



## Exchange Program Administration Rules



## Erasmus+ International Credit Mobility Program, Bilateral Exchange Programs and Their Administration

### **Article 1. General Provisions**

1.1. The current rules of the “New National Educational University” (hereinafter referred to as the “University”) on the administration of exchange programs (Erasmus+ International Credit Mobility Program, Bilateral Exchange Programs) aim to assist university students in participating in exchange programs;

1.2. The International Relations Office, a structural unit of the university, is responsible for the implementation and administration of exchange programs at the university.

### **Article 2. Rules and procedures for conducting the competition**

2.1. Information about exchange programs at the university, including competition conditions, a list of host universities, a list of required documents and deadlines, is published on the official website and social pages of the university;

2.2. The University's International Relations Office, after publishing information about exchange programs, holds an information meeting with interested students. Information about the meeting is sent to interested persons to the email addresses registered by the University and is also published on the official website and social media pages;

2.3. Participants in the exchange program are obliged to comply with the conditions stipulated by the competition and send the application package with the required documentation to the email address specified in the application within the established deadlines;

2.4. The application package to be submitted by the student:

- CV;
- Copy of passport;
- Motivational letter;
- Letter of recommendation;
- Certificate of active student status at the school;
- Transcript of grades with GPA;
- Foreign language certificate (B2);

- Study agreement;
- Certificate of status of a person with fewer opportunities (if any): socially disadvantaged status, ethnic minority, disabled or health-impaired person.

2.5. The student's application package will be reviewed by the International Relations Office to determine whether all mandatory documents have been completed correctly;

2.6. The student has the opportunity to consult with the University's International Relations Office and amend the incorrect application document before the competition deadline;

2.7. When filling out the study agreement, the student is entitled to consult with the University's Quality Management Office regarding the subjects to be chosen at the partner university;

2.8. The final version of the study agreement must be signed by the student, home and host universities;

2.9. Complete documentation must be submitted in English within the deadlines set by the competition. Late application packages will not be considered;

2.10. The competition is open to Bachelor's students from 1 to 7 semesters inclusive and Master's students from 1 to 3 semesters inclusive. Students of both levels must spend the last semester of their studies at their home university;

2.11. Based on a written application from the University's International Relations Service, the Dean/Deputy Dean of the relevant school nominates professors/visiting lecturers as members of the Student Selection Commission. The Rector of the University or any person nominated by him/her also has the right to be a member of the Commission;

2.12. Based on a written application from the University's International Relations Service, the Rector of the University issues an order on approving the composition of the Commission for the selection of candidates for exchange programs;

2.13. The working language of the selected Commission is English.

### **Article 3. Language competence and its determination**

3.1. To participate in the exchange program, the student is required to have English language proficiency at the B2 level (upper intermediate) set within the framework of the Common European Framework of Reference for Languages;

3.2. The University ensures the organization of an institutional language test in English at the B2 level, within which the minimum threshold is 70 points;

3.3. In case of exceeding the minimum threshold, the University issues the student a certificate confirming language proficiency, which is valid only within the framework of exchange programs for 2 (two) semesters;

3.4. A student who presents an international English language certificate (IELTS with scores of 5.5 - 6.0 or TOEFL iBT with scores of 45 - 60) is automatically exempted from taking the institutional language test.

#### **Article 4. Applicant Evaluation**

4.1. During the interview, the commission evaluates the applicant according to the following criteria:

- Oral presentation - maximum 40 points (language competence, readiness for independent life abroad, ability to solve problems independently, communication skills, purposefulness);
- Motivation - maximum 20 points;
- Academic performance - maximum 40 points (maximum GPA 4.0;  $4 \times 10 = 40$ ; minimum GPA threshold 2.5);
- Students with fewer opportunities - 1 point (document/certificate confirming socially disadvantaged status, ethnic minority, disabled person status or health problems).

4.2. After the competition, an evaluation protocol is created, which is signed by all members of the commission;

4.3. The student is presented to the partner university according to the ranking of points. The student who scores the highest score, based on the allocated places, will be nominated to the partner university/s;

4.4. As a result of the confirmation of the partner university/s, the student is entitled to continue his/her studies at the partner university in the next academic semester as an exchange student;

4.5. The International Relations Service provides consultation and assistance to the selected students in matters related to the visa procedure, and also ensures the preparation of a letter of recommendation for submission to the embassy on behalf of the university.

#### **Article 5. Student Obligations**

5.1. The nominated student is obliged to undergo administrative registration within the deadlines set by the university upon the start of the new semester. The student selects and registers subjects at the host university through a previously completed, signed and certified study agreement;

5.2. During the period of study at the partner university, the student is obliged to accumulate at least 20 (twenty) credits. The maximum number of credits during one semester is 30 (thirty);

5.3. After the end of the mobility, in case of a scholarship, if the student expresses a desire to continue his studies at the host university for another semester, he is obliged to go through the competition at the university again. If the student

is abroad - at the host university, the competition can be passed online in order to ensure equal conditions for all interested students;

5.4. Within the framework of the Erasmus+ international credit mobility program, the costs related to the student's mobility are covered by the project itself. Within the framework of bilateral exchange programs, the issue of reimbursement depends on the terms of the agreement signed between the universities;

5.5. During the mobility period, if necessary, the student has the opportunity to have constant contact with the International Relations Office of both the host and home universities;

5.6. After the end of the mobility, the student is obliged to submit to the University Quality Management Service a transcript indicating the credits accumulated during his/her studies at the host university. The Quality Management Service, within its competence, assists and consults the student on the procedure for recognizing credits at the National Center for Educational Quality Development.

#### **Article 6. Final Provisions**

6.1. This Regulation is approved by the University Senate;

6.2. This University Regulation comes into force upon signing;

6.3. The adoption, cancellation, amendments and additions to the Regulation are carried out by the Senate;

6.4. This Regulation ceases to be valid in the event of the approval of a new Regulation.