



## How to prepare your learning agreement for evaluation and acceptance at the University of Sarajevo?

### • Nomination

Once nominated to the University of Sarajevo (UNSA) by your home coordinators (via email) **doesn't mean you are automatically accepted** for your international mobility to Sarajevo. You need to prepare your study proposal at the host unit/department of the UNSA.

### • Where to find the academic offer/modules at the UNSA?

International Relations Office and the academic coordinators (vice-deans and coordinators) from the UNSA's units **created a table of offered modules in English or adaptive English**. The excel table shows the subjects/modules provided to international students. The list is revised every year; some new subjects are added, some deleted, but it represents over 300 international modules offered at UNSA. The list is arranged to see which study field is provided for international students, at which organizational unit of UNSA are classes held, details about subjects, ECTS, when it is performed (it is essential to check the semester), by which teacher, and further information about modules. Here you can check the official offer for international students: <https://international.unsa.ba/modules-in-english/>.

### • What documents you need to send?

#### ○ Phase 1

Once we receive your nomination from your home coordinator, we will send you an email with instructions for application. You will have several days to send your **Application form<sup>1</sup>** (electronic form in Word you need to fill in, sent in attachment). This form is needed for the first phase of your evaluation. Along with your personal and academic data, it has to include the proposal of subjects you want to follow (Part VI: Preliminary list of courses). After you find modules you wish to follow (on the provided link above), you need to enter them as instructed (course code, the UNSA unit or department that the subject belongs to, the title of the course and given ECTS). We recommend sticking to the one UNSA unit. However, if you take modules from different UNSA's units, you have to respect the rule of taking at least 51% of modules at one unit. Also, make sure you choose the correct semester (first, of winter semester is from October to February and is marked with **W**, second or summer semester is from February to July and is marked with **S**). Correctly entered and prepared document will be evaluated by the departmental academic coordinators, and based on it, the decision about your mobility will be brought.

#### ○ Phase 2

Upon evaluation, you will receive response whether your nomination was accepted, needs modification, or declined. If accepted, **the second phase is preparing the Learning Agreement for studies** as an official Erasmus+ document. In the Welcome email, confirming your mobility, you will receive information on preparing the learning agreement and which contact persons should be entered. Make sure you fill in all the information in the tables on the first page (about a student, sending institution, receiving institution, table A, web link, level of language competence, table B, and signatory page). This correctly entered and prepared document will be evaluated, and based on it, the decision about your mobility will be brought (accepted, needs modification, or declined).

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<sup>1</sup> If your mobility is only for research and not classes, your coordinators must emphasize it in the nomination so that we send you the specialized Application form.



• **What if you chose modules from different UNSA's units? (VERY IMPORTANT!!!)**

The University of Sarajevo consists of 33 different units (faculties, academies, centres, institutes). The Excel list shows offered modules performed at the different units of the UNSA. Our university is not campus organized, and many units' premises are spread out through Sarajevo. This influences that timetables at different units can clash. **So, when choosing, we recommend taking modules from only one UNSA's unit that corresponds to your study background at your home institution.** However, if unable to collect enough ECTS and/or decide to follow subjects from an additional unit, you must correctly add units; coordinators and modules in your Learning Agreement (follow the explanation marked in yellow in the tables). Although all units are part of the same university, each unit/department has a different academic coordinator (vice-dean) that evaluates and approves the study proposal. The academic coordinator from one unit cannot agree and sign modules from another unit (that's why you have to enter subjects from different departments as explained below correctly). Please note that if you choose to follow classes at two or more units, **you must ensure that one unit has 51% of subjects in its learning agreement.** Selecting more than one unit also influences your enrolment process - if you decide to go to two units, **you will need to enrol twice** (which requires the purchase of two registration documents for the price of 15€/each). Registering at each unit ensures you will receive your transcript of records of that unit at the end. Without registration, you will not be in the system that allows you to follow classes and get your results, which must be officially printed for your recognition at the home institution.

## Preparing the Learning Agreement for studies

• **How to fill in personal, home and host institution information?**

The student enters their personal information as asked in the learning agreement and data for the sending institution – the higher education institution they come from. The receiving institution part is filled in as instructed below. Please note that if these fields are empty, the document will not be processed.

Student	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	Study cycle	Field of education
Sending Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
Receiving institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	University of Sarajevo	When you find subjects check the UNSA host unit to which those modules belong to (at the top of the excel page: Faculty of, Academy of, Centre for ...). If you have more units, just add their names below.	Sarajevo	The address of the unit is given in the excel table with modules (at the top)	Bosnia and Herzegovina	Contact person is the responsible academic coordinator (vice-dean) whose data is also given in the excel sheet with modules (at the top). <b>Please, do not enter names of people from the International Relations Office!</b> If you have more units, just add contact persons names and emails below.	



• **How to fill in Table A – Study programme at the receiving Institution?**

Before mobility

Table A Before the mobility	Study Programme at the Receiving Institution			
	Planned period of the mobility: from ... to ... (do not forget to enter the period of mobility)			
	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	Here you need to enter the module code, which is given in the Excel list and approved in the Application form. If you cannot find it, leave it empty.	Enter the title of the module from the Excel list as it is written there.	Make sure that the chosen module corresponds to the semester you plan to be in Sarajevo.	Each module in the Excel list has a corresponding ECTS, so enter that number.
				<b>Total:</b> Ensure that the total sum of chosen modules has between <b>20 and 30 ECTS<sup>2</sup></b> as regulated by international mobility.
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: unless different, you can put <a href="https://international.unsa.ba/modules-in-english/">https://international.unsa.ba/modules-in-english/</a>				

The level of language competence in ENGLISH [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

• **How to fill in Table B – Recognition at the Sending Institution?**

Just like in Table A, you need to enter modules/subjects from your home institution that are expected to be recognized based on the achieved results at the UNSA. You will need to prepare this table with your home coordinator.

• **How to fill in Commitment – the signatory part?**

Once completed, send your document to the host coordinator for one more checking. In that phase, it is not needed to be signed by parties as it has to be approved first and available to make changes if necessary. Once approved, it is required to have all three signatories before mobility starts.

Commitment	Name	Email	Position	Date	Signature
Student					
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution	Contact person is the responsible academic	Contact person is the responsible academic	Contact person is the responsible academic		

<sup>2</sup> Check with your home university what the minimum of ECTS you must collect at UNSA. Our semester offers 30 ECTS, but sometimes it depends on the home university how many you need to "bring" back.



	<p>coordinator (vice-dean) whose data is also given in the excel sheet with modules (at the top). <b>Please, do not enter names of people from the International Relations Office!</b></p>	<p>coordinator (vice-dean) whose data is also given in the excel sheet with modules (at the top). <b>Please, do not enter names or data of people from the International Relations Office!</b></p>	<p>coordinator (vice-dean) whose data is also given in the excel sheet with modules (at the top). <b>Please, do not enter names or data of people from the International Relations Office!</b></p>		
<p>Add an additional row if you will follow classes on another unit with contact data of that departmental coordinator</p>					

**• How to send required application documents?**

The Application form should be sent in Word format during the nomination phase. Once approved, you will need to create official Erasmus+ Learning Agreement for studies and provide signatures from yourself and your home coordinator before sending it again for signature to the UNSA academic coordinator. Do not forget to include required documents with your LA (CV in English, passport scan, and proof of knowing the English language). Once you receive an email that confirms your nomination and requests application documents, you need to reply to it and send these documents by the given deadlines:

1 <sup>st</sup> / Winter semester	2 <sup>nd</sup> / Summer Semester
<p>Deadline for nomination: <b>15 May</b> Deadline for application documents: <b>30 May</b></p>	<p>Deadline for nomination: <b>15 November</b> Deadline for application documents: <b>30 November</b></p>