ECHE Selection 2019
Erasmus Charter for Higher Education Application eForm
Call for proposals EACEA 03/2018

Note: The data of this application form will be used by the European Commission/ the Education, Audiovisual and Culture Executive Agency (EACEA) and National Agencies for evaluation and monitoring

Program	**The EU programme Erasmus + adopted by the European Parliament and the Council on 11 December 2013* (hereafter the Programme)**
Action	**Erasmus Charter for Higher Education**
Call	**2019**
Deadline for Submission (dd-mm-yyyy)	**22/03/2018 midday Brussels time (Central Europe Time - CET).**
Application language	**EN**
Correspondence Language	**EN**

* Official Journal of the European Union L347/50 of 20th December 2013.

272687-EPP-1-2019-1-RS-EPPKA1-ECHE

Erasmus Policy Statement (Overall Strategy) section B of this application form - original language (official EU languages): EN

If the original language is not English, French or German, the Erasmus Policy Statement (EPS) should also be provided in one of those three languages.

Erasmus Policy Statement translation language (if applicable): -

Acknowledgement of receipt

After the submission of this application form, you should be receiving an Acknowledgement of receipt, proving that the submission has been successful. If this is not the case, please contact the Education, Audiovisual & Culture Executive Agency (EACEA) immediately (e-mail: EACEA-ECHE@ec.europa.eu).

Further to this, and shortly after the deadline for submission, EACEA will publish the list of applications successfully received on its website. If within 15 days after the deadline for submission the application has not been listed on the website, the applicant should contact the EACEA immediately (e-mail: EACEA-ECHE@ec.europa.eu).

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Applicant Organisation

A.1. Applicant Organisation

PIC	993545878
Full legal name (official name in latin characters)	Megatrend Univerzitet
Full legal name (English name)	
Acronym	MU
Erasmus code (e.g. F PARIS33) - if available	NEW 2019
Address (N°, street, avenue, etc.)	Goce Delceva 9a
Country	Serbia
Region	Serbia
Post code	11070
City	Belgrade
Website	www.naisbitt.edu.rs

A.2. Legal Representative

Title	PROFESSOR
Gender	Male
First Name	MICA
Family Name	JOVANOVIC
Position	RECTOR
E-mail	REKTORAT@MEGATREND.EDU.RS
Telephone (including country / area codes)	+381112203002
Address (n°, street, avenue, etc)	Goce Delceva 9a
Country	RS, Serbia
Region	Serbia
Post code	11070
City	Belgrade

A.3. Coordinator

Title	PROFESSOR
Gender	Male

First Name	DRAGAN
Family Name	CALOVIC
Department	INTERNATIONAL COOPERATION DEPARTMENT
Position	DIRECTOR OF INTERNATIONAL COOPERATION DEPARTMENT
E-mail	DCALOVIC@MEGATREND.EDU.RS
Website	WWW.INTERNATIONAL.MEGATREND.EDU.RS
Telephone (including country / area codes)	+381668940236
Address (n°, street, avenue, etc)	Goce Delceva 9a
Country	RS, Serbia
Region	Serbia
Post code	11070
City	Belgrade

B **Erasmus Policy Statement**

B.1. Erasmus+ activities included in your EPS

In order to facilitate the evaluation of your current application form, please tick those Erasmus+ activities that are part of your current Erasmus Policy Statement

Erasmus + Key Action 1 (KA1):

Study between Programme Countries:
Programme Countries - Student incoming mobility ☑

Programme Countries - Staff Incoming mobility ☑

Programme Countries - Student outbound mobility ☑

Programme Countries - Staff outbound mobility ☑

Partner countries - Study between Partner Countries:
Partner countries - Student incoming mobility ☑

Partner countries - Staff Incoming mobility ☑

Partner countries - Student outbound mobility ☑

Partner countries - Staff outbound mobility ☑

Traineeships:
Traineeships - Student incoming mobility ☐

Traineeships - Staff Incoming mobility ☑

Traineeships - Student outbound mobility ☐

Traineeships - Staff outbound mobility ☑

Erasmus Mundus Joint Master Degrees ☐

Erasmus + Key Action 2 (KA2):

Strategic Partnerships ☑

Knowledge Alliances ☑

Capacity Building Projects ☑

Erasmus + Key Action 3 (KA3):

KA3 Projects ☐

Jean Monnet Activities

Jean Monnet projects ☑

B.2. Erasmus Policy Statement: your strategy

Please be aware that your Erasmus Policy Statement should reflect your intended involvement in Erasmus+. Should you wish to add additional activities in the future you will have to amend your Erasmus Policy Statement and inform your respective National Agency accordingly.

The Institution agrees to publish this overall strategy (all three parts of the Part B) on its website within one month after reception of the Erasmus Charter for Higher Education from the EACEA. ☑

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees:

Original language [EN]

International strategy of Megatrend University is described in official document "The Strategy of Internationalization" (http://en.international.megatrend.edu.rs/wp-content/uploads/2018/01/The-Strategy-of-Internacionalization-of-Megatrend-University.pdf), in which we state that our strategy is:

Integration of the educational system of Megatrend University into the global world trends in the field of internationalization of higher education, in the region of EU, Western Balkans, China and Iran.

Through this statement we defined what our University wants to achieve in the upcoming years, and what are the regions with which we want to cooperate the most. It is our main goal to deepen even further cooperation with countries that are in the above mentioned regions.

Ever since the establishment of Megatrend university, it has been working and cooperating with many European Universities, so applying for Erasmus Charter is a logical step in that direction. Besides that, Universities in countries of the Western Balkans have been working with Megatrend University for many decades, so the aim is also to strength those relations. China and Iran are new targets in our strategy. Chinese Center at MU was opened in 2012, and Iranian Center in 2016. Through those specialized centers MU wants to improve the cooperation between Serbia and China/Iran especially in academic field but also in the field of culture, science, technology.

The process of choosing academic partner in this regions is motivated mainly by the programs that those universities have. Universities that are compatible with our or have programs that are similar to ours are those that we prefer to work with. It is our believe that by using this approach we will achieve better results – we can have better students, professors and nonacademic stuff mobility, we can have more scientific projects together, organize more conferences together, learn more from each other.

At the moment University has a lot of contracts on academic level but we want to give special attention to the new partners coming from EU and West Balkan. As a University that has been the oldest private University in Serbia, we believe and we know that only through good international cooperation University can develop and progress. First of all, it is important to strengthen potential of our university professors and teaching assistants. That cannot be achieved if they do not communicate and have a cooperation outside of Serbia. Their mobility is of outmost importance. The second thing that is important is the mobility of students, and especially students at the bachelor studies. There are couple of reasons for that: not all of them can afford to go and study abroad; some of them never went abroad; they lake international experience; they will have less opportunities to find a job, unless they have international experience. As a University that follows its students after they finish their studies, for us it is important that they find a good job. By implementing this kind of programs, such as Erasmus+ is, we are giving them not only opportunities for better student life, but better quality of life after finishing studies. The third goal is to increase stuff mobility. Most of our nonacademic stuff never went to any University abroad to see how their colleagues work and what can they improve in their work. Since joining Erasmus network in 2015, we saw that through the mobility of our stuff we achieved great results, in terms of their initiative, language capabilities, motivation to improve their working results.

With all types of mobility programs we also achieved one more goal, that is important as a previous one – and that is cross-cultural tolerance. It is necessary to state that learning, understanding and accepting different people, societies and cultures are also part of our dedication, and mobility programs are essential in that sense.

MU is supporting nondiscriminatory policy, for its stuff, students and partners. We believe that all people deserve equal opportunities, and that is something that we promoted since establishment of our University. Both buildings in Belgrade campus (main campus) are made to give the opportunity for students with disabilities to study, and we support their effort to have a higher education degree and be an equal member of our society.

Regarding joint programs MU has two so far:

1. Joint international doctorate in the field of Economics and Management of Natural Resources that was launched in 2008 among our university and LUM (Italy) and China Three Gorges University (China)

2. Joint PhD studies of Computer Sciences with the University of Primorska, Faculty of Mathematics, Science and Information Technology, Koper, Slovenia.

Even though we have two joint programs in PhD studies, it is our aim in the next period to have joined programs on bachelor and master studies, because we do believe that the mobility of students in those groups is larger.

Please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects within the framework of the Erasmus+ Programme. If not applicable, please explain:

Original language [EN]

Megatrend University established in 2013 a specialized center – Center for Project Management that has an aim of creating, realizing and implementing the projects in various fields. The Centre for Project Management is acting in accordance with the distinctive business strategy of MU and has a purpose of deepening and strengthening the three decades long cooperation with our partners. Through its project functions and activities, the Centre is also acting as a support to the teaching, scientific research and student activities at the university.

The main purpose of this Center is coordination of project activities within our university: projects from Tempus, Erasmus+, Ministry of education of the Republic of Serbia, and all other projects that are connected with different business partners.

The Director is in charge to choose, plan and control all projects and to identify those that are fulfilling the overall strategy of MU, including Erasmus Policy Statement. Rector of Megatrend University monitors the results of Center for Project Management, in order to achieve overall Strategy of university.

Each project has its team leader that is concentrated on one project. Team leaders are in charge of their projects, and they report to the Director.

Center for Project Management already defined its actives and they are:
•Informing timely and regularly all the employees about all open project competitions
•Providing help in fulfilling application forms
•Cooperation with partners in country and abroad
•Capacity building in order to develop university capacities
•Organizing workshops that are dedicated to informing the public for applying for domestic and international projects
•Managing evidence and monitoring project activities
•Providing administrative support – time and financial planning, organizing meetings etc.

Under the Erasmus+ project this Center along with International Cooperation Department conducted Key Action 1, which is concentrated on the mobility of students, professors, and non-academic staff. It is our plan to develop with our partner's KA1 Placement and KA2 when Serbia becomes program country within Erasmus+ program.

Besides this Center, International Cooperation Department is involved in all international projects, and it has a supporting role. The administrative staff of International Cooperation department acts as a provider and supporter of many actives that CPM organizes.

Please explain the expected impact of your participation in the Erasmus+ Programme on the modernisation of your institution.

Please refer to each of the priorities of the renewed EU Agenda for higher education as well as the goals towards a European Education Area* and explain the policy objectives you intend to pursue:

Original language [EN]

Following the recommendations in Agenda for the Modernization of Europe's Higher Education system, Megatrend University will do following things in order to modernize its system of education:

1.Increasing attainment levels to provide the graduates and researchers Europe needs

Megatrend University according to the specification of Ministry of education implemented Bologna process into practice in 2005, and our University accepted those policy fully. We have been doing everything that Ministry declared, in order to give our contribution to the modernization of higher education in Serbia. By implementing those measures we improved the success ratings of finishing studies, more students are attending master and PhD studies, we modernized programs, books and gave the opportunity for young talents to work at our University.

By doing that already, with the implementation of Erasmus Policy Statement we want those rates to improve even more. Available workshops, academic networks, mobility training, new literature, research funds, mobility of students and professors will for sure help to elevate our quality and efficiency.

2.Improving the quality and relevance of higher education

With the improvement of regular studies, MU has been for many decades helping students to study at home, for those who could not afford to study in big cities, by establishing specialized teaching centers in small towns.

In the next period MU wants to improve that teaching method by accrediting online studies. At the moment MU has accredited three distance learning programs of bachelor studies, but we want to have more of them and also to have master studies on line. It is our belief that by now many households in Serbia/Western Balkan countries (BHS) have adequate computer equipment, so we can have more distance learning students. This would give opportunity to many students who work at the same time while studding, many single parents and disadvantage students opportunity to acquire bachelor/master studies diploma. Also, we want to have master studies in English on line, and in that way we can have more international student who are studding at our University.

3.Strengthening quality through mobility and cross-border co-operation

At the moment MU is not satisfied with a number of students that have some kind of practice/study abroad, and it is one of our main goals to improve that, as it already stated in the strategy. Main reason for that problem is finance, and with the implementation of programs of Erasmus+ (but also through other specialized centers at our University) we hope that many Megatrend students in the future will have ability to spend some time abroad.

Regarding the EU, we implemented all requested things to eliminate all barriers for the mobility of students, never mind if they are switching from on program to the other in cross-border cooperation, or they need to have a transcription of grades and ECTS credits.

4.Making the knowledge triangle work: Linking higher education, research and business for excellence and regional development

With Center for Life Long Learning (that not only educates students and adults, but is also providing working practice in companies) and Center for Project Management, MU has have made basic steps in order to make knowledge triangle work. Some results are achieved, but they can be even better. Erasmus+ program will give us opportunity to see how our partner universities are doing that, and give us knowledge how to improve those relations especially on international level.

Regional development is very important to our university and we opened one of our faculty in the region that is having economic difficulties. It was our aim through our faculty to increase number of graduate students in that region, and we have been doing that consistently. But what is lacking is the opportunity for those students to actually get a job. One of our future projects would be to increase the employment rate in that region, by giving students support and opportunity to apply for cross-border projects, which will help them to find a job.

5.Improving governance and funding

Models of public-private cooperation (projects) have been very interesting in last couple of years, and many Governments are supporting that kind of cooperation. Itis proved that sometimes Governments do not have enough funds to run state projects, and sometimes state projects lack professional management In order to be efficient.

MU as a private university has a cooperation with different state bodies and administration, and so far that cooperation had some problems but in the end it was successful. What we want to improve is our cooperation with private entities and institutions, so we can have better results in that field.

* COM (2017) 247 (http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52017DC0247&from=ES)

C   **Statistics**

The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.
For the academic year 2017-2018:

Total number of students enrolled in all Higher Education degree programmes offered by your institution (data from official HEI register)

Short cycle:	5037.0
1st Cycle: (e.g. Bachelor)	4679.0
2nd Cycle: (e.g.Master)	237.0
3rd Cycle: (e.g. Doctoral)	121.0

Number of staff (Equivalent full-time) involved in Higher Education

Teaching:	163.0
Administrative:	129.0

Number of degree courses (study programmes in Higher Education) on offer

Short cycle:	54.0
1st Cycle: (e.g. Bachelor)	25.0
2nd Cycle: (e.g.Master)	21.0
3rd Cycle: (e.g. Doctoral)	8.0

STUDENTS (academic year 2017-2018)

1. Credit Mobility for Students (all types of mobility programmes for periods between 2 and 12 months)

Number of outbound students for study mobility (Erasmus+ and/or other programmes): to programme countries	30.0
Number of outbound students for study mobility (Erasmus+ and/or other programmes): to partner countries	0.0
Number of outbound students for traineeships (work placement Erasmus+ and/or other programmes): to programme countries	0.0
Number of outbound students for traineeships (work placement - other programmes): to partner countries	0.0
Number of incoming students for study mobility (Erasmus+ and/or other programmes): from programme countries	5.0
Number of incoming students for study mobility (Erasmus+ and/or other programmes): from partner countries	0.0

2. International Degree Students (students with foreign nationality enrolled for a full degree programme and/or students having completed a foreign previous degree)

Number of foreign degree students, if applicable: from programme countries	7.0
Number of foreign degree students, if applicable: from partner countries	105.0

3. If applicable, number of local (having the nationality of the country) and international students (of foreign nationality / with previous foreign degree) enrolled in double/multiple/joint degrees:

Number of local students enrolled in double/multiple/joint degrees	1.0
Number of international students enrolled in double/multiple/joint degrees	4.0

ACADEMIC STAFF (academic year 2017-2018)

All types of higher education staff mobility within the framework of the Erasmus+ Programme (for periods between 2 days and 2 months) for teaching and training purposes

Number of outbound staff to programme countries	15.0
Number of outbound staff to partner countries:	0.0
Number of incoming staff from programme countries	4.0
Number of incoming staff from partner countries:	0.0

COOPERATION

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2017/2018: European and International HEI Agreements / Consortia / Networks

Number of Erasmus+ interinstitutional agreements:	24.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from programme countries	89.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from partner countries	0.0
Total number of consortium agreements for double/multiple/joint degrees:	2.0
Of these, number of the consortia involving partner countries	2.0

European and International Education and Training Projects with contracts running in 2017-2018 (e.g.: Erasmus+, Erasmus Mundus, Knowledge Alliances, Capacity Building, etc)

Number of projects as coordinator:	0.0
Number of projects as partner:	0.0

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2017-2018)

Number of staff at the central level:	1.0
Number of staff at the Faculty/School/Department Level:	7.0

D	General Organisation of Programme activities

D1. General Organisation

Please describe the administrative and academic structure put in place at your institution for the organisation and implementation of European and international mobility.

Please provide a detailed description of the division of tasks and responsibilities among the staff in charge, with regards to both the administrative and academic decision-making processes.

Describe also the operational and communication methods.

The coordinator of international cooperation activities is a Vice-Rector of International Cooperation, who defines the strategy of internationalization and monitors all the activities related to international cooperation. University Senate approves the strategy.

The International Cooperation Department is a central unit and serves as the main reference point for issues related to international cooperation. The Department has two units, the International Relations and Cooperation Unit, and the Students Support Unit. The International Relations and Cooperation Unit is dedicated to the development and maintaining international cooperation between Megatrend University and other European/ international universities. The staff members are responsible for developing and managing international partnerships, including the organization and implementation of European and international mobility. The Students Support Unit is dedicated to help both domestic and international students during mobility period and to monitor their progress and academic activities. The head of the International Cooperation Department is the Director of International Cooperation Department who is responsible for the decision-making process and for implementation of the Strategy of internationalization.

Related administrative bodies are:
-University Finance Office, responsible for finance and accounting;
-University Law Office, responsible for legal issues;
-Student Service Office, responsible for student administrative support.

Related academic bodies are:
-Vice-Rector of Studies, who supervises the general impact of international activities (supported by faculty Deans).
-Faculty Deans, who supervise the impact of international activities on professors and faculties.
-Departmental coordinators, who supervise the impact of internati

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution which deals with the implementation and organisation of European and international mobility.

http://international.megatrend.edu.rs/mobilnost/#tab-1-0-info-sheet

D.1.1. (Optional) Additional Information for HEIs belonging to an Umbrella Organisation

Please fill in this section only if you are applying for an HEI which does not have its own legal entity. For example, if your HEI is part of a foundation or another similar umbrella organisation which is the legal entity: This includes the COMUE in France, which are composed of several institutions or bodies. Please specify the exact role of the umbrella organisation with regard to the other education institutions that are part of the consortium.

Please give information of the composition of your umbrella organisation and explain in particular if there are

other education institutions attached to the same legal entity. If yes, please indicate if those institutions already hold the Erasmus Charter:

D2. Fundamental Principles

While we are conscious that your institution might not get involved in all the different types of Erasmus+ activities from the beginning, we ask you to comply with all the principles and to tick them accordingly as the Erasmus Charter for Higher Education offers you the entire portfolio from the very start.

By applying for the Erasmus Charter for Higher Education my institution will:

Respect in full the principles of non-discrimination set out in the Erasmus+ Programme and ensure equal access and opportunities to mobile participants from all backgrounds.　☑

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).　☑

Please explain the academic credit system (e.g.: average number of credits per semester provided by your degree programmes) and the methodology used at your institution to allocate credits to the different course units.

The Megatrend University has implemented the Bologna system and ECTS is used as the credit system for all degrees. According to Serbian Law on Higher Education. Academic credit system in Serbia and at the Megatrend University is as follow:

Undergraduate/Bachelor academic studies carry between 180 and 240 ECTS credits.

Master academic studies will carry:
A: a minimum of 60 ECTS credits, where a total of 240 ECTS credits have been previously earned during the undergraduate / bachelor academic studies.
B: a minimum of 120 ECTS credits, where a total of 180 ECTS credits have been previously earned during the undergraduate/bachelor academic studies.

Doctoral studies carry a minimum of 180 ECTS credits, with a previously earned total of a minimum 300 ECTS credits during undergraduate/bachelor academic and master academic studies.

The methodology used at Megatrend University to allocate credits to different course units is defined by Serbian Law on Higher Education and approved by Commission of Accreditation and Quality Assurance.

Each course within a study program or short program is assigned a corresponding number of ECTS credits, while the scope of the study is expressed by aggregate ECTS credits.

A total of 60 ECTS credits corresponds to an average total input of a student of a 40-hour work week during an academic year. Overall activities of a student include active teaching courses (lectures, exercises, seminars, etc.), autonomous work, preliminary exams (colloquia), exams, writing final papers, voluntary work in a local community and other forms of involvement.

Voluntary work means work of a student without remuneration, organized by a higher education institution on projects of significance to the local community, which is evaluated within the system of higher education.

The total number of hours of active teaching classes may not be lower than 600 hours per academic year.

In addition, please provide the direct web link where the methodology is explained.

http://en.international.megatrend.edu.rs/grading-system/

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities. ☑

D3. When Participating in Mobility Activities - Before mobility

Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow. ☑

Please explain if all courses taught at your institution are described in your public course catalogue and in which languages they are taught.

All offered courses are described in the Course Catalogue which is regularly updated, well in advance of the mobility periods, in order to be transparent to all parties and to inform students interested in mobility about the courses they may follow. All courses that are taught in the English and Serbian language are described in the unified Course Catalog. The course information includes: course title, the name of a professor, the information on faculty/department that provides the course, a detailed description of each course, including information on ECTS credits, the language in which the course unit is taught, level of study, content, learning outcomes, length and general information and Information on restrictions to mobile students and availability before the signature of the Learning Agreement.

Mobility is carried out only within the framework of prior agreements between institutions.These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception, and integration of mobile participants.

Before mobility, international cooperation officer provides all outgoing mobile participants with necessary details and introduces them to mobility procedure. All outgoing mobile participants are required to prove their linguistic proficiency.

International cooperation officer is responsible to ensure that student and staff mobility for education or training purposes is based on Learning Agreement for students and mobility agreement for staff, validated in advance between home and host institutions.

The students support officer provides assistance related to obtaining visas for incoming and outgoing mobile participants. She/he also provides assistance to incoming mobile participants in finding accommodation

In addition, please provide the direct web link to the course catalogue of your institution.

http://en.international.megatrend.edu.rs/catalog-course/

Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants. ☑

Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility.

In addition, explain how and by whom the learning agreements for the mobile students will be managed:

In order to ensure successful study and teaching mobility activities, an inter-institutional agreement between Megatrend University and partner HEI will be signed. Inter-institutional agreements for study and teaching mobility are decided on a comprehensive understanding of the partners and compatibility of academic profiles. On Megatrend University side, the inter-institutional agreement will be signed by the Rector. The Vice-Rector of International Cooperation is involved in the process. The departmental coordinators check the compatibility of the curricula. Agreements are reviewed before renewal and monitored at regular intervals by Vice-Rector of International Cooperation and by departmental coordinators. Management of the process is in charge of the international cooperation officer.

Learning Agreements are signed by the institutional coordinator, departmental coordinator and by the student. The international cooperation officer manages Learning Agreement, with the support of the departmental coordinator on what concerns the educational aspects. In this way, transparent and efficient preparation of the exchange is provided. Learning Agreement sets out the program of the studies or the traineeship to be followed and must be signed by the student, the sending, and the receiving institution before the start of the mobility period.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency. ☑

Please describe your institution's language policy for preparing participants for mobility, e.g. course providers within or outside the HEI.

Megatrend University ensures that outgoing participants will be well prepared for the mobility. Students and teachers/staff members participating in mobility programs will be selected according to an adequate knowledge of English language (B2 is the minimum). Adequate language skills are one of the general criteria in the selection process.

All applicants (students/teachers/staff) for mobility program are required to provide a proof of their language skills. Where applicable, their skills are tested in order to certify their level.

Megatrend University supports students to improve their language skills by attending English language courses. Mobility participants will also be prepared regarding cultural differences through lectures on intercultural communication and meetings with former mobility participants.

If possible, please provide the direct web link for your language policy.

http://en.international.megatrend.edu.rs/language-policy/

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants. ☑

Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants. ☑

Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants. ☑

Provide guidance to incoming mobile participants in finding accommodation. ☑

D4. When Participating in Mobility Activities - During Mobility

Ensure equal academic treatment and services for home students and staff and incoming mobile participants. ☑

Integrate incoming mobile participants into the Institution's everyday life. ☑

Have in place appropriate mentoring and support arrangements for mobile participants. ☑

Please describe mentoring and support arrangements (e.g. peer mentoring, social integration of mobile participants within the institution and its local students and staff, information on accommodation, insurance, etc.) for incoming mobile participants and outgoing students for study and traineeships:

Megatrend University has ensured equal academic treatment and services for home students, teachers, and staff, and incoming mobile participants. A wide range of services for incoming students, teachers and staff have been established, in order to provide them help and to integrate incoming mobile participants into the institution's everyday life. International cooperation officer coordinates activities and manages monitoring and support arrangements for incoming mobile participants. If needed, the International Cooperation Department provides tutors for incoming mobile participants, who take care of their personal development and mentoring the main decisions students have to face.

Students support officer is in charge of the organization of orientation days in order to provide the incoming participants with all necessary information on administrative and practical arrangements. She/he also provides continuous support to incoming students during the mobile period, including individual counseling, administrative and academic advising, support in finding accommodation, providing information on visa/residence permit and health insurance, providing information on social activities at the University, etc.

Linguistic support is also provided. If needed, international cooperation officer will provide English language tutor for mobile participants. At the same time, Serbian Language for Beginners Courses is offered at the Megatrend University.

Provide appropriate linguistic support to incoming mobile participants. ☑

Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period.

Required linguistic competences will be described in the Learning Agreement, and all parts will be informed of the requirements. Sending HEI is in charge of arranging adequate linguistic support before mobility period. International Cooperation Department at the Megatrend University is responsible to ensure that outgoing mobile participants have proper linguistic competence (methodology is described above). If needed incoming mobility participants will receive appropriate linguistic support. As it is mentioned, international cooperation officer will provide English language tutor for mobile articipants. At the same time, Serbian Language for Beginners Courses are offered at the Megatrend University.

If possible, please provide the direct web link for your language policy.

http://en.international.megatrend.edu.rs/language-policy/

D5. When Participating in Mobility Activities - After Mobility

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students. ☑

Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period. ☑

Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises.
Please describe the internal administrative steps and procedures established to recognise the mobility achievements.

Megatrend University will accept all the activities indicated in the Learning Agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students. The departmental coordinator is in charge of recognition of activities and credit transfer. If needs, she/he can be advised by Vice-Deans of Studies, depending on the faculty. Before the mobility, departmental coordinator signs a binding pre-recognition document, that guarantees credit transfer as long as the student accomplish his/her study program. After the mobility, the actual recognition is based on the achieved ECTS and on the content of attended courses, taking into account the pre-recognition. Before mobility, students are advised by the departmental coordinator, and they
are completely introduced to recognition possibilities of their choice. Nevertheless, students are free to choose courses which have no correlates in the domestic study program, but these courses can be recognized only as additional skills, described in diploma supplement.

Megatrend University provides incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements. International cooperation officer provides the partner HEI with a Transcript of Records within five weeks after the mobile student's evaluation has finished.

In addition, please provide the direct web link for this recognition procedure.

http://en.international.megatrend.edu.rs/instructions-for-application-and-recognition-of-esct/

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers. ☑

Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement. ☑

Please describe your institution's measures to support, promote and recognise staff mobility:

Megatrend University will ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement. All mobility programs have full administrative support, and staff/professors mobility is recognized as a part of the regular workload.

Mobility programs and its participants are widely promoted via websites, social networks, and welcome events.

Mobility periods are documented in individual performance reports and recognized as a kind of professional training that will be taken into consideration for professional promotion.

D6. When Participating in European and International Cooperation Projects

Ensure that cooperation leads to sustainable and balanced outcomes for all partners. ☑

Provide relevant support to staff and students participating in these activities. ☑

Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Erasmus+ Programme:

All international projects are agreed, planned and managed in a way to ensure that cooperation leads to sustainable and balanced outcomes for all partners. Before signing the agreement, all international cooperation projects proposals have to be approved by Rector, Vice-Rector of International Cooperation, and depending on cooperation proposal, by faculty Deans. The responsible person for managing and monitoring international cooperation projects is projects coordinator.

All European and international cooperation projects participants have full administrative support. Their involvement in European and international cooperation projects is always defined by the signed agreement. International cooperation officer (supported by project coordinator) provides professors/students/staff with all necessary information before signing the agreement, as well as during the project period.

Participation in European and international cooperation projects under the Erasmus+ Program is recognized as a kind of professional training that will be taken into consideration for professional promotion.

The results of the European and international cooperation projects under the Erasmus+ Program are presented both at University website and at the official presentations of Erasmus+ mobility program, which periodically (usually twice a year) take place at each faculty. All mobile participants are encouraged to take part in public presentations of Mobility program (round tables, seminars, lectures, etc.) and to share their experiences with students and colleagues at Megatrend University

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community. ☑

D7. For the Purposes of Visibility

Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website. ☑

Promote consistently activities supported by the Programme, along with their results. ☑

In addition, please provide the web link where you will host the Erasmus Policy statement in the future:

http://en.international.megatrend.edu.rs/erasmus-policy-statement/

| **E** | **Endorsement of the application** |

I, the undersigned, legal representative of the applicant institution,

certify that the information contained in this application is complete and correct to the best of my knowledge. All Programme activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;

agree to the content of the Erasmus Charter for Higher Education (ECHE) application outlined above and commit my institution to respect and observe these obligations;

agree to the publication of the Erasmus Policy Statement by the European Commission

Place: Belgrade   Name: Mica Jovanovic   Date (dd/mm/yyyy): 20/03/2018

☑ *I have read and accept the Privacy statement*

Original signature of the legal representative of the Institution (as identified in section A.2 above)

Original *stamp or seal of the Institution (if applicable)*