



**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

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

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

**272762-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](mailto: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](mailto:EACEA-ECHE@ec.europa.eu)).

## Applicant Organisation

### A.1. Applicant Organisation

PIC	929614924
Full legal name (official name in latin characters)	Faculty of Business Economics and Entrepreneurship
Full legal name (English name)	Faculty of Business Economics and Entrepreneurship
Acronym	BEE
Erasmus code (e.g. F PARIS33) - if available	NEW 2019
Address (N°, street, avenue, etc.)	8 Mitropolita Petra Street
Country	Serbia
Region	Serbia
Post code	11000
City	Belgrade
Website	www.vspep.edu.rs

### A.2. Legal Representative

Title	MR
Gender	Male
First Name	JOVAN
Family Name	ZIVADINOVIC
Position	PRINCIPAL
E-mail	JOVAN.ZIVADINOVIC@VSPEP.EDU.RS
Telephone (including country / area codes)	+381631029350
Address (n°, street, avenue, etc)	8 Mitropolita Petra Street
Country	RS, Serbia
Region	Serbia
Post code	11000
City	Belgrade

### A.3. Coordinator

Title	MR
Gender	Male

First Name	VLADIMIR
Family Name	RISTANOVIC
Department	ECONOMY AND FINANCE
Position	ASSOCIATE PROFESSOR
E-mail	VLADIMIR.RISTANOVIC@VSPEP.EDU.RS
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Country	RS, Serbia
Region	Serbia
Post code	11000
City	Belgrade

## 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]

We choose our partners mainly in the region. This is part of the EU's strategy on the Balkan countries - increasing cooperation and promoting democratic principles and the rule of law. Also, our partners are EU member states from the region. We also have bilateral cooperation on a number of faculties and universities in the world and we intend to extend this Cooperation to other countries with which we have bilateral cooperation.

We mainly choose partners with whom we have already established cooperation. First of all, because of the trust built and trusted expertise, because of the successful realization of the earlier projects. These are the institutions with which we have established institutional agreements for staff and student mobility, etc.), in which we have introduced good practice, competences, excellence, etc. Also, we choose institutions that are compatible with which we have a greater synergetic effect.

The most important objectives are:

- Improving study programs
- Increasing the number of incoming and outgoing mobility
- Improving cooperation with foreign universities, research institutions, businesses and other partner institutions through international projects
- University's commitment to internationalization

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]

The faculty is currently in the stage of expanding internationalization and preparing all the necessary strategic documents, among others the Strategy of Internationalization and Mobility Strategy. On the other hand, we have already started cooperation on projects under the Erasmus + program and our goal is to keep on rising.

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]

The participation of the Faculty on the Erasmus + programs has brought the expected positive impact through modernization in the form of:

There will also be development of new study programs

It will raise competencies of professors and students' knowledge

It will raise the level of cooperation with foreign higher education institutions

Increase participation in international projects

It will raise visibility in order to attract foreign students, teachers and researchers.

Improve strategic documents relating to internationalization - facilitate the adoption of rules, procedures, mechanisms

In addition to these existing activities, such as support cooperation, Strengthen the capacity and outputs, support international mobility of students, staff and researchers, as well as Strengthen collaboration between higher education, research and business, the following activities are also important

Tackling future skills mismatches and promoting excellence in skills development;

Building inclusive and connected higher education systems;

Ensuring higher education institutions contribute to innovation;

Supporting effective and efficient higher education systems.

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

***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:	0.0
1st Cycle: (e.g. Bachelor)	1198.0
2nd Cycle: (e.g. Master)	326.0
3rd Cycle: (e.g. Doctoral)	0.0

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

Teaching:	72.0
Administrative:	27.0

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

Short cycle:	0.0
1st Cycle: (e.g. Bachelor)	3.0
2nd Cycle: (e.g. Master)	2.0
3rd Cycle: (e.g. Doctoral)	0.0

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STUDENTS (academic year 2017-2018)

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***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	0.0
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	0.0
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	0.0
Number of foreign degree students, if applicable: from partner countries	0.0



**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	0.0
Number of international students enrolled in double/multiple/joint degrees	0.0

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	2.0
Number of outbound staff to partner countries:	0.0
Number of incoming staff from programme countries	2.0
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:	3.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from programme countries	7.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from partner countries	3.0
Total number of consortium agreements for double/multiple/joint degrees:	0.0
Of these, number of the consortia involving partner countries	0.0

**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:	1.0

**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:	0.0
Number of staff at the Faculty/School/Department Level:	0.0

## 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.

At the faculty, all capacities are aimed at improving cooperation. In this regard, the entire staff of the school (administrative and teaching) is directed towards internationalization and improvement of mobility.  
At master studies, we have an accredited distance study program in English.  
In the international cooperation section there is one person who is responsible for coordinating all activities. She is in charge of sharing tasks and being responsible for their implementation. It also plays an important role in creating a document in which the school secretary is assisted. All payments are made through the financial service in accordance with the activities of the department or during the re-launch of project activities.  
Communication takes place mainly by electro-path. For detailed information, meetings (physical contact) are organized in order to solve the problems and to prevent future problems.

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.

[www.vssep.edu.rs/internationalisation](http://www.vssep.edu.rs/internationalisation)

### **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:

Incoming students can find information on our website [www.leeds-art.ac.uk/home/ourcourses](http://www.leeds-art.ac.uk/home/ourcourses). Incoming applications are reviewed by the Admissions Office and the appropriate Programme Leader. If accepted, the students are provided with a formal offer letter and details regarding accommodation, finance as well as mobility dates and a learning agreement. The students are registered and attend induction sessions at the beginning of their mobility period.  
Staff are encouraged as part of their normal practice to participate in Erasmus in support of existing and to develop new academic partnerships.

### **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.

Credit points represent a measure to describe the scope of outcomes. One credit score is the learning outcome expected of students at a certain level during 10 hours of study. Our courses usually receive 20 credit points. The learning agreement provides an equivalent learning experience for students abroad on the basis of achieving credit points. Website College provides complete course information, including student handbooks and modular specifications that show how software credits are granted.

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

[www.vspep.edu.rs/internationalisation](http://www.vspep.edu.rs/internationalisation)

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.

For now just one courses is taught in English and are fully described within the website. All module specifications are provided via the Programme Specification on each course's web page and give details of the module content, level and credit value. These are reviewed and updated for each academic year. A project is underway to enhance and improve by 2019 the content and functionality of the website.

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

[www.vspep.edu.rs/internationalisation](http://www.vspep.edu.rs/internationalisation)

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:

There are procedures in place for the signing and monitoring of institutional agreements for Erasmus mobility by the institutional Erasmus coordinator and administrator. New procedures are under development to further enhance and embed this process into the College's mainstream international strategy and to embrace partnerships outside the EU.

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.

New procedures are under development to further enhance and embed this process into the College's mainstream international strategy and to embrace partnerships outside the EU.  
Any new proposal will be proposed by the Erasmus institutional co-ordinator, approved by the senior management team and reported to Higher Education Committee.  
A yearly review of agreements takes place to monitor activity and a staff guide setting out roles and responsibilities is updated and published.  
Arrangements for monitoring work placements are detailed in the Faculty's Policy and Procedure on Work Experience/Work Placements which includes expected outcome for the student, assessment and monitoring arrangements and the submission by the student of a formal account, typically an evaluation report.

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

Each applicant wishing to participate in the program makes a formal application which requires that they are supported in their application by their Program Leader. An important element of this assessment is that the student has an adequate level of the appropriate language before the start of the placement. In addition students are encouraged to improve their language proficiency and cultural awareness proficiency through local providers.

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:

The outgoing Erasmus student is monitored and supported through the mobility experience by a member of the programme team who maintains contact with the student and his/her assigned supervisor by email and telephone correspondence. International work placements follow the same general procedures as EU placements.

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.

Incoming students applying to participate are required to demonstrate they have an adequate level of English to succeed in their proposed programme of study.  
The College has a specialist dedicated English as an Additional Language tutor who provide English language classes and support with study skills development. This includes support with the planning and structure of written work, use of academic language and time management skills.  
The Faculty is always provided by teachers of the language and the translator.

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

[www.vspep.edu.rs/internationalisation](http://www.vspep.edu.rs/internationalisation)

### ***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.

Students have a confirmed learning agreement. This is actioned through the student studying the appropriate modules or course. On successful achievement of the learning outcomes the student is awarded the relevant credit points. These credit points contribute fully to the student's overall total for the academic year to determine successful completion of the year of study. These credit points are considered and confirmed by the Board of Examiners. For incoming students who have a shorter mobility period the successfully achieved credit points are confirmed by the Chair of the Board of Examiners. This enables the student to return to their home institution with an approved transcript.

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

[www.vspep.edu.rs/internationalisation](http://www.vspep.edu.rs/internationalisation)

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:

Teaching staff are encouraged to be involved with exchanges and are supported administratively by the European administrator and the Erasmus institutional co-ordinator. Participation in exchange activity is recognised as part of each teacher's continuing professional development and is acknowledged as part of the regular workload with staff schedules adapted to provide cover for colleagues abroad as necessary. Teaching staff are further encouraged to develop joint student projects with our EU partners further embedding the exchange relationship within the curriculum.

### ***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:

We have not to date participated in Erasmus International EU and non EU cooperation projects but would wish as our international activities develop to engage increasingly with Key Action 2 Cooperation for Strategic Partnership with partners overseas.

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:

[www.vspep.edu.rs/internationalisation](http://www.vspep.edu.rs/internationalisation)

**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: Jovan Zivadinovic*

*Date (dd/mm/yyyy): 22/03/2018*

*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)*