

GUIDELINES FOR EXCHANGE STUDENTS – START OF MOBILITY PERIOD

Dear incoming exchange students,

After you have been granted scholarship through student mobility programs and after you arrive to Sarajevo you will be asked to attend orientation meetings at the University of Sarajevo and at the Faculty of Political Sciences. In order to be fully prepared for the meeting that will take place at the Faculty with us from the International Cooperation Office we strongly advise you to carefully read the guidelines below.

Welcome to the Faculty of Political Science and enjoy your stay!

1. Residency issues

As you will remain in Bosnia and Herzegovina for the period longer than three months, you are required to register your residency to Service for Foreigners' Affairs of Bosnia and Herzegovina. Students who come via student mobility programs from Erasmus Mundus and Erasmus+ will be assisted by International Relations Office of University of Sarajevo. All other students who are coming via bilateral or multilateral agreements will be assisted by International Cooperation Office of the Faculty with respect to obtaining their residency permit. The assistance is provided in form of issuing confirmation letters.

Detailed explanation on this particular issue can be found here: <http://www.erasmus-uns.ba/residence-permit/>.

2. University/Faculty admission

In order to attend classes and manage your student obligations at the Faculty, you are required to register – to go through the standard admission procedure. To enter the admittance procedure you need to:

- a)** Make bank payment for admission documents – you can find the example of bank warrant (filled-out) here. It costs 30 BAM. Please make sure to follow the example in the **Appendix 1**.
- b)** Take a copy of a filled-out and stamped bank warrant to the University Document Office on the third floor (IRO is also on the third floor, close to the Document Office so you can ask for assistance there). Once you provide them with the warrant copy you will receive an Student Identification document (Index) and admission papers („ŠV-20“ form).
- c)** Bring Index and admission papers to the Faculty orientation meeting, along 2 ID photos (6x4 cm) for the Index. We will help you to fill out these papers during the meeting.
- d)** Make sure to provide us a scanned copy of your passport (first two pages) and Learning Agreement.

An incoming exchange student will not be enrolled at the Faculty of Political Science without fulfilling obligations listed in 2. (a) (b) (c) and (d).

The deadline for fulfilling above-mentioned obligations is October 15th for winter semester and March 15th for summer semester.

If you, for whatever reason, *fail* to complete the admission procedure before the deadline you **risk** your student status, your residency in Bosnia and Herzegovina and your scholarship. IC Office will have no responsibilities towards you if you miss the deadline. It is in your best interest to this **on time**.

After the admission procedure is completed (which takes around 10 to 15 days) you will be issued an Index and ISSS username and password.

Index has a status of public ID document and you will use it for library, consultations and exams (you cannot take exams without Index so make sure you have it with you during the exams). Also, you will be able to obtain students privileges with the Index such as transport and similar discounts. For more information visit: <https://www.facebook.com/ESNBiH/>.

ISSS will be used in order to register for exams and for producing Transcript of Records document. You will not be able to take exams without registering them via ISSS first. This service is free of charge for exchange students only.

3. Learning Agreements/Work Plans

Prior to start of your mobility period you will have your LA/WP's already completed. If a reason to change them eventually appears you will be able to change your LA/WP's (Changes to the Original LA/WP section). Both original and changes to the original LA/WP's have to be neatly filled-out, signed (by all parties), stamped and archived. Make sure you have your LA/WP's signed by and delivered to all the parties. This can become an issue with Changes to the Original LA/WP if you do not have them reviewed, signed and delivered to all the parties in time. **The deadlines for changes to the LA/WPs are: November 1st for the winter semester and April 1st for the summer semester.** You will not be able to make any additional changes beyond these dates.

We will assist you with selection of the courses in order to avoid eventual problems rising up such as: courses from different study levels, courses that are currently not being offered and courses that may have changed in terms of the schedule and ECTS number.

Note: if you *fail* to have original or changed LA/WP neatly filled-out, signed and delivered to all parties in time you will not be able to take exams nor to complete your mobility.

Parties that are required to have your original (and eventually changed) LA/WP are: your home university international relations/cooperation office (1), International Relations Office of University of Sarajevo (2), International Cooperation Office of Faculty of Political Sciences Sarajevo (3), Student's Office of Faculty of Political Sciences Sarajevo (4).

4. Class attendance and course obligations

If you speak the local language you are obligated to follow all the courses of your choosing and fulfil your assignments like all regular students. In case you are using only English language you may be excused from following the classes **but only** in arrangements with your professors and teaching assistants. Sometimes you will spend more time arranging your assignments with teaching assistants, depending again on the specific course you are following. Usually, exchange students have

obligations in terms of papers, final papers, open book exams or oral exams. You will arrange this individually with your professors/teaching assistants of particular courses you have chosen.

PhD students will probably have a lot of more homework than Master students. They are expected to be in close correspondence with their professors on PhD study. This again depends on their respectful WP's.

Note: you are strongly advised to maintain regular contact (consultations) with your professors/teaching assistants, especially if you only use English language. Do not hesitate to ask for assistance from the IC Office if you have problems establishing or maintaining contact with your professors/teaching assistants.

If you *fail* to make or maintain contact or fail to complete your assignments as instructed (papers, partial exams and similar) you will risk losing the option of taking exams from the courses you have chosen.

5. Other issues

Cafeteria, library resources, study room and IT room along other issues will be discussed during the orientation meeting at the Faculty. Please write down whatever questions you might have so we can have a productive and expedient meeting.

We suggest that you get your local mobile numbers as soon as possible. They've proven to be useful for the previous generations of exchange students.

If you require assistance in terms of **accommodation, transport and living in Sarajevo** we suggest you get in touch with ours and your colleagues via Facebook Group „University of Sarajevo: Exchange Dynasty“: <https://www.facebook.com/groups/253909384805760/>.

We will be on disposal at all times. You are free to visit our Office (Room 127, second floor, near N3 classroom) at designated office hours or to contact us via e-mail.

Once again, we welcome you and wish you an enjoyable and productive stay at the Faculty of Political Sciences Sarajevo!

Appendix 1:

Fill the bank warrant following this example:

Section A („IME, PREZIME, ADRESA...“): write down your first name, last name, address (please write the address of your accommodation IN Sarajevo!) and phone number (local if you have one).

Section B: write „UPISNI MATERIJAL – INDEKS I OBRASCI“.

Section C: write „Univerzitet u Sarajevu“.

Section D: write down place (Sarajevo) and date of the payment.

Section E: write the number of the recipient account number: **161000008960095**.

Section F: write down the payment amount – 30,00 KM.

UPISNI MATERIJAL

Uplatilo je (ime, adresa, i telefon): _____
IME, PREZIME, ADRESA, BROJ TELEFONA

Broj izdavanja: Upisni materijal

Primalac/Primalac: Univerzitet u Sarajevu KM 30,00 KM 10%

Mjesto i datum uplate: _____

Podpis i pečat nadoplatitelja: _____
Pečat Banke

Podpis ovlaštenog lica: _____

INDEKS + OBRASCI

Račun izdavača/prodavatelja: _____
Račun primaoca/primalca: 1 6 1 0 0 0 0 0 0 8 9 6 0 0 9 5

— samo za uplate javnih prihoda

Broj poslovnog izdavanja: _____

Mjesto uplate: _____

Prilozni jamci: _____
Ost: _____
Dru: _____

Mjesta prihoda: _____

Općina: _____

Broj evne uplate: _____

Podpis na broj: _____

Popuniti uplatnicu prema priloženom obrascu, izvršiti uplatu u pošti ili banci. Uplatnicu dostaviti u stručne službe Rektorata UNSA (III sprat).