

## Fact Sheet – International Credit Mobility

**Partner University:**

**University of Sarajevo**

**Website:**

[www.unsa.ba](http://www.unsa.ba), [www.international.unsa.ba](http://www.international.unsa.ba)

**Contact person at the International Office:**

Dr. Jasna Bošnjović, Adnan Rahimić, Mejsun Alghoul

### SELECTION PROCEDURE, CRITERIA, DEADLINES FOR APPLICATION

*Please list here your selection criteria for applicants (based on grading, recommendation, overall application etc.) as well as your application deadlines for different calls*

At the UNSA, all calls are published online on the official websites and shared through different social media. International Relations Office administrates and nominates candidates for the host institution. UNSA introduced selection criteria: **technical** (all requested application documents are received as defined in the call), **previous mobility experience** (preference is always given to those candidates who didn't apply or participated in the Erasmus+ mobility before), **special conditions** (selection committee takes into consideration requirements of the applicants – students/staff with special needs, Roma representatives, social and economic criteria, etc.), **academic** (students are ranked based on their average grade from previous years, including previous cycles) + **host criteria** (sometimes host institution introduce preference or criteria we must apply). This way, the internationalisation of staff members and students is supported. However, we will respect the decisions or priorities of the host institution to make the choices regarding their criteria (i.e., the emphasis on specific study fields, preference of certain types of mobilities, etc.). Deadlines are always provided in the call and they differ from the institution to institution. We try to organize majority calls to be open in October and November for 2<sup>nd</sup> semester and February – March for 1<sup>st</sup> semester or academic year.

### WEBSITE TO PUBLISH YOUR ERASMUS+ CALL

*Please share the link to the website, where you usually published open calls for Erasmus+*

[www.international.unsa.ba](http://www.international.unsa.ba)

### DOCUMENTS TO HAND IN WITH THE APPLICATION

*Please list the documents, that students have to hand in when applying for the Erasmus+ scholarship.*

Students and staff members from UNSA apply online by submitting the required documents.

- **Student:** nomination letter (signed by faculty coordinator), transcript of records, statement of belonging to one of disadvantaged groups (if applicable), other documents requested by the host
- **Staff:** nomination letter (signed by dean/faculty coordinator), CV, letter of expressed interest (pre-acceptance), other documents requested by the host

### RECOGNITION PROCEDURE FOR CREDITS COMPLETED ABROAD

*Please describe, if and how credits completed abroad are recognized at your university and who is in charge of recognition (International Office or the individual Departments).*

The recognition process is developed and instructed with the [Rulebook of mobility](#) (articles 10, 11, 12 and 13) which explain the process of recognition of achieved results. Recognition is done at the home units of the UNSA.

- **Students:** during the mobility application (Learning agreement preparation), students submit their documents in consultation with their home academic coordinators. This consultation helps them know at the beginning whether they chose good subjects and if the subjects will be recognised fully or as free-elected. All achieved results are recognised. The UNSA constantly works on improving the recognition process favouring the student supporting the international mobility and internationalisation process.
- **Staff:** all staff mobilities are approved and endorsed by the deans of the units concerned. The UNSA still needs to provide and improve recognition mechanism for staff mobility, as it is currently based on personal satisfaction and personal development for professional environment. The overall value of mobility is gaining international experience and networking for future collaboration. The participating staff shares the experience of different platforms, meetings, and seminars organised to promote Erasmus+ mobility.

#### DOCUMENTS TO HAND IN AFTER COMPLETING THE MOBILITY

*Please list, if required, which documents students have to hand in after completing the mobility within the Erasmus+ programme.*

Upon return, students must submit their Learning Agreement and the Transcript of Records issued by the host institution to the Student Services Office of their home UNSA unit or department. Since the Learning Agreement is established prior to mobility, and any necessary changes are made during the mobility period (with all three parties informed and approving the updates), the recognition process should proceed smoothly.