

ERASMUS+ STUDIJSKI BORAVAK



FOI Ured za
međunarodnu suradnju

PRIJAVA I DOKUMENTACIJA

Postupak prijave na
natječaj za Erasmus+
studijski boravak

Ak. godina 2018./2019.

*Erasmus+ info tribina
FOI, 6. veljače 2018.*



ROKOVI PRIJAVE ZA STUDIJSKU **MOBILNOST**

ROK ZA ONLINE PRIJAVU

rok za prijavu i printanje **15. veljače 2018. (12 sati; podne)** – ne preporučuje se slanje prijave zadnji dan

ROK ZA PREDAJU SVIH DOKUMENATA u URED ZA MEĐUNARODNU SURADNJU FAKULTETA ORGANIZACIJE I INFORMATIKE

rok za predaju **15. veljače 2018. (12 sati; podne)** - datum i vrijeme primitka dokumentacije, ne poštanskog žiga



Ova prezentacija **NE** zamjenjuje natječajnu dokumentaciju, već je samo informativna. U slučaju nepoklapanja informacija, natječajna dokumentacija ima prednost pred prezentacijom.



Što je potrebno napraviti **prije prijave**?

Proučiti natječaj i sveučilišta!

Raspitati se u Uredu za međunarodnu suradnju (international@foi.hr) oko sveučilišta/mogućnosti odlaska/uspostavi kontakta sa studentima koji su bili na istoj razmjeni prije radi lakšeg snalaženja

Provjeriti financijsku potporu Erasmus stipendije za ciljanu destinaciju te njene životne troškove <http://www.numbeo.com/cost-of-living/>

Javiti se ECTS koordinatorskom fakulteta (igor.balaban@foi.hr) te se raspitati o mogućnostima priznavanja predmeta iz semestra u kojem se želi ostvariti mobilnost s ciljanog fakulteta

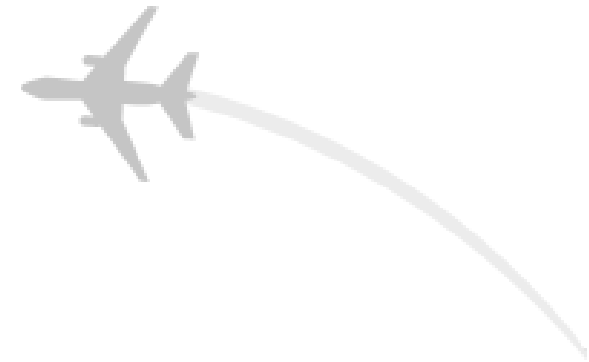


Što je potrebno za **prijavu**?

1. **Online prijavni obrazac** (print + potpis studenta i ECTS koordinatora)
2. **Potvrda o znanju stranog jezika** (izdaje FOI za jezik koji ste slušali tijekom studija, engleski ili njemački) – javiti na international@foi.hr: ime, prezime, godinu studija, nazive predmeta i ak. godinu/u u kojoj su odlučani
3. **Europass životopis** na hrvatskom jeziku
4. **Motivacijsko pismo** na hrvatskom jeziku (do 300 riječi)
5. **Prijepis ocjena** (za sve razine i godine studija), ovjeren u referadi
6. **Potvrda o upisu u godinu** (na hrvatskom jeziku)

Dodatno:

- a) **Studenti koji planiraju na razmjenu idu zadnji semestar DS u svrhu pisanja diplomskog rada** – pismo odobrenja mentora na stranom sveučilištu
- b) **Studenti slabijeg socioekonomskog statusa** (studenti čiji mjesečni prihodi po članu zajedničkog kućanstva ne prelaze 2161,90 kn mjesečno, studenti azilanti i studenti stranci pod supsidijarnom zaštitom) – dodatna potpora od 200 eura mjesečno; u prijavi naznačiti takav status + potrebna dodatna dokumentacija;
- c) **Studenti s invaliditetom** - potvrda ovlaštene ustanove iz koje se vidi stupanj invaliditeta



Prijavni obrazac

- Link na prijavni obrazac:
<https://zagreb.moveon4.com/locallogin/5a2e4ee03e5d66d67d57d881/eng>
- Prije popunjavanja obavezno detaljno pročitati **UPUTE za ispunjavanje online prijave**
- Postoji šansa da ima manjkavosti!
- U slučaju tehničkih poteškoća kontakt email je: online.prijava@unizg.hr
- U slučaju poteškoća NE koristiti „refresh“ button niti se vraćati strelicom na prethodni korak



Upload dokumenata

Uploadati sljedeće dokumente:

1. **Potvrda o znanju jeziku** (pod d.)
2. Pismo odobrenja za završni rad (ispunjen, potpisan, pečatiran) (pod e.) – ako slučaj
3. Potvrda o stupnju invaliditeta (pod f.) – ako slučaj
4. Dokumentacija za slabiji socioekonomski status (pod g.) – ako slučaj
5. Potvrda fakulteta koja potvrđuje status azilanta ili stranog studenta (pod h.) – ako slučaj

➡ sve u pdf formatu, pravilno ispunjeno i skenirano (paziti na kvalitetu skeniranog dokumenta) – ne prihvaćaju se dokumenti slikani mobitelom!

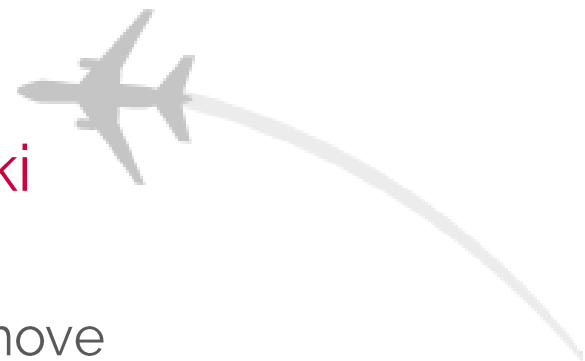


Dostavljanje dokumentacije

U ured za međunarodnu suradnju **fizički ili poštom dostaviti sljedeće:**

- 1. Potpisanu on-line prijavu**
- 2. Europass životopis**
- 3. Motivacijsko pismo**
- 4. Prijepis ocjena (za sve razine studija)**
- 5. Potvrda o znanju jezika**
6. Pismo odobrenja za završni rad (ispunjen, potpisan, pečatiran) (pod e.) – ako slučaj
7. Potvrda o stupnju invaliditeta (pod f.) – ako slučaj
8. Potvrda fakulteta koja potvrđuje status azilanta ili stranog studenta (pod h.) – ako slučaj

Dokumentacija za **slabiji socioekonomski status**



1. potvrdu nadležne porezne uprave za sve članove zajedničkog kućanstva za zadnju dostupnu kalendarsku godinu u trenutku predaje natječajne dokumentacije (ako nije dostupna potvrda za 2017. tada za 2016.).
2. za članove zajedničkog kućanstva koji su u mirovini ili su **korisnici obiteljske mirovine** potrebno je priložiti, uz potvrdu PU, i potvrdu nadležne ustanove za mirovinsko osiguranje o visini isplaćene mirovine za zadnju dostupnu kalendarsku godinu u trenutku predaje natječajne dokumentacije
3. **popunjena izjava o članovima zajedničkog kućanstva** (pod zajedničkim kućanstvom podrazumijeva se obiteljska ili druga zajednica osoba koje zajedno žive na istoj adresi prebivališta i podmiruju troškove života bez obzira na srodstvo). Za svakog člana sva tražena polja trebaju biti ispunjena. – obrazac je dio Natječaja. Izjavu nije potrebno ovjeriti kod javnog bilježnika.

Prijavni obrazac

REGISTRACIJA

- samo jedna registracija za sve natječaje koje provodi Ured za međunarodnu suradnju Sveučilišta u Zagrebu
- e-mail adresa je ona koja služi za komunikaciju s Uredom za međunarodnu suradnju tijekom mobilnosti - **FOI mail adresa!**

AUTHENTICATION

Login

* Email

* Password

* Please type the characters shown in the picture



[Show another picture](#)
[Play audio](#)

Log in

[Forgot your password?](#)

✓ A confirmation email has been sent to this address. Please click on the link in that email in order to activate your account.

Registration

* First name

* Surname

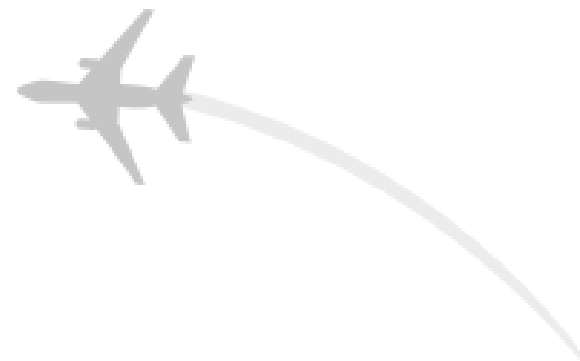
* Email

* Please type the characters shown in the picture



[Show another picture](#)
[Play audio](#)

Register





Prijavni obrazac

- student ispunjava **samo jednu prijavu**, u koju može uključiti do **tri izbora** stranih institucija na koje želi otići
- u slučaju višestrukih prijava, SVE će se prijave automatski smatrati odbijenima!

Welcome Logout

ONLINE APPLICATION FOR ERASMUS+ OUTGOING STUDENTS FOR STUDIES

 0/8

- Information
- Personal Information
- Educational Background
- Language Skills
- Preferred Stay Abroad
- Grant
- Emergency Contacts
- Relevant Documents to be Uploaded
- Confirmation of the student
- Submit Application

Information

Welcome to the Online Application for Erasmus+ outgoing students for studies.

Practical information

In order to complete the application for an exchange programme, please read the [detailed instructions CAREFULLY](#) (link)

Technical requirements

The online application has been optimized to work with Firefox. We cannot guarantee that it will function correctly with other browsers. You will need Adobe Acrobat Reader to print the application form. For the application process, your browser must enable cookies and JavaScript. For security reasons, your log-in session will automatically be timed-out if you have not entered data during this time.

Contact at the university

If you require help or have any questions, please contact us: online.prijava@unizg.hr

Next >



Prijavni obrazac

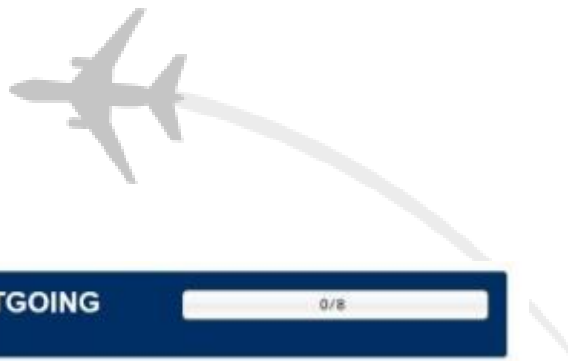
- Kada pojedinu cjelinu kompletno popunite, možete sačuvati izmjene i označiti „Save progress” i vraćati se i mijenjati
- Kada ste završili označite kućicu „Mark page as complete”, koja se nalazi na dnu pojedine cjeline



pojavit će se zelena kvačica pokraj naziva ispunjene cjeline, u pregledniku lijevo

Information	
Personal Information	✓
Educational Background	✓
Language Skills	✓
Preferred Stay Abroad	
Grant	
Emergency Contacts	
Relevant Documents to be Uploaded	
Confirmation of the student	
Submit Application	

Jednom poslana prijava ne može se više mijenjati!



Prijavni obrazac

PERSONAL INFORMATION

- Student ID – JMBAG (broj na x-ici, počinje s 00, ima 10 znamenki)
- National ID – OIB broj
- Polje „C/o“ ispunite samo ako živite na tuđoj adresi i pošta dolazi na tuđe prezime – ime npr. stanodavca

- Information
- Personal Information**
- Educational Background
- Language Skills
- Preferred Stay Abroad
- Grant
- Emergency Contacts
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- Submit Application

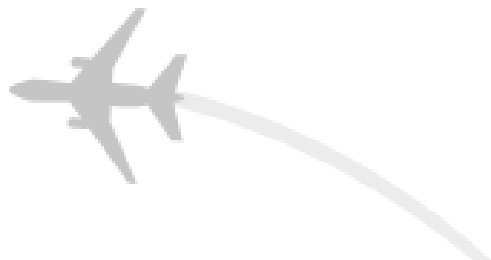
Personal Information

Identity

* First name	<input type="text"/>	
* Surname	<input type="text"/>	
* Gender	Please select <input type="button" value="v"/>	
* Date of birth	Day <input type="text"/> / Month <input type="text"/> / Year <input type="text"/> <input type="button" value="ca"/>	
* Country of birth	Please select <input type="button" value="v"/>	
* Place of birth	<input type="text"/>	
* Nationality	Please select <input type="button" value="v"/>	
Nationality 2	Please select <input type="button" value="v"/>	
* Student ID	<input type="text"/>	
* National ID	<input type="text"/>	

Contact data

* Country	Please select <input type="button" value="v"/>	
C/o	<input type="text"/>	
* Street and number	<input type="text"/>	
* Postcode	<input type="text"/>	
* City	<input type="text"/>	
* Phone number	<input type="text"/>	
* Mobile phone	<input type="text"/>	
* Email	<input type="text"/>	
* Is the address above your home address?	<input type="radio"/> No <input type="radio"/> Yes	
<input type="checkbox"/> Mark page as complete		



Prijavni obrazac

CURRENT STUDIES

- stupanj studija u vrijeme mobilnosti (u ak. godini 2018./2019.);
- Preddiplomska razina (First cycle), diplomatska razina (Second cycle), poslijediplomska razina (Third cycle)

PREVIOUS EXCHANGE

- ako ste već sudjelovali u Erasmus mobilnosti (studijski boravak ili praksa)

ONLINE APPLICATION FOR ERASMUS+ OUTGOING STUDENTS FOR STUDIES

1/8

- Information
- Personal Information ✓
- Educational Background**
- Language Skills
- Preferred Stay Abroad
- Grant
- Emergency Contacts
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- Submit Application

Educational Background

Current studies

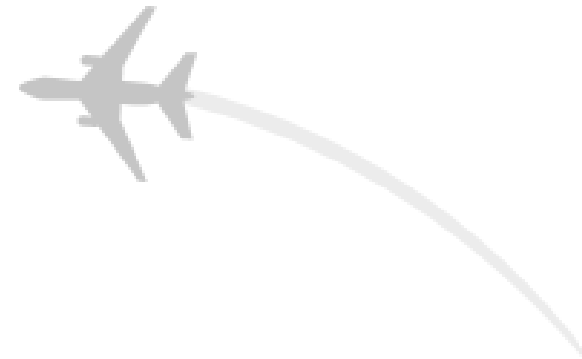
- * Faculty
- * Subject area
- * ISCED code
- * Level of study at the moment of mobility
- * Number of years studied prior to mobility
- * Is this mobility mandatory for your studies? No Yes

Previous exchange

- * Have you already participated in Erasmus/Erasmus Mundus/Erasmus+ mobility for studies at the same level of study? (Level of study at UNIZG in a.y. 2017/18) No Yes
- * Have you already participated in Erasmus/Erasmus+ mobility for placement at the same level of study? (Level of study at UNIZG in a.y. 2017/18) No Yes
- * Have you already participated in another exchange programme? No Yes

Mark page as complete

Save progress | Back | Next



Prijavni obrazac

LANGUAGE SKILLS

- Sveučilište u Zagrebu traži minimalnu razinu znanja jezika B2 (odabrati B2)
- Certificate name – napišite **Faculty certificate (B2)**
(osim ako imate položen neki certifikat, tad napišite naziv tog certifikata)

ONLINE APPLICATION FOR ERASMUS+ OUTGOING STUDENTS FOR STUDIES 2/8

- Information
- Personal Information ✓
- Educational Background ✓
- Language Skills**
- Preferred Stay Abroad
- Grant
- Emergency Contacts
- Relevant Documents to be Uploaded
- Confirmation of the student
- Submit Application

Language Skills

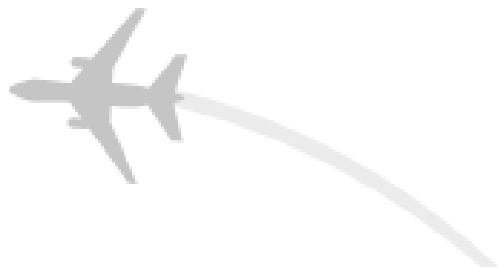
Language (1)

* Language	Please select
* Understanding - listening	Please select
* Understanding - reading	Please select
* Speaking - spoken interaction	Please select
* Speaking - spoken production	Please select
* Writing	Please select

Certificate(s) (name and result)

Language

Mark page as complete



Prijavni obrazac

PREFERRED STAY ABROAD

- Gledati samo tablicu za [FOI](#)
- Obratiti pozornost na razinu u ugovorima (PDS/DS)
- Obratiti pozornost na kod (većina – 061 ICT ili 048 Business & administration)
- Study level – razina (PDS/DS na kojoj ćete biti sljedeće ak. god.)
- Start/End of mobility – provjeriti ako ima ak. kalendar na stranicama željenog sveučilišta – ako ne, obično se piše 15.9.-15.2. (zimski semestar) ili 15.2.-15.7. (ljetni)

ONLINE APPLICATION FOR ERASMUS+ OUTGOING STUDENTS FOR STUDIES

3/8

- Information
- Personal Information ✓
- Educational Background ✓
- Language Skills ✓
- Preferred Stay Abroad**
- Grant
- Emergency Contacts
- Relevant Documents to be Uploaded
- Confirmation of the student
- Submit Application

Preferred Stay Abroad

* Academic year

Preferred mobility (1)

* Exchange programme ⓘ

* Faculty

* ISCED code ⓘ

* Study level

* Country

* Institution

* Stay opportunity ⓘ

Redni broj sporazuma u tablici
Najtečaja vašeg fakulteta/akademije
(prva kolona - "Nr") ⓘ

* Start semester

* Duration in semesters

Duration in months ⓘ

* Start of mobility / / ⓘ

* End of mobility / / ⓘ

* Teaching language

* Is this mobility combined with a placement? (Prijavljujete li se za studentski boravak u kombinaciji sa stručnom praksom?) Yes No ⓘ

Mark page as complete



Prijavni obrazac

GRANT

- morate imate otvoren **kunski žiro-račun** (ako već nemate, Sveučilište preferira Privrednu banku – najbrže će vam sjesti novci)
- IBAN (HR+19 znamenki) i bank address – adresa sjedišta banke

ONLINE APPLICATION FOR ERASMUS+ OUTGOING STUDENTS FOR STUDIES

Grant

Bank account

* Account holder ⓘ

* Bank name ⓘ

* IBAN kunskog žiro-računa ⓘ

* Bank address ⓘ

Mark page as complete

Information

- Personal Information ✓
- Educational Background ✓
- Language Skills ✓
- Preferred Stay Abroad ✓
- Grant**
- Emergency Contacts
- Relevant Documents to be Uploaded
- Confirmation of the student
- Submit Application



Prijavni obrazac

CONFIRMATION OF THE STUDENT

- Kada označite sva tražena polja, obavezno označite kućicu „Mark page as complete“ – sve YES

ONLINE APPLICATION FOR ERASMUS+ OUTGOING STUDENTS FOR STUDIES

7/5

Information
Personal Information ✓
Educational Background ✓
Language Skills ✓
Preferred Stay Abroad ✓
Grant ✓
Emergency Contacts ✓
Relevant Documents to be Uploaded ✓
Confirmation of the student
Submit Application

Confirmation of the student

I am hereby applying for Erasmus+ student mobility for studies. Yes

I confirm that all details given in the application form are correct and complete. Yes

If my application is accepted, I commit to follow all instructions given by International Relations Office of the University of Zagreb and act in accordance to the Erasmus Student Charter. Yes

I agree that my name, surname, date of birth and grant (or national ID) can be published in the call results. Yes

I hereby confirm that I will comply with the laws of my host country and with the rules and regulations of the hosting institution. Yes

I hereby confirm that I will obtain the necessary insurance coverage while abroad. Yes

With the exception of these details, all other data will be dealt with confidentially. This data will be used for all reports to the funding institution.

Mark page as complete



Prijavni obrazac

SUBMITTING APPLICATION

- Pažljivo pročitati što piše
- **Paziti - jednom poslana prijava ne može se više mijenjati!**
- Preporuka je da se prijava ne šalje zadnji dan

ONLINE APPLICATION FOR ERASMUS+ OUTGOING STUDENTS FOR STUDIES

50%

Information	
Personal Information	✓
Educational Background	✓
Language Skills	✓
Preferred Stay Abroad	✓
Grant	✓
Emergency Contacts	✓
Relevant Documents to be Uploaded	✓
Confirmation of the student	✓
Submit Application	

Submit Application

Please make sure that you have completed all mandatory fields and uploaded all necessary documents. You can submit your application once all the sections on the menu are marked with green checkmarks. No further changes will be possible after submitting your application.

Please do not forget that you can submit **ONLY ONE** application.

Application with all relevant documents must be submitted before submission deadline!

Please do not forget to enclose the needed documents with your application.



Prijavni obrazac

- Kada je prijava uspješno poslana (submitted) na ekranu će se pojaviti oznaka „Download Application PDF“.
- Online prijavu **isprintati**, vlastoručno **potpisati**, upisati mjesto i datum, predati u Ured za međunarodnu suradnju - ECTS koordinator će potpisati
- **Kontakt email u slučaju tehničkih poteškoća:**

online.prijava@unizg.hr

ONLINE APPLICATION FOR ERASMUS+ OUTGOING STUDENTS FOR STUDIES

✓ Your form has been submitted successfully. You can use the link below to view your file.

Download Application PDF

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Next >

Hvala na pažnji!



FOI Ured za
međunarodnu suradnju

international@foi.hr

FOI1, 1. kat, kabinet 56 (pokraj lab-a 4)

042 390 826