



# University Dzemail Bijedic of Mostar

08.11.2018  
Erasmusplus info day  
Sarajevo, Bosnia and Herzegovina



## ICM – how it works in practise



- Nominations twice a year
- September/October for summer semester and February/March for winter semester
- Students and staff have up from 4 to 6 weeks to nominate themselves.
- 1 semester/1 week
- Undergraduates – 10 months, master students – semester, PhD students– 3 months

## ICM – how it works in practise



- Valid interinstitutional agreement
- English language knowledge or the knowledge of the official language of the University - B2 level
- Matching fields
- LA – 25 ECTS (30 ECTS recommended)
- Full time students
- Teaching staff – at least PhD degree
- Activity plan for teaching and training staff
- Full time employees – teaching and training staff

# ICM – how it works in practise Incoming students



- Offer for incoming students:
- <http://www.unmo.ba/eng/offer-for-incoming-students.aspx>
- **Prior to the arrival**
  - ❖ connect them with the faculty coordinators to check eligibility of learning agreement
  - ❖ accomodation
  - ❖ Welcome pack
- **During the stay**
  - ❖ confirmation of arrival
  - ❖ faculty coordinators
  - ❖ temporary residence
  - ❖ UNMO BUDDY SYSTEM
- **After the mobility**
  - ❖ Confirmation of departure
  - ❖ ToR
  - ❖ Exchange student record sheet
  - ❖ Book of registry of incoming students

# ICM – how it works in practise outgoing students



- **Prior to the mobility**
- LA- outgoing students must contact their faculty coordinator who helps them chose the suitable courses. When the faculty coordinator approves the selected courses, the dean of the Faculty signs the learning agreement. In that way we make sure, that the mobility period will be recognized once the student comes back.
- Free of charge University English language certificate
- visa issues
- accommodation at host institution
- translation of necessary documents
- **During the mobility**
- ❖ Confirmation of arrival
- ❖ UNMO OUTGOING STUDENTS
- **After the mobility**
- ❖ ToR
- ❖ Confirmation of departure
- ❖ LA

# ICM – how it works in practise selection



- Students
- Unified for all mobility schemes
- ❖ applicants register interest in Office for international cooperation (IRO). They have to be checked for eligibility based on the selection procedure foreseen by the mobility scheme, collect documents, pass English language test for the required level, have a check from IRO officer, submit application.
- ❖ The standard procedure UNMO is that we do not allow outgoing student to go to the mobility abroad before their learning agreements is signed by both higher institutions involved. In the same manner, we only allow incoming mobilities to students where both higher educations involved have signed their learning agreements.
- Staff:
- ❖ According to the Statute book, every academic staff member must be involved in the scientific and research activities. They have to prove required level of English language knowledge, have an activity plan, motivation letter in which they have to write not only their motivation but also a reason why they chose precisely that University, the benefit and tangible outcome of the mobility.

# ICM – how it works in practise selection



- UNMO applicants are selected/recommended based on several criteria: academic record, language skills, motivation, and recommendation from the faculty coordinator.
- Recommendation from the faculty coordinator regarding the curricular and extracurricular activities, personal skills and attitude.
- Assuming that more applicants have similar academic records and language skills, advantage shall be given to those with better motivation and especially foreseen added value, inter-cultural skills, extra-curriculum activities, etc.
- Selection is never based on ethnicity, religion, or any other form of discrimination.



# ICM – how it works in practise selection



- After the nomination the committee consisting of IR officer, Vice Rector for International Cooperation, Erasmus+ KA 107 faculty coordinators make decision on which students are to be nominated. The decision is made based on the academic merit, English language knowledge and motivation of the student.
- With academic staff decision on nomination is made by the Vice Rector for international relations based on previous participation in mobility schemes, Inclusion in internationalization processes, English language knowledge and plan of activities the staff member will carry out at host institution.

## ICM – how it works in practise



- Equal opportunities, social equity and promote participation of disadvantaged persons:
  - ❖ In terms of support to students considered as disadvantaged or students with special needs, UNMO offers the same kind assistance to all its students. All resources and facilities are on disposal to all students. UNMO implements the strict policy of no discrimination and all its offices and services as well as academic and administrative staff are obligated to assist all students.

## Recognition ICM – how it works in practise



- The Statute, Rulebook on mobility, and Procedures on international and inter-university cooperation of the Džemal Bijedić University of Mostar foresee the procedures i.e. responsibilities, roles and tasks in terms of mobility projects, rules and procedures of recognition of study period abroad.
- We guarantee credits transfer at the end of the mobility for every student who participates in any mobility program as well as to every free-mover. For that purpose, we have adopted Rulebook on mobility that enables student to fully enjoy not only the mobility period abroad but also to have a worry-free return to his home institution. The students are introduced to the procedure before they start their mobility.

## Recognition ICM – how it works in practise



- According to the Rulebook on mobility for outgoing students, the procedure upon their return is as follows:
- **First step** is to present to present the Certificates of attendance (duly signed by host university) to the faculty coordinators and students record office in order to have their semester verified and to register for the next semester;
- **The second step** is to present a copy of Certificate of attendance, Transcript of records and Learning agreement (all dully signed) to International Relations Office. IR Office sends the documents to the Erasmus+ KA 107 coordinator at their respective faculties. After receipt of the documents, faculty coordinator prepares the Decision on recognition of the study period abroad and sends one copy of the decision to the Student's record office and informs the student that decision has been made. The very decision is sent to the host institution.
- **Third step** Student then goes to the Student records office to have all passed exams at the host institution written in his/her matriculation book. At the same time, the decision is put into the database as well as registered in the main student register

# Incoming students and their impressions of UNMO and Mostar



THANK YOU SO MUCH!!!

FOR EVERYTHING! THE COMPUTER USAGE,  
THE HOSPITALITY, THE FRIENDLINESS! 😊  
IT MADE MY TIME IN MOSTAR GREAT!  
HAVE A WONDERFUL SUMMER BREAK!

-Haley

Mustafa Can Öztürk commented on this.



Mustafa Can Öztürk

8 December at 21:48 · 🌐

I can tell people here in Mostar are really cheerful, nice and fun. I'm having a time of my life. Don't regret coming here not even for a moment. You rock, guys!

👍 Like    💬 Comment

León

Panteón de los Reyes en San Isidoro  
Le Panthéon des Rois à San Isidoro  
The Royal Pantheon in San Isidoro

(of the ancient Kingdom of León)

Hey, Mirsada, šta ima?  
Really thank you very much  
for doing your job so nicely and  
being so good person. Thank you for  
doing all of those efforts you hadn't to.  
I'm very nice to meet you, and I'll  
never forget you.

*Miguel Ángel Custodio López*

Miguel Ángel Custodio López. León, 4<sup>th</sup> March 2016.

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La carte postale de l'amitié  
The friendship post card



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**Thank you!**

[www.unmo.ba](http://www.unmo.ba)