

**SVEUČILIŠTE U SPLITU  
POMORSKI FAKULTET**



**PRAVILNIK**

**O MEĐUNARODNOJ MOBILNOSTI  
POMORSKOG FAKULTETA U SPLITU**

**Split, listopad 2018.**

Na temelju članka 44. Statuta Pomorskog fakulteta u Splitu, te članka 28., stavka 3. Pravilnika o međunarodnoj mobilnosti Sveučilišta u Splitu, Fakultetsko vijeće je, na 148. sjednici održanoj 27. studenoga 2018., donijelo

## **PRAVILNIK O MEĐUNARODNOJ MOBILNOSTI POMORSKOG FAKULTETA U SPLITU**

### ***I. OPĆE ODREDBE***

#### **Članak 1.**

Pravilnikom o međunarodnoj mobilnosti Pomorskog fakulteta (dalje: Pravilnik) uređuju se pojedina pitanja mobilnosti studenata i osoblja koja nisu uređena važećim Pravilnikom o međunarodnoj mobilnosti Sveučilišta u Splitu (dalje: Pravilnik Sveučilišta).

#### ***Stručna, administrativna i tehnička podrška mobilnosti***

#### **Članak 2.**

Programe mobilnosti na razini Pomorskog fakulteta (dalje: Fakultet) provodi i administrira Prodekan za razvoj i međunarodnu suradnju, Erasmus koordinator, ECTS povjerenik i Studentska služba, u suradnji s Uredom za međunarodnu suradnju Sveučilišta u Splitu.

### ***II. MOBILNOST STUDENATA***

#### ***Odlazni studenti***

#### **Članak 3.**

Odlazni student (*Outgoing Student*) je student Fakulteta u programu mobilnosti.

#### **Članak 4.**

Nakon ostvarene mobilnosti odlazni student je dužan dostaviti Erasmus kordinatoru Prijepis ocjena. Priznavanje ECTS bodova i predmeta vrši se u skladu s Pravilnikom Sveučilišta. Za predmete za koje nisu nađeni odgovarajući predmeti na instituciji domaćinu, koji će se priznati nakon ostvarene mobilnosti, odredit će se prije odlaska na mobilnost u dogovoru s predmetnim nastavnikom oblik provođenja i nadoknade nastave radi stjecanje prava na potpis.

## Članak 5.

Nakon ostvarene mobilnosti, odlazni student popunjava i predaje Erasmus koordinatorsu/Voditelju odbora za unaprjeđenje kvalitete **Anketu odlaznog studenta (Outgoing student mobility questionnaire)** koja je sastavni dio ovog Pravilnika.

Temeljem analize anketa odlaznih studenata Erasmus koordinatorsu zajedno s Upravom Fakulteta i Odborom za unaprjeđenje kvalitete donosi odluku o nastavku suradnje s partnerskom institucijom.

### *Dolazni studenti*

## Članak 6.

Dolazni ili gost student (**Incoming Student**) je student u mobilnosti na Fakultetu kao instituciji domaćinu. Dolazni student na Fakultetu može upisati najviše 32 ECTS boda u jednom semestru, iznimno i više ali ne više od 40 ECTS bodova u jednom semestru, odnosno najviše 64 ECTS u dva semestra.

## Članak 7.

Nastava za dolazne studente može se organizirati kao konzultativna nastava ili kao neki drugi oblik nastave posebno za dolazne studente ili pak u sklopu redovite nastave zajedno s redovitim/izvanrednim studentima Fakulteta. Preporuka je da se barem jedna trećina nastave izvodi u sklopu redovite nastave na engleskom jeziku, te da su nastavni materijali na engleskom jeziku dostupni na web stranici Fakulteta.

Dolazni student ima pravo pristupiti ispitu nakon završetka nastave iz tog predmeta. Za dolazne studente ispit se može organizirati izvan ispitnih rokova. U indeks i ISVU upisuje se datum kada je dolazni student položio ispit bez obzira na ispitne rokove.

## Članak 8.

Za vrijeme trajanja mobilnosti dolazni student popunjava i predaje Erasmus koordinatorsu/Voditelju odbora za unaprjeđenje kvalitete **Anketu dolaznog studenta (Incoming student mobility questionnaire)** koja je sastavni dio ovog Pravilnika.

Erasmus koordinatorsu zajedno s Upravom Fakulteta i Odborom za unaprjeđenje kvalitete Fakulteta, a na osnovu analize anketa dolaznih studenata donosi mjere za unaprjeđenje kvalitete nastave i rada Erasmus koordinatorsu za dolazne studente.

### **III. MOBILNOST OSOBLJA**

## Članak 9.

Mobilnost osoblja odnosi se na boravak zaposlenika matične institucije (u daljnjem tekstu: osoblje) na instituciji domaćinu nakon kojeg boravka se zaposlenik vraća na matičnu instituciju.

Osoblje u mobilnosti uključuje:

1. osobe s ugovorom o radu na Fakultetu u zvanjima:  
znanstveno-nastavno, nastavno i suradničko zvanje asistenta ili poslijedoktoranda;
2. nenastavno stručno i administrativno osoblje zaposleno temeljem ugovora o radu na Fakultetu.

Vanjski suradnici koji sudjeluju u izvođenju nastave temeljem ugovora o djelu ne ispunjavaju uvjete za mobilnost/financijsku potporu u svrhu boravka na inozemnoj visokoobrazovnoj instituciji.

### *Odlazno osoblje*

#### **Članak 10.**

Odlazno osoblje (*Outgoing Staff*) je osoblje Fakulteta u programu mobilnosti.

#### **Članak 11.**

Nakon ostvarene mobilnosti, odlazno osoblje popunjava i predaje Erasmus koordinatorskom odboru za unaprjeđenje kvalitete **Anketu odlaznog osoblja (Outgoing staff mobility questionnaire)** koja je sastavni dio ovog Pravilnika.

Temeljem analize anketa odlaznog osoblja Erasmus koordinatorski zajedno s Upravom Fakulteta i Odborom za unaprjeđenje kvalitete donosi odluku o nastavku suradnje s partnerskom institucijom.

Nakon ostvarene mobilnosti, odlazno osoblje je dužno napraviti prezentaciju o Instituciji domaćina (*Host Institution*) i poslati je Erasmus koordinatorskom odboru. Erasmus koordinatorski će po završetku semestra organizirati održavanje svih prezentacija odlaznog osoblja (mobilnosti ostvarenih u tom semestru).

### *Dolazno osoblje*

#### **Članak 12.**

Dolazno ili gostujuće osoblje (*Incoming Staff*) je osoblje u mobilnosti na Fakultetu kao instituciji domaćinu.

#### **Članak 13.**

Pri kraju svog boravka na Fakultetu, dolazno osoblje popunjava i predaje Erasmus koordinatorskom odboru za unaprjeđenje kvalitete **Anketu dolaznog osoblja (Incoming staff mobility questionnaire)** koja je sastavni dio ovog Pravilnika.

Erasmus koordinator zajedno s Upravom Fakulteta i Odborom za unaprjeđenje kvalitete Fakulteta, a na osnovu analize anketa dolaznog osoblja donosi mjere za unaprjeđenje kvalitete mobilnosti za dolazno osoblje.

#### ***IV. PRIJELAZNE I ZAVRŠNE ODREDBE***

##### **Članak 14.**

Riječi i pojmovni sklopovi koji se koriste u ovom Pravilniku, a koji imaju rodno značenje, bez obzira jesu li korišteni u muškom ili ženskom rodu, odnose se na jednak način na muški i ženski rod.

##### **Članak 15.**

Stupanjem na snagu ovog Pravilnika prestaje važiti Pravilnik o međunarodnoj mobilnosti Pomorskog fakulteta u Splitu od 7. ožujka 2018. godine.

##### **Članak 16.**

Ovaj Pravilnik stupa na snagu danom donošenja.

D e k a n

izv. prof. dr. sc. Pero Vidan

Datum: 27. studenoga 2018

Broj: 2655./2018.

# Outgoing student mobility questionnaire

First and last name:

Name of the host institution:

Please, circle the number in front of the chosen reply to each of the following questions!

How satisfied are you with this mobility experience in general?

- 5 - Very satisfied
- 4 - Rather satisfied
- 3 - Neither satisfied nor dissatisfied
- 2 - Rather dissatisfied
- 1 - Very dissatisfied

How satisfied are you with knowledge and practical skills you have gained at host institution?

- 5 - Very satisfied
- 4 - Rather satisfied
- 3 - Neither satisfied nor dissatisfied
- 2 - Rather dissatisfied
- 1 - Very dissatisfied

How satisfied are you with the work of Erasmus coordinator (office) at host institution?

- 5 - Very satisfied
- 4 - Rather satisfied
- 3 - Neither satisfied nor dissatisfied
- 2 - Rather dissatisfied
- 1 - Very dissatisfied

How satisfied are you with the work of Erasmus coordinator at home institution (Faculty of Maritime Studies in Split)?

- 5 - Very satisfied
- 4 - Rather satisfied
- 3 - Neither satisfied nor dissatisfied
- 2 - Rather dissatisfied
- 1 - Very dissatisfied

Would you recommend this experience to a colleague?

- 1 - Yes
- 2 - No

If you wish, please give any additional information, observations, comments or recommendations that may be useful for us.

Thank You!

# Incoming student mobility questionnaire

First and last name:

Please, circle the number in front of the chosen reply to each of the following questions!

How satisfied are you with this mobility experience in general?

- 5 - Very satisfied
- 4 - Rather satisfied
- 3 - Neither satisfied nor dissatisfied
- 2 - Rather dissatisfied
- 1 - Very dissatisfied

How satisfied are you with the work of Erasmus coordinator at Faculty of Maritime Studies in Split?

- 5 - Very satisfied
- 4 - Rather satisfied
- 3 - Neither satisfied nor dissatisfied
- 2 - Rather dissatisfied
- 1 - Very dissatisfied

How satisfied are you with knowledge and practical skills you have gained at Faculty of Maritime Studies in Split?

- 5 - Very satisfied
- 4 - Rather satisfied
- 3 - Neither satisfied nor dissatisfied
- 2 - Rather dissatisfied
- 1 - Very dissatisfied

<b>Subject title 1:</b>				
How satisfied are you with knowledge/skills you have gained throughout subjects?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professor (his/her attitude, correctness and fairness at exams)?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professors English language skills (is he/she clear)?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with literature?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How many lessons/exercises/consultations did you really have (in hours)? Lessons: Exercises: Consultations:				
If you wish, please give any additional information, observations, comments or recommendations for the subject:				

<b>Subject title 2:</b>				
How satisfied are you with knowledge/skills you have gained throughout subjects?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professor (his/her attitude, correctness and fairness at exams)?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professors English language skills (is he/she clear)?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with literature?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How many lessons/exercises/consultations did you really have (in hours)? Lessons: Exercises: Consultations:				
If you wish, please give any additional information, observations, comments or recommendations for the subject:				

<b>Subject title 3:</b>				
How satisfied are you with knowledge/skills you have gained throughout subjects?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professor (his/her attitude, correctness and fairness at exams)?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professors English language skills (is he/she clear)?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with literature?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How many lessons/exercises/consultations did you really have (in hours)? Lessons: Exercises: Consultations:				
If you wish, please give any additional information, observations, comments or recommendations for the subject:				

<b>Subject title 4:</b>				
How satisfied are you with knowledge/skills you have gained throughout subjects?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professor (his/her attitude, correctness and fairness at exams)?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professors English language skills (is he/she clear)?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with literature?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How many lessons/exercises/consultations did you really have (in hours)? Lessons: Exercises:				



Consultations:
If you wish, please give any additional information, observations, comments or recommendations for the subject:

<b>Subject title 5:</b>				
How satisfied are you with knowledge/skills you have gained throughout subjects?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professor (his/her attitude, correctness and fairness at exams)?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professors English language skills (is he/she clear)?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with literature?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How many lessons/exercises/consultations did you really have (in hours)? Lessons: Exercises: Consultations:				
If you wish, please give any additional information, observations, comments or recommendations for the subject:				

<b>Subject title 6:</b>				
How satisfied are you with knowledge/skills you have gained throughout subjects?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professor (his/her attitude, correctness and fairness at exams)?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professors English language skills (is he/she clear)?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with literature?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How many lessons/exercises/consultations did you really have (in hours)? Lessons: Exercises: Consultations:				
If you wish, please give any additional information, observations, comments or recommendations for the subject:				

<b>Subject title 7:</b>				
How satisfied are you with knowledge/skills you have gained throughout subjects?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professor (his/her attitude, correctness and fairness at exams)?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professors English language skills (is he/she clear)?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied

How satisfied are you with literature				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How many lessons/exercises/consultations did you really have (in hours)? Lessons: Exercises: Consultations:				
If you wish, please give any additional information, observations, comments or recommendations for the subject:				

<b>Subject title 8:</b>				
How satisfied are you with knowledge/skills you have gained throughout subjects?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professor (his/her attitude, correctness and fairness at exams)?				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with professors English language skills (is he/she clear)?				
5 - Very satisfied		3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How satisfied are you with literature				
5 - Very satisfied	4 - Rather satisfied	3 - Neither satisfied nor dissatisfied	2 - Rather dissatisfied	1 - Very dissatisfied
How many lessons/exercises/consultations did you really have (in hours)? Lessons: Exercises: Consultations:				
If you wish, please give any additional information, observations, comments or recommendations for the subject:				

Would you recommend this experience to a colleague?

- 1 - Yes
- 2 - No

If you wish, please give any additional information, observations, comments or recommendations that may be useful for us.

Thank You!

# Outgoing staff mobility questionnaire

First and last name:

Name of the host institution:

Please, circle the number in front of the chosen reply to each of the following questions!

What type of activity did you carry out?

- 1 - Staff mobility for teaching
- 2 - Staff mobility for training

How satisfied are you with this mobility experience in general?

- 5 - Very satisfied
- 4 - Rather satisfied
- 3 - Neither satisfied nor dissatisfied
- 2 - Rather dissatisfied
- 1 - Very dissatisfied

How satisfied are you with the organisation of your visit at host institution?

- 5 - Very satisfied
- 4 - Rather satisfied
- 3 - Neither satisfied nor dissatisfied
- 2 - Rather dissatisfied
- 1 - Very dissatisfied

How satisfied are you with the work of Erasmus coordinator at home institution (Faculty of Maritime Studies in Split)?

- 5 - Very satisfied
- 4 - Rather satisfied
- 3 - Neither satisfied nor dissatisfied
- 2 - Rather dissatisfied
- 1 - Very dissatisfied

Would you recommend this experience to a colleague?

- 1 - Yes
- 2 - No

If you wish, please give any additional information, observations, comments or recommendations that may be useful for us.

Thank You!

# Incoming staff mobility questionnaire

First and last name:

Please, circle the number in front of the chosen reply to each of the following questions!

What type of activity did you carry out?

- 1 - Staff mobility for teaching
- 2 - Staff mobility for training

How satisfied are you with this mobility experience in general?

- 5 - Very satisfied
- 4 - Rather satisfied
- 3 - Neither satisfied nor dissatisfied
- 2 - Rather dissatisfied
- 1 - Very dissatisfied

How satisfied are you with the organisation of your visit at Faculty of Maritime Studies in Split?

- 5 - Very satisfied
- 4 - Rather satisfied
- 3 - Neither satisfied nor dissatisfied
- 2 - Rather dissatisfied
- 1 - Very dissatisfied

Would you recommend this experience to a colleague?

- 1 - Yes
- 2 - No

If you wish, please give any additional information, observations, comments or recommendations that may be useful for us.

Thank You!