submit any other documents as instructed by FIŠ and the funding organization.

Article 15 (Grading system)

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(1) The grades achieved by the student in individual courses are correspondingly converted to the valid grading system at FIŠ by KŠŽZ (Commission for Student and Academic Affairs).

Article 16
(Recognition of obligations)

(1) After receiving complete documentation listed in Article 14, KŠŽZ carries out the procedure for recognizing completed obligations and issues a decision on recognition or non-recognition of obligations.

(2) An appeal against the decision of KŠŽZ is allowed within 8 days from the date of receipt. The Senate of FIŠ decides on the appeal within 30 days from receiving the appeal. The provisions of the 3rd and 4th paragraphs of Article 7 of this regulation are correspondingly considered in the appeal procedure.

(3) If a student does not complete all the obligations specified in the Study Agreement without justified reasons, CIM proposes to the Dean to adopt a decision on the refund of the grant paid based on the grant agreement. The student has the right to appeal against the Dean's decision to the Senate of FIŠ within 8 days from receiving the decision. The provisions of the 3rd and 4th paragraphs of Article 7 of these rules are correspondingly considered in the appeal procedure.

(4) After returning from mobility, students can request an extraordinary exam session for justified reasons to complete the remaining obligations at FIŠ if they were unable to attend regular exam sessions due to the mobility.

(5) Additional instructions from the funding organization are also taken into account for all mobilities.

Article 17
(Documentation management)

(1) After completing the recognition process of obligations completed abroad, a professional staff member in the student affairs office ensures that the entire student documentation is stored in the student affairs office and appropriately recorded in the online student portal as recognized obligations according to the study program at FIŠ. The recognized obligations are also written down in the original language.

(2) Information about studying abroad must be entered in the appendix to the diploma in the section on information about the mode of study and the academic performance of the graduate. The titles of courses are written in the original language and translation, along with the name of the foreign institution where they were completed.

III. STUDENT MOBILITY FOR THE PURPOSE OF UNDERTAKING WORKING PRACTICE

Article 18
(Working practice abroad)

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(1) A student can undertake a working practice at an institution abroad.

(2) The rules of projects or programs under which the mobility takes place shall apply to mobility for the purpose of undertaking working practice. The working practice abroad can be recognized as a study obligation if the provisions of the Regulations on the Implementation of Student Working Practice are met and the student is enrolled in a study program that includes this study obligation and has not yet completed it.

Article 19 (Selection criteria)

(1) The selection criteria specified in Article 9 of this regulation shall also apply to student mobilities for the purpose of undertaking working practice.

III-I. PROCEDURE PRIOR TO DEPARTURE ABROAD

Article 20 (Application for the call)

(1) A student applies for mobility for the purpose of undertaking a working practice by submitting the "Application for Mobility for the Purpose of Undertaking Working Practice" form specified in the second indent of the first paragraph of Article 4.

Article 21 (Training agreement)

(1) After the finality of the decision referred to in the second paragraph of Article 6, a professional staff member of the student affairs office, together with the student, shall prepare a completed "Training Agreement" form at least 30 days before the start of the mobility. The form shall be signed by the advisor for international cooperation and handed over to the student. In accordance with the content of the "Training Agreement" form, if the work placement is envisaged to be recognized as a study obligation, the student must also complete the working practice application form (see the Regulations on the Implementation of Student Working Practice), which must be signed by the working practice supervisor. By signing the form, the working practice supervisor agrees that if the working practice is successfully completed abroad and the obligations specified in the Regulations on the Implementation of Student Working Practice are fulfilled, it shall be considered as completed.

Article 22 (Grant agreement)

(1) A professional staff member of the student affairs office shall prepare the grant agreement within the prescribed deadline, if it is envisaged by the project or program, in accordance with the project or program rules, upon receipt of duly completed and signed documentation for the implementation of the mobility.

(2) Student must return the signed grant agreement to the department within the prescribed period, or at the latest before departure abroad.

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III-II. PROCEDURE AFTER RETURNING FROM ABROAD

Article 23 (Student documentation)

(1) Within 30 days after the completion of the mobility at the FIŠ, the student must submit the following:

- original certificates confirming the completed obligations and the duration of the mobility, either in English or in the language of the foreign institution, along with an official translation of the obligations listed on the certificate into Slovenian and English, if the foreign institution has not issued the certificates in English,
- completed and signed documentation on the completed working practice (forms No. 041, 042, 044, and 045) in case the working practice is envisaged to be recognized as a study obligation,
- any opinion from the responsible working practice supervisor at the foreign institution,
- form - Content Report.

(2) Within the prescribed deadline, the student must also:

- fulfill all other obligations required by the project or program (e.g., for Erasmus+ Participant Report, language proficiency test if an OLS license has been assigned, etc.),
- carry out the agreed dissemination activities and submit any other documents according to the instructions of FIŠ and the funding organization.

Article 24 (Decision on obligations)

(1) A student who has completed a working practice at a foreign institution as part of the mobility can have successfully completed agreed study obligations recognized, taking into account the provisions of the Regulations on the Implementation of Student Working Practice and based on the documents listed in Article 23 of this regulation. Additionally, the student can be granted an additional 40 hours of work obligations within the 360 hours for the working practice (foreign language, culture, etc.).

(2) A defense with the working practice supervisor must be conducted after the completion of the mobility, in accordance with the scheduled defense deadlines for working practice.

(3) If a student fails to fulfill all the obligations specified in the Working Practice Agreement without justified reasons, the Mobility Coordination Committee (KMM) recommends to the Dean to issue a decision on the refund of the grant paid based on the grant agreement. The student has the possibility to appeal against the Dean's decision within 8 days of receiving the decision, to the Senate of FIŠ. In the appeal procedure, the provisions of the 3rd and 4th paragraphs of Article 7 of this regulation are applied.

Article 25 (Documentation processing)

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(1) In the case of a successful defense of the work placement, the student and study affairs office shall record the completed work placement obligations appropriately in the online student portal as completed obligations according to the study program at FIŠ.

IV. MOBILITY OF STAFF FOR THE PURPOSE OF CARRYING OUT TEACHING ACTIVITIES

Article 26 (Application for call)

(1) FIŠ staff members apply for the call referred to in paragraph 1, line 3 of Article 4 using the prescribed form.

Article 27 (Minimum selection criteria)

(1) Candidates who wish to participate in the mobility program must be:

- employed at FIŠ or members of the Academic Assembly of FIŠ.

(2) The selection of candidates takes into account the fulfillment of conditions specified in the respective call - project or program rules.

(3) The general criteria for selecting applicants in case of an excessive number of timely received applications are as follows, listed in order of importance:

1. employed staff members,
2. staff members who have not yet participated in mobility.

If the project or program requires different criteria (e.g., Erasmus+), the rules of the project shall be applied. In accordance with the rules of individual programs and projects, mobility of participants from disadvantaged backgrounds is further encouraged.

(4) The following criteria may also be considered in the selection of candidates:

- obtaining a certificate of the candidate's activities at foreign universities or research institutes for the purpose of promotion according to the Criteria for the Promotion of Higher-education Teachers, Researchers, and Staff Members of FIŠ; preference is given to those who are closest to the expiration of their current rank,
- development of joint projects and research for the purpose of continuing collaborations and establishing new collaborations with foreign institutions.

Article 28 (Duration of mobility)

(1) The duration and scope of obligations for staff mobility must be in accordance with project or program requirements. If the project or program allows it, one day for travel to the mobility location and one day for return from the mobility can also be counted as travel time.

V. MOBILITY OF STAFF FOR THE PURPOSE OF TRAINING

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Article 29
(application for call)

(1) Employees apply for the call referred to in paragraph 1, line 4 of Article 4 using the prescribed form.

Article 30
(Minimum selection criteria)

(1) Candidates who wish to participate in the mobility program must be:

- employed at FIŠ.

(2) The selection of candidates takes into account the fulfillment of conditions specified in the respective call - project or program rules.

(3) Priority is given to:

- staff members who have not yet participated in mobility.

If the project or program requires different criteria (e.g., Erasmus+), the rules of the project shall be applied. In accordance with the rules of individual programs and projects, mobility of participants from disadvantaged backgrounds is further encouraged.

(4) The following criteria may also be considered in the selection of candidates:

- obtaining a certificate of the candidate's activities at foreign universities or research institutes for the purpose of promotion according to the Criteria for the Promotion of Higher-education Teachers, Researchers, and Staff Members; preference is given to those who are closest to the expiration of their current rank,
- development of joint projects and research for the purpose of continuing collaborations and establishing new collaborations with foreign institutions.

Article 31
(Duration of mobility)

(1) The duration and scope of obligations for staff mobility must be in accordance with project or program requirements. If the project or program allows it, one day for travel to the mobility location and one day for return from the mobility can also be counted as travel time.

IV. and V. PROCEDURE BEFORE DEPARTURE ABROAD

Article 32
(Work program)

(1) After the legally binding decision mentioned in paragraph 2 of Article 6, the staff member must submit a completed and approved Mobility Agreement to the professional staff member at the office, which will be signed by the faculty's international cooperation advisor.

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(2) Before departing for mobility, the staff member must submit to the professional staff member at the office a Mobility Agreement signed by the host institution, as well as arrange for mutual confirmation of the Bilateral Agreement if going to an institution with which the faculty does not yet have a bilateral agreement in place.

Article 33
(Grant agreement)

(1) The professional staff member at the office prepares a grant agreement, if required by the project or program, within a deadline specified in accordance with project or program rules, upon receipt of duly completed and signed documentation for the implementation of mobility.

(2) The staff member must return the signed grant agreement to the professional staff member at the office within 8 days of receiving it or no later than before departure abroad.

(3) If eligible expenses for mobility exceed the approved amount indicated in the submitted evidence, the participant bears the responsibility for covering the excess costs.

(4) Expenses for staff mobility, covered by individual project or program funds, must not be financed from other sources, which would constitute double funding unless specifically permitted by project or program rules.

IV. and V. PROCEDURE AFTER COMPLETING OBLIGATIONS ABROAD

Article 34
(Staff documentation)

(1) Within 30 days after the completion of mobility, the staff member must submit the following documents to the office:

- Mobility report,
- certificate from the host institution regarding the duration and completion of the mobility program,
- supporting documents for incurred expenses.

(2) Additionally, within the prescribed deadline, the staff member must:

- fulfill all other obligations required by the project or program (e.g., Erasmus+ Participant Report, etc.),
- perform agreed dissemination activities and submit any other documents as instructed by FIŠ and the funding organization.

VI. MOBILITY OF FOREIGN STUDENTS AND STAFF

Article 35
(Application of candidates)

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(1) The rules and procedures of the funding organization (project or program) are followed for the application of guest students and staff.

(2) Incomplete or late applications may be rejected by the CIM.

(3) A complete application, forwarded by the professional staff member at the office, is reviewed by the CIM within 15 days of receipt. After the CIM meeting, the CIM submits a proposal of the list of eligible and ineligible applicants to the Dean, who issues a decision within 8 days of receiving the proposal. The professional staff member at the office then communicates the decision to the candidate.

(4) All necessary documentation required by the funding organization (project or program) must be prepared before the arrival of incoming students and staff.

(5) Upon successful completion of mobility, a certificate of completed mobility is issued to the visiting student or staff member (i.e., the predetermined documentation required by the project or program is completed and signed).

VI. FINAL PROVISIONS

Article 36 (Interpretation of rules)

(1) The Senate of FIŠ is responsible for the interpretation of these rules.

Article 37 (Application of rules)

(1) For all matters not regulated by these rules, the rules of the funding organization of the respective program or project shall apply.

Article 38 (Effective date of rules)

(1) These rules enter into force on the day of their adoption by the Senate of FIŠ and replace the Regulations on International Exchanges (SA-1028).

President of the Senate of FIŠ, Prof. Dr. Matej Makarovič

Unofficial translation: in case of any inconsistencies with the Slovenian version, the Slovenian original is considered binding.

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