



РЕКТОР УНИВЕРЗИТЕТА У БАЊОЈ ЛУЦИ
RECTOR OF BANJA LUKA UNIVERSITY

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Pursuant to the Decision of the Banja Luka University Senate (No. 02/04-3.2082-55/12 of 13 September 2012) on publishing Call for Applications and establishing the Commission for Conducting the Procedure under Article 4 of the Rules on Co-financing the International Exchange of Students and Academic Staff (Official Gazette of the Republic of Srpska No. 77/11), we publish this

CALL FOR APPLICATIONS

For co-financing international exchange of students and academic staff from foreign countries for the purposes of studying/professional practice/educational/scientific work at the University of Banja Luka

I

Ministry of Education and Culture will co-finance international exchange of students and academic staff in academic 2012/2013.

Forms and modalities of international exchange and its co-financing are regulated by the Rules on Co-financing the International Exchange of Students and Academic Staff. (<http://www.unibl.org/uni/sajt/doc/File/dokumenti/Pravilnik%20o%20sufinansiranju%20medjunarodne%20razmjene%20studenata%20i%20akademskog%20osoblja.PDF>).

II

Eligible for co-financing of international exchange of students and academic staff from abroad are full time students and full time academic staff from accredited higher education or research institution, who fulfill the following general condition:

1. they do not enjoy right to be confinanced or scholarship for international exchange at the Univerisyt of Banja Luka by other financer.

III

Aside from the condition under Article II of this Invitation, applicant students from abroad also have to fulfill the following special conditions:

1. they finished the first year of the I cycle studies,
2. they do not repeat the same year of studies.

IV

Aside from general condition from Article II of this Call, applicant academic staff from abroad have also to fulfill the following special conditions:

1. they are full time employees at the accredited higher education institution or research institution abroad for at least two (2) years,
2. they are not engaged by the University of Banja Luka as visiting staff under the contract on engagement of any kind.

V

Foreign applicant students are obliged to enclose the following documents:

1. certificate on citizenship,
2. first page of Index,
3. certificate on status of full time student containing the information that they do not repeat the same study year in which they are enrolled,
4. diploma of first/second cycle if they are students of second/third cycle,
5. certificate on exams passed in each academic year, with the information about average mark,
6. statement that they do not use some other source of co-financing or scholarship from any other source, certified by competent authority,
7. CV (Europass format - <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>),
8. first page of passport,
9. recommendation letter (at least one),
10. certificate on language of education/practice proficiency,
11. motivation letter,
12. learning/placement agreement signed by home and host institutions and by the candidate,
13. invitation letter by the University of Banja Luka/confirmation of acceptance,
14. information package about sending institution and relevant study program,
15. calculation of estimated costs of exchange.

VI

Foreign applicant academic staff are obliged to submit the following documents:

1. certificate on citizenship,
2. employment contract,
3. statement that they do not use some other source of co-financing or scholarship from any other source, certified by competent authority,
4. certificate confirming that they are not engaged at the University of Banja Luka as visiting professors/assistants/advisors/experts or under any other contract,
5. CV (Europass format - <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>),
6. bibliography,
7. first page of the passport,
8. recommendation letter (at least one),
9. certificate on language of education/practice proficiency,
10. motivation letter,
11. invitation letter by the University of Banja Luka (or confirmation of acceptance),
12. information package about sending institution and relevant study program,
13. calculation of estimated costs of exchange.

Additionally, applicant assistants from abroad are also obliged to submit the following documents:

1. first page of index,
2. certificate on status of full time student containing the information that they do not repeat the same study year in which they are enrolled,
3. diploma of first/second cycle if they are students of second/third cycle,
4. certificate on exams passed in each academic year, with the information about average mark.

VII

Applications and supporting documents should be submitted personally or by registered mail to the following address (in local language only):

Универзитет у Бањој Луци, Ректорат – Комисија за провођење Правилника о суфинансирању међународне размјене студената и академског особља, Булевар војводе Петра Бојовића 1А, 78 000 Бања Лука, са знаком "За суфинансирање међународне размјене студената и академског особља".

All documents under Articles V and VI should be submitted in Serbian language in duplicate.

This Call for applications is published on the Internet site of the University of Banja Luka and will be open thirty (30) days from the date of publishing.

After the procedure, the University of Banja Luka will send the information about the results to the Ministry of Education and Culture of the Republic of Srpska. The decision on co-financing will be delivered by the minister.

Late or incomplete applications will not be considered.

Submitted documents will not be returned to the applicants.

RECTOR
Prof. Dr Stanko Stanić

