

Ugovor o učenju

Mobilnost studenata u svrhu studiranja

Visoko obrazovanje:
 Obrazac ugovora o učenju
 Ime studenta
 Akademska 20.../20... god.

Student	Prezime	Ime	Datum rođenja	Nacionalnost ¹	Pol: [muški / ženski / bez navoda]	Ciklus studija ²	Oblast obrazovanja ³

Ustanova pošiljalac	Naziv	Fakultet/odsek	Erazmus kod ⁴ (ako je primenljivo)	Adresa	Država	Ime kontakt osobe ⁵ ; imejl; telefon

Ustanova primalac	Naziv	Fakultet/odsek	Erazmus kod (ako je primenljivo)	Adresa	Država	Ime kontakt osobe; imejl; telefon

Pre mobilnosti

Program studija u ustanovi primaocu

Planirani period mobilnosti: od [mesec/godina] do [mesec/godina]

Tabela A Pre mobilnosti	Kod obrazovne celine ⁶ (ako postoji)	Naziv obrazovne celine u ustanovi primaocu (kao što je navedeno u katalogu kurseva ⁷)	Semestar	Broj ESPB bodova (ili njihovih ekvivalenata) ⁸ koje ustanova primalac dodeljuje po uspešnom završetku
				Ukupno: ...

Link ka katalogu kurseva u ustanovi primaocu u kome su opisani ishodi učenja: [link ka stranici sa relevantnim informacijama]

Nivo znanja⁹ _____ jezika [ovde navesti glavni jezik nastave] koji je student već dostigao ili se složio da će dostići do početka mobilnosti: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Izvorni govornik ☐

Priznavanje u ustanovi pošiljaocu

Tabela B Pre mobilnosti	Kod obrazovne celine (ako postoji)	Naziv obrazovne celine u ustanovi pošiljaocu (kao što je navedeno u katalogu kurseva)	Semestar	Broj ESPB bodova (ili njihovih ekvivalenata) koje ustanova pošiljalac treba da prizna
				Ukupno: ...

Odredbe koje se primenjuju ako student ne završi neke obrazovne jedinice: [link ka stranici sa relevantnim informacijama]

Obaveza

Potpisivanjem ovog dokumenta, student, ustanova pošiljalac i ustanova primalac potvrđuju da su saglasni sa ugovorom o učenju i da će postupati u skladu sa zajedničkim dogovorima svih strana. Ustanova pošiljalac i ustanova primalac se obavezuju da će se pridržavati svih načela u Erazmus povelji za visoko obrazovanje vezanih za mobilnost u svrhu studiranja (ili načela ustanovljenih u međuinstitucionalnom ugovoru za ustanove iz partnerskih zemalja). Ustanova korisnik i student takođe treba da se pridržavaju odredaba ugovora o dodeli namenskih bespovratnih sredstava Erazmus+. Ustanova primalac potvrđuje da su obrazovne jedinice navedene u tabeli A u skladu sa katalogom kurseva ove ustanove i ove informacije treba da budu dostupne studentu. Ustanova pošiljalac se obavezuje da će priznati sve bodove ili ekvivalentne jedinice stečene u ustanovi primaocu za uspešno završene obrazovne celine i da će ih računati kao sastavni deo studija kako je opisano u tabeli B. Svi izuzeci od ovog pravila su navedeni u aneksu ovog ugovora o učenju i sa njima su saglasne sve strane. Student i ustanova primalac će obavestiti ustanovu pošiljaoca o problemima i izmenama vezanim za program studija, odgovorna lica i/ili period studiranja.

Obaveza	Ime i prezime	Imejl	Pozicija	Datum	Potpis
Student			Student		
Odgovorno lice ¹⁰ u ustanovi pošiljaocu					
Odgovorno lice u ustanovi primaocu ¹¹					

Tokom mobilnosti

Izuzetne izmene podataka iz tabele A (odobravaju ih student, odgovorno lice iz ustanove pošiljaoca i odgovorno lice iz ustanove primaoca putem imejla ili potpisom)						
Tabela A2 Tokom mobilnosti	Kod obrazovne celine (ako postoji)	Naziv obrazovne celine u ustanovi primaocu (kao što je navedeno u katalogu kurseva)	Izbačena obrazovna celina [označiti ako je primenljivo]	Dodata obrazovna celina [označiti ako je primenljivo]	Razlog za izmenu ¹²	Broj ESPB bodova (ili njihovih ekvivalenata)
			☐	☐	Choose an item.	
			☐	☐	Choose an item.	

Izuzetne izmene podataka iz tabele B (ako je primenljivo) (odobravaju ih student i odgovorno lice iz ustanove pošiljaoca putem imejla ili potpisom)					
Tabela B2 Tokom mobilnosti	Kod obrazovne celine (ako postoji)	Naziv obrazovne celine u ustanovi pošiljaocu (kao što je navedeno u katalogu kurseva)	Izbačena obrazovna celina [označiti ako je primenljivo]	Dodata obrazovna celina [označiti ako je primenljivo]	Broj ESPB bodova (ili njihovih ekvivalenata)
			☐	☐	
			☐	☐	

Nakon mobilnosti

Prepis ocena u ustanovi primaocu					
Datum početka i završetka perioda studija: od [dan/mesec/godina] do [dan/mesec/godina]					
Tabela C Nakon mobilnosti	Kod obrazovne celine (ako postoji)	Naziv obrazovne celine u ustanovi primaocu (kao što je navedeno u katalogu kurseva)	Da li je student uspešno završio obrazovnu celinu? [da/ne]	Broj ESPB bodova (ili njihovih ekvivalenata)	Dobijene ocene u ustanovi primaocu
				Ukupno: ...	

Prepis ocena i priznavanje u ustanovi pošiljaocu				
Datum početka i završetka perioda studija: od [dan/mesec/godina] do [dan/mesec/godina]				
Tabela D Nakon mobilnosti	Kod obrazovne celine (ako postoji)	Naziv priznate obrazovne celine u ustanovi pošiljaocu (kao što je navedeno u katalogu kurseva)	Broj priznatih ESPB bodova (ili njihovih ekvivalenata)	Ocene evidentirane u ustanovi pošiljaocu (ako je primenljivo)
			Ukupno: ...	

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹³	Gender: [Male/Female/ Undefined]	Study cycle ¹⁴	Field of education ¹⁵
Sending Institution	Name	Faculty/Department	Erasmus code ¹⁶ (if applicable)	Address	Country	Contact person name ¹⁷ ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Before the mobility

Study Programme at the Receiving Institution				
Planned period of the mobility: from [month/year] to [month/year]				
Table A Before the mobility	Component code ¹⁸ (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ¹⁹)	Semester	Number of ECTS credits (or equivalent) ²⁰ to be awarded by the Receiving Institution upon successful completion
				Total: ...
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]				
The level of language competence ²¹ in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐				

Recognition at the Sending Institution				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
				Total: ...
Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]				

Commitment					
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.					
Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ²² at the Sending Institution					
Responsible person at the Receiving Institution ²³					

During the Mobility

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ²⁴	Number of ECTS credits (or equivalent)
			☐	☐	Choose an item.	
			☐	☐	Choose an item.	

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			☐	☐	
			☐	☐	

After the Mobility

Transcript of Records at the Receiving Institution					
Start and end dates of the study period: from [day/month/year] to [day/month/year]					
Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
				Total: ...	

Transcript of Records and Recognition at the Sending Institution				
Start and end dates of the study period: from [day/month/year] to [day/month/year]				
Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
			Total: ...	

- ¹ **Nacionalnost:** država kojoj lice pripada u administrativnom smislu i koja izdaje ličnu kartu odnosno pasoš.
- ² **Ciklus studija:** Kratki ciklus (EOK nivo 5) / Osnovne studije ili ekvivalentne studije prvog ciklusa (EOK nivo 6) / Master ili ekvivalentne studije drugog ciklusa (EOK nivo 7) / Doktorske ili ekvivalentne studije trećeg ciklusa (EOK nivo 8).
- ³ **Oblast obrazovanja:** Treba koristiti [alat za pretraživanje ISCED-F 2013](http://ec.europa.eu/education/tools/isced-f_en.htm) dostupan na http://ec.europa.eu/education/tools/isced-f_en.htm za pronalaženje detaljnih informacija o oblasti obrazovanja i obuke u ISCED 2013 koja je najbližnja studijskom programu studenta u ustanovi pošiljaocu.
- ⁴ **Erazmus kod:** jedinstveni identifikacioni broj koji dobija svaka visokoškolska ustanova koja ima Erasmus povelju za visoko obrazovanje (ECHE). Primenljivo je samo za visokoškolske ustanove u programskim zemljama.
- ⁵ **Kontakt osoba:** lice koje predstavlja vezu za administrativne informacije i može biti, zavisno od strukture visokoškolske ustanove, koordinator odseka, ili zaposleni u kancelariji za međunarodnu saradnju ili sličnom telu u okviru ustanove.
- ⁶ **„Obrazovna celina“** je celovito i formalno strukturisano iskustvo učenja koje obuhvata ishode učenja, bodove i vidove testiranja. Primeri obrazovnih celina su: kurs, modul, vežbe, laboratorijski rad, praktični rad, priprema/istraživanje za tezu, prozor mobilnosti ili izborni predmet.
- ⁷ **Katalog kurseva:** detaljne aktuelne informacije prilagođene studentu o okruženju za učenje u ustanovi, koje treba da budu dostupne studentima pre mobilnosti i tokom čitavog perioda studiranja kako bi im se omogućilo da donose prave odluke i što efikasnije iskoriste vreme. Informacije se odnose na, recimo, dostupne kvalifikacije, procedure učenja, nastave i ocenjivanja, nivoa programa, individualne obrazovne celine i resurse za učenje. Katalog kurseva treba da sadrži i imena osoba sa kojima se može kontaktirati, kao i informacije o tome kako, kada i gde kontaktirati s njima.
- ⁸ **ESPB bodovi (ili njihovi ekvivalenti):** u zemljama u kojima se ne primenjuje sistem „ESPB“, a naročito u ustanovama iz partnerskih zemalja koje nisu deo Bolonjskog procesa, „ESPB“ treba u odgovarajućim tabelama zameniti nazivom ekvivalentnog sistema koji se koristi i treba dodati link ka opisu tog sistema.
- ⁹ **Nivo znanja jezika:** opis nivoa prema Zajedničkom evropskom okviru za žive jezike dostupan je na: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.
- ¹⁰ **Odgovorno lice u ustanovi pošiljaocu:** akademski radnik zadužen da odobri ugovor o učenju, da ga u izuzetnim slučajevima izmeni ako je potrebno, kao i da garantuje potpuno priznavanje programa u ime nadležnog akademskog organa. Ime i adresa elektronske pošte odgovornog lica mora se uneti samo ako se razlikuje od podataka kontakt osobe navedenih na početku dokumenta.
- ¹¹ **Odgovorno lice u ustanovi primaocu:** ime i adresa elektronske pošte odgovornog lica mora se uneti samo ako se razlikuje od podataka kontakt osobe navedenih na početku dokumenta.
- ¹² **Razlozi za izuzetne izmene programa studija u inostranstvu (izabrati redni broj ispred stavke u tabeli u nastavku):**

Razlozi za izbacivanje obrazovne celine	Razlog dodavanja obrazovne celine
1. Prethodno izabrana obrazovna celina nije dostupna u ustanovi primaocu	5. Zmena izbačene obrazovne celine
2. Obrazovna celina se ne odvija na jeziku koji je prvobitno naveden u katalogu kurseva	6. Produžetak perioda mobilnosti
3. Preklapanje u rasporedu	7. Drugo (navesti razlog)
4. Drugo (navesti razlog)	

- ¹³ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- ¹⁴ **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- ¹⁵ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

¹⁶ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

¹⁷ **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

¹⁸ An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

¹⁹ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

²⁰ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

²¹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

²² **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

²³ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

²⁴ **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

Reasons for deleting a component	Reason for adding a component
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	