

## FAQs regarding Erasmus+ ICM mobility programs

### 1. What is Erasmus+ ICM Program

International Credit Mobility (ICM) supports the mobility of individual participants enrolled or employed at a higher education institution (HEI), namely:

- Student mobility
- Staff mobility for teaching
- Staff mobility for training

### 2. What is the difference between credit mobility and degree seeking

Credit mobility

The mobility of an exchange student, who stays at a host institution for a period, during which s/he can carry out activities awarding academic credits, which are then recognized by the home institution. Upon successfully completing their mobility period abroad, the students continue as candidates for the degree of their home/ sending institution (i.e., the University of Belgrade). According to Erasmus+ ICM student mobility can last from 3 months (PhD students of the University of Belgrade only), to 12 months (all three cycles)

Degree seeking

Degree seeking students are individuals who have entered a HE institution in order to receive a degree of that institution.

Free mover

A student participating in credit mobility outside an organized student mobility program (for example Erasmus+). A free mover chooses a host institution and organizes his/her credit mobility at that institution.

### 3. What is the application procedure for students of the University of Belgrade for mobility within Erasmus+ ICM

The University of Belgrade has created an online software platform "MobiOn" in order to facilitate the application procedure for Erasmus+ KA1 candidates. The potential applicants must use this platform in order to apply for exchange and should note that those applications received or sent in any way other than through "MobiOn" will not be accepted.

The "MobiOn" platform requires you to register in order to be able to access the application form and submit the requested documents. We use the information you will provide from our service to rank you as a participant to "MobiOn" programs as defined by the privacy policy. You do not need to finish the application at one sitting; rather, you will be able to access your application frequently before you finally submit it for our review and ranking. Once your application has successfully been submitted, you will receive a confirmation and the number your application has been submitted under. Please keep this number, as you may need it for future reference.

In order to apply for mobility, please follow these steps:

Step 1 – Check the availability of mobilities offered

Step 2 – Check the Required Documents Section

Step 3 – Apply online using MobiON (<https://mobion.bg.ac.rs/>)

**4. What is the application procedure for staff of the University of Belgrade for mobility within Erasmus+ ICM**

The University of Belgrade has created an online software platform "MobiOn" in order to facilitate the application procedure for Erasmus+ KA1 candidates. The potential applicants must use this platform in order to apply for exchange and should note that those applications received or sent in any way other than through "MobiOn" will not be accepted.

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In order to apply for mobility, please follow these steps:

Step 1 – Check the availability of mobilities offered Step

2 – Check the Required Documents Section

Step 3 – Apply online using MobiON (<https://mobion.bg.ac.rs/>)

**5. Which host universities I can apply for?**

Students and staff of the University of Belgrade may apply for those universities with which the University of Belgrade has a signed Inter-Institutional Agreement of Cooperation.

**6. What is an Inter-Institutional Agreement of Cooperation**

Inter-institutional agreements are agreements signed between UB and a foreign university, so providing for the possibility of mobilities between the two institutions. By signing an inter-institutional agreement, the institutions involved agree to cooperate for the exchange of students and / or staff in the context of Erasmus+ ICM Program.

**7. Which courses am I eligible for within Erasmus+ ICM Program mobility?**

Courses available to ICM program participants are clearly indicated in the "important information for participants" section of the Mobion platform.

**8. Will the mobility at the host university be recognized as an integral part of my studies?**

By signing a Learning Agreement before the start of the mobility and submitting a valid Learning Agreement together with a ToR issued by the host institution, the student the student is given the confirmation that the credits he/she successfully achieves during the mobility period will be recognized, leading towards the home institution degree requirements.

**9. What is a Learning Agreement?**

A formalized agreement of the three parties involved in mobility – the student, the sending institution and the receiving institution – to facilitate the organization of credit mobility and its recognition. The agreement is to be signed by the three parties before the start of the mobility period and it is intended to give the student the confirmation that the credits he/she successfully achieves during the mobility period will be recognized.

**10. Can I change the content of the Learning Agreement during my mobility?**

The content of the LA may be changed during the mobility, subject to availability of courses and with formal approval (signature) of the three parties mentioned in Q9.

**11. What is a Transcript of Records**

An up-to-date record of the students' progress in their studies: the educational components they have taken, the number of ECTS credits they have achieved, and the grades they have been awarded. It is a vital document for recording progress and for recognizing learning achievements, including for student mobility.

**12. What are the language requirements for mobility at the host university?**

The minimum recommended language of instruction level is B1 for students and B2 for staff, as defined by the Common European Framework of Reference for Languages. This may vary based on the requirements of each individual partner institution, which will be seen in the application form. We suggest that you upload a language certificate as one of the application documents.

**13. Can I get language support at the host university?**

The selected participants in the mobility program will receive an information package directly from the hosting institution, defining the scope and conditions of language support for incoming students.

**14. What is the minimum of ECTS credits I must register during my mobility abroad per semester?**

According to the recommendations of the University of Belgrade, outgoing students should earn at least 19 ECTS per semester, which have to be entered in the Learning Agreement, as well.

Please note that the host institution may also have their own minimum ECTS credit requirement per semester, which may be higher than UB requirement. Please make sure to check the host university web site and relevant information before filling out the LA.

**15. Which institution will be issuing my diploma after I complete my studies?**

The students nominated by the University of Belgrade for mobility abroad, will receive the diploma of their home institution, i.e., the University of Belgrade. See Q2/Credit mobility.

**16. What is the minimum mobility duration I can apply for as a student?**

Doctoral students of the University of Belgrade may apply for a minimum of three-month mobility program. Undergraduate and master students may apply for a minimum of a semester-long mobility.

**17. What is the maximum mobility duration I can apply for as a student?**

The maximum duration of student mobility is 12 months.

**18. What is the minimum mobility duration I can apply for as a member of staff?**

The minimum duration of staff mobility (either teaching or training) is 5 days.  
[https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/international-credit-mobility-handbook\\_en.pdf](https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/international-credit-mobility-handbook_en.pdf)

- 19. What is the maximum mobility duration I can apply for as a member of staff?** The maximum duration of staff mobility (either teaching or training) is 2 months.  
[https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/international-credit-mobility-handbook\\_en.pdf](https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/international-credit-mobility-handbook_en.pdf)

**20. Which are the required application documents for students?**

The potential applicants will be required to submit the following documents (note: All documents, except the photo, must be in PDF format:

- Transcript of Records
- Diploma and diploma supplement of previously obtained degrees
- Learning Agreement (The Learning Agreement must have a valid reference number and a stamp of a relevant UB faculty before it is submitted online.)
- Recommendation letter
- Motivation letter
- Confirmation of Enrollment
- Language Certificate
- Copy of passport
- CV
- Photo

For more information please visit: <https://mobion.bg.ac.rs/>

**21. Which are the required application documents for staff?**

The potential applicants will be required to submit the following documents (note: All documents, except the photo, must be in PDF format:  
Academic/ Administrative Staff

- Mobility agreement  
(OUTGOING) Mobility Agreement for Teaching / Mobility Agreement for Training
- Motivation letter
- Invitation letter
- Proof of employment
- Copy of passport
- CV
- Photo

Academic / Administrative staff of the University of Belgrade are required to have certified English translations of official documents (if there are any).

**22. What are the selection criteria for staff and students?**

## **Staff**

In order to maintain a balance of participating staff throughout the faculties and institutes of the University of Belgrade, higher priority will be given to:

Staff which have not previously taken part in Erasmus+ mobility or to those who have received fewer Erasmus+ mobility grants

Staff from faculties/institutes which have not previously participated in Erasmus+

Staff visiting an institution where the University of Belgrade students are currently studying or working

### **Teaching Staff**

Selection Criteria

#### **- Academic Suitability**

The area of expertise of the candidate will be considered, along with appropriate qualifications and/or professional positions.

#### **- Experience**

The candidate should have relevant experience in teaching.

#### **- Personal Characteristics**

The candidate should have a willingness and appropriate attitude to teaching students

#### **- Additional**

Objectives, value, content and expected results of the mobility as outlined in the Proposed Mobility Programme

### **Administrative Staff**

Selection Criteria

#### **- Administrative Compatibility**

The candidate should have administrative expertise, qualifications and/or experience relevant to the mobility project

#### **- Experience**

The candidate should have relevant work experience (i.e. administrative experience within Higher Education)

#### **- Personal Characteristics**

The candidate should show willingness towards administrative tasks and the nature of the mobility project

#### **- Additional**

Objectives, value, content and expected results of the mobility as outlined in the Proposed Mobility Programme

## **Students**

The criteria for evaluating and ranking students applying for mobility within the Erasmus+ program:

**Academic Performance (Transcript of Records) - 30 points**

**Letter of Motivation** - 30 points  
**Language proficiency** - 20 points  
**Resume (CV)** - 10 points  
**Socioeconomic status of the applicant** - 10 points

Erasmus+ enables students to study abroad more than once as Erasmus + students as long as the minimum duration for each activity (e.g. 3 months for studies) and a total maximum of 12 months per study cycle is respected. Applications of students who have already benefited from a mobility period in the same study cycle (under the LLP - Erasmus programme, Erasmus Mundus or Erasmus+) will have lower priority.

Students who follow integrated (long cycle) study programmes (such as Medicine, Dentistry, Pharmacy and Veterinary Medicine), can be mobile for up to 24 months during their studies.

**23. When will I be notified of the selection and by whom?**

Nominated staff and students will receive the selection notification either by the host institution program coordinators directly, or through their home IRO, depending on the concrete arrangements between the two partner institutions. The notifications are received within 5 weeks of the nomination deadline at the latest.

**24. What is the amount of scholarship granted for mobility abroad?**

The overview of scholarship amounts for both staff and students is available at the following link: <https://mobion.bg.ac.rs/erasmus+/scholarshipoverview>

**25. Do I need insurance during my mobility abroad?**

Insurance is compulsory during mobility period abroad for both staff and students.

**26. What expenses are covered by the Erasmus+ grant?**

The Erasmus+ grant covers the following expenses: Subsistence allowance  
Travel expenses (<https://mobion.bg.ac.rs/erasmus+/scholarshipoverview>)

**27. Do I pay for tuition fee at the host university during my Erasmus+ mobility?**

Tuition fees are waived according to Erasmus+ Inter-Institutional Agreement

**28. When do I become eligible to apply for mobility/exchange program?**

In order to take part in a mobility or an exchange program offered by the University of Belgrade, a student must submit a proof of enrollment into a study program (all levels of study) organized by the University.

Outgoing undergraduate students must have completed at least one year of study of their UG study program before they can even apply for mobility/exchange.

According to the same policy, incoming undergraduate students must have completed at least one year of study of their UG study program before they can apply for mobility/exchange. This requirement may be even higher at some foreign universities, so please also refer to your home university for additional confirmation of the requirement.