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# Prijava mobilnosti na **CEEPUS III mreže**

„Building knowledge and experience exchange in Computational Fluid  
Dynamics - CIII-RS-1113-05-2122”

„Applied Hydroinformatics - Umbrella”

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Rijeka, 20. listopada 2021. g.



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Erasmus+



Obzor 2020.



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## 1. dio – CEEPUS općenito

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- Mreže u CEEPUS-u i hrvatska visoka učilišta u CEEPUS mrežama
- Vrste i kategorije mobilnosti

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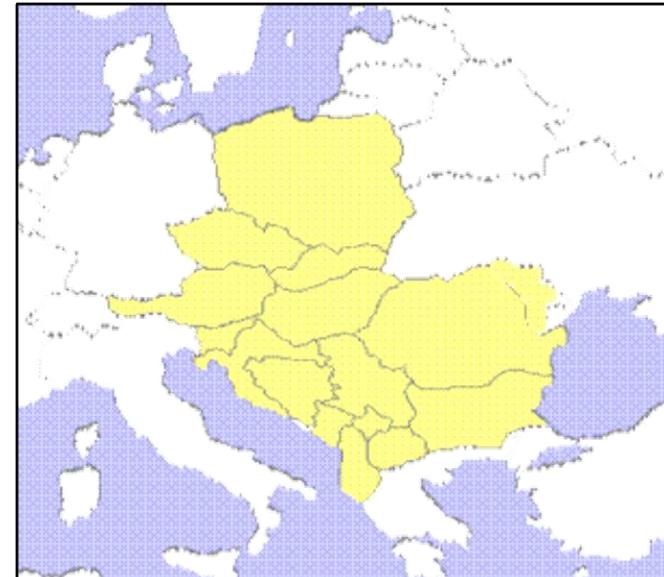
# CEEPUS općenito

## SREDNJOEUROPSKI PROGRAM MEĐUSVEUČILIŠNE RAZMJENE ZA STUDENTE, DOKTORANDE I NASTAVNO OSOBLJE.

Srednjoeuropski program razmjene za sveučilišne studije (CEEPUS - Central European Exchange Programme for University Studies)

*User friendly: prijava mobilnosti, prijava mreža online*

Multilateralni ugovor u kojem 16 zemalja potpisnica osigurava stipendije za dolaznu i odlaznu mobilnost.



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**Svaka zemlja financira mjesecce stipendija za dolazne stipendiste iz državnog proračuna, te određuje broj mjeseci dolazne mobilnosti koje će financirati.**

**Akademска година 2015./2016. (nema trenutno novijih podataka!)**

Albanija	130	Moldavija*	100
Austrija	1100	Crna Gora	165
BIH**	152	Poljska	714
Bugarska*	350	Rumunjska	500
Hrvatska*	450	Srbija*	150
Češka	645	Slovačka*	600
Mađarska*	600	Slovenija	560
Makedonija*	120	Kosovo*	150

**\*zemlja prima freemover mobilnosti u zimskom semestru**

**\*poteškoće sa isplatama stipendija**

Na početku ciklusa mreža svaka zemlja dodijeli mjesecce kojima raspolaže svim mrežama u koje su uključena njena VU, za dolazne stipendije. Mjesecce koje mreže ne potroše na prva dva roka mrežne mobilnosti (u lipnju i listopadu), dodijeljuju se na roku za *freemovere* (u studenom). **Zato je važno pridržavati se rokova, jer u suprotnom, ako dodijeljene mjesecce ne potrošite na prva dva roka, do 31.10., oni će biti podijeljeni freemoverima.**



# Korisnici CEEPUS-a

Ugovor CEEPUS III utvrđuje sljedeće kategorije korisnika programa CEEPUS:

- 1) **studenti upisani na visoko učilište**, bez obzira na područje studija, bit će prihvativi kandidati za CEEPUS III stipendije (uključujući i doktorsku razinu), pod uvjetom da se razdoblje studija, osposobljavanja ili pripravničkog staža provodi **na sveučilištu domaćinu ili ustanovi domaćinu u skladu s ovim Ugovorom**, po potrebi, te je usklađeno s nastavnim planom matičnog sveučilišta i uklapa se u studijski program kandidata.
- 2) **stipendije studentima za praktično osposobljavanje i pripravnički staž u poduzećima, istraživačkim institutima, državnim tijelima ili drugim organizacijama u zemlji domaćinu**, po potrebi, ukoliko kandidat predloži iscrpan plan.
- 3) **mobilnost osoblja sveučilišta (nastavnog, znanstvenog i/ili umjetničkog osoblja na visokim učilištima)** dodjeljivanjem CEEPUS III stipendija kako bi se promicala transnacionalna međusveučilišna suradnja, te kako bi se povećala srednjoeuropska dimenzija sveučilišnih nastavnih planova i programa.
- 4) **stipendije se također mogu dodijeliti studentima te osoblju sveučilišta izvan CEEPUS III mreže (slobodnjaci, odnosno *freemoveri*)**, pod uvjetom da se utvrde posebni dogовори за studiranje ili održavanje nastave i nadzor.



# Tko može sudjelovati?

Okosnicu Srednjoeuropskog programa razmjene CEEPUS mreže čini **jedan koordinator i najmanje dva partnera iz najmanje dvije zemlje članice CEEPUS-a.**

U CEEPUS mrežama može sudjelovati bilo koje visoko učilište koje nadležno tijelo svake od zemalja potpisnica CEEPUS-a odobri. Jednom godišnje (u rujnu ili listopadu) svaka od zemalja potpisnica CEEPUS-a ima priliku revidirati popis ustanova koje su odobrene za sudjelovanje u CEEPUS-u te revidirani popis ustanova dostaviti Središnjem uredu za CEEPUS.

## **Sudionici u CEEPUS mreži moraju udovoljavati sljedećim uvjetima:**

- a) razdoblje studiranja ili osposobljavanja na jednom od partnerskih ustanova u potpunosti će se priznavati
- b) uspostaviti će se mehanizam međusobnog priznavanja stečenih bodova. **Primjenjivat će se ECTS (European Credit Transfer and Accumulation System)** ili **drugi kompatibilan sustav**. Za studente koji rade na završnom radu ili doktoratu u tu će svrhu mentori na matičnoj i prihvratnoj ustanovi izdavati potvrde kojima se izjavljuje da je boravak na partnerskoj ustanovi pridonio radu na završnom radu ili doktorskoj disertaciji.
- c) u svrhu promicanja akademске mobilnosti **predavanja i kolegiji u sklopu CEEPUS-a III održavat će se na engleskom, njemačkom ili francuskom jeziku.**
- d) ugovorne strane suglasne su **promicati specijalizirane tečajeve stranih jezika** dodjeljivanjem određenog broja mjeseci stipendija za potrebe pohađanja pripremnih specijaliziranih tečajeva engleskog, njemačkog ili francuskog jezika
- e) pohađanje dodatnog tečaja jezika zemlje-domaćina također se može ponuditi stipendistima
- f) **studenti će u sklopu programa CEEPUS III biti izuzeti plaćanja školarine**, te
- g) poticati će se nastava putem Interneta (*e-learning*).



# Što stipendije uključuju?

Svaka zemlja potpisnica ugovora CEEPUS III financira DOLAZNU mobilnost tj. isplaćuje stipendije iz vlastitog proračuna – [www.ceepus.info](http://www.ceepus.info) (klik na zastave)

- 1. Mjesečni iznosi stipendija :** razlikuju se od zemlje do zemlje (od 100 € u Makedoniji do 1.040 € u Austriji).
- 2. Smještaj:** besplatan samo u nekim zemljama AL, MK, CG, RS, SI, KOS, MD, HR
- 3. Prehrana:** subvencionirana samo u nekim zemljama AL, MK, CG, RS, SI, KOS, HR
- 4. Zdravstveno osiguranje:** osnovno pokriveno stipendijom u AL, CZ, MK, CG, PL, RO, SI
- 5. Javni prijevoz:** besplatan samo u BG i MD
- 6. Putni troškovi - zemlje mogu su/financirati i putne troškove za odlazne stipendiste.**



# Stipendije u RH u 2021./2022.

Undergraduate and Graduates	1 300,00 HRK	Free accommodation, student card for subsidized meals
PhD students	1 500,00 HRK	Free accommodation, student card for subsidized meals
Teachers (5-15 days)	2 400,00 HRK	Free accommodation or allowance for accommodation
Teachers (16 plus days)	3 600,00 HRK	Free accommodation or allowance for accommodation
Teachers, virtual mobility 6 - 12 teaching hours	1 200,00 HRK	
Teachers, virtual mobility, 18 - 30 teaching hours	1 800,00 HRK	
Undergraduates and Graduates, virtual mobility	650,00 HRK	
PhD students, virtual mobility	750,00 HRK	
Short Term Excursion - Students	150,00 HRK	per day - Free accommodation
Short Term Excursion - Teacher	200,00 HRK	per day - Free accommodation
Short Term Excursion - PhD Students	170,00 HRK	per day - Free accommodation
Short Term Excursion, students, virtual mobility	75,00 HRK	
Short Term Excursion, PhD student, virtual mobility	85,00 HRK	
Short Term Excursion, Teacher, virtual mobility	100,00 HRK	



# Vrste mobilnosti i kategorije stipendista

## Studenti i doktorandi

- **TRAJANJE MOBILNOSTI:**
- Cijeli semestar – minimalno 3 mjeseca (Studenti)
- Kraći boravci (1-3 mjeseca) za doktorande (studente isključivo u svrhu pisanja završnog rada, stručne prakse, rada u laboratoriju i slično)
- Ljetne škole – 6 do 14 radnih dana (Short term excursion) – isključivo u sklopu mrežne mobilnosti
- **UVJETI ZA STUDENTE**
- Završena najmanje dva semestra
- Ukupno se može ostvariti 10 mjeseci mobilnosti u 1 obrazovnom ciklusu

## Nastavno osoblje

- **TRAJANJE MOBILNOSTI:**
- 5 – 30 dana
- **UVJETI ZA NASTAVNO OSOBLJE:**
- Nastavnički status na VU ustanovi putem koje se prijavljuje
- Minimalno 6 sati predavanja ili mentorstva tjedno





## Poticanje dolaznih i odlaznih mobilnosti u CEEPUS-u u ak. god. 2021./2022.

### Odlazne mobilnosti

Pojedine države koje sudjeluju u CEEPUS-u omogućile su sudjelovanje u **virtualnim i kombiniranim mobilnostima** dolaznim stipendistima svih kategorija (studentima i nastavnom osoblju). Riječ je o sljedećim državama:

1. Češka - omogućeno je sudjelovanje u virtualnim i kombiniranim mobilnostima tijekom cijele akademske godine.
2. Poljska - omogućeno je sudjelovanje u virtualnim i kombiniranim mobilnostima tijekom cijele akademske godine.
3. Mađarska - omogućeno je sudjelovanje u virtualnim i kombiniranim mobilnostima do kraja zimskog semestra.
4. Srbija - omogućeno je sudjelovanje u kombiniranim mobilnostima (kombinaciji fizičkih i virtualnih mobilnosti) tijekom cijele akademske godine.

### Dolazne mobilnosti

**Nacionalni ured za CEEPUS u Hrvatskoj nastavlja s provedbom posebnih mjera** koje su uvedene ove godine sa ciljem lakšeg ostvarivanja fizičkih mobilnosti te omogućavanja realizacije mobilnosti virtualnim putem. Riječ je o sljedećim mjerama odnosno novim procedurama:

- isplate djelomične stipendije za virtualne mobilnosti (uz jasniju proceduru isplate stipendije)
- povrata sredstava za PCR testove
- isplata naknade za smještaj umjesto smještaja u studentskom domu (samo u posebnim slučajevima).



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## 2. dio

# Plan mobilnosti (obaveze LCK-a kroz projektni ciklus)



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# Rokovi prijava u CEEPUS-u

**3 roka prijave za mobilnosti u CEEPUS-u (prijave traju otprilike mjesec dana):**

**do 15. lipnja**      **mrežne mobilnosti u zimskom semestru**

**do 31. listopada**      **mrežne mobilnosti u ljetnom semestru**

**do 30. studenog**      ***freemover* mobilnosti u ljetnom semestru**

*Dodatni rok: 1.-15.7.      ***freemover* mobilnosti u zimskom semestru (samo u BiH, BG, HU, MD, SK, RS, Kosovo)***

**U praksi: prijave se kontinuirano vrše sve dok dolazna zemlja ima dovoljno mjeseci na raspolaganju, no NCO-HR-u je potrebno najaviti mobilnost 2 mjeseca ranije.**



# Selekcija odlaznih i dolaznih mobilnosti

## Selekcija odlaznih prijava: u potpunoj nadležnosti matičnog VU!

Preporuke NCO-HR → raspisivanje natječaja na kojem će se vrednovati:

- ✓ potpunost i pravovremenošć prijave
- ✓ da li stipendist koristi CEEPUS po prvi put (prednost)
- ✓ jasno i detaljno napisana motivacija za odlaznu mobilnost na stranoj instituciji
- ✓ akademski uspijeh (nije prioritet)
- ✓ da li je mobilnost dobra za studenta u njegovoj fazi studija (na nekim VU tek nakon 4. semestra)

Prije raspisivanja natječaja provjeriti kvote u Traffic sheetu-u!

### Selekcija dolaznih prijava:

- u nadležnosti odlaznog VU, no moguće odbiti prijavu ako neki gore navedenih ili Vaših kriterija nije zadovoljen: prijava za period u kojem više nema nastave, izuzetno loše napisana motivacija (I like Croatian sea), ponavljačka mobilnost – obaveza LCK-a je otvoriti i provjeriti prijavu

**Dolazna mobilnost svakako mora biti predviđena Traffic sheet-om.**



# Ciklus mrežne mobilnosti

1. korak

PRIJAVA  
[www.ceepus.info](http://www.ceepus.info)

2. korak

MATIČNO  
VISOKO  
UČILIŠTE

3. korak

MATIČNI  
URED ZA  
CEEPUS

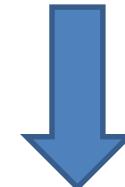
DODJELA  
STIPENDIJE

NACIONALNI  
URED ZA  
CEEPUS  
PRIMATELJ

6. korak

5. korak

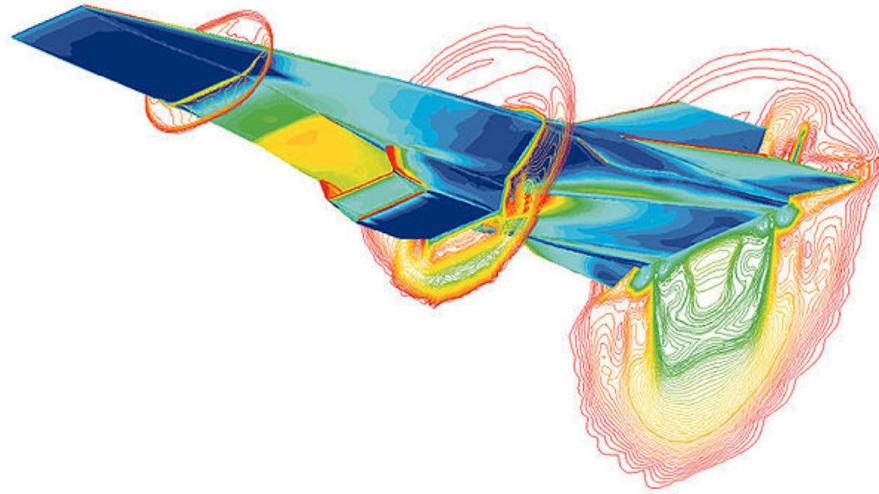
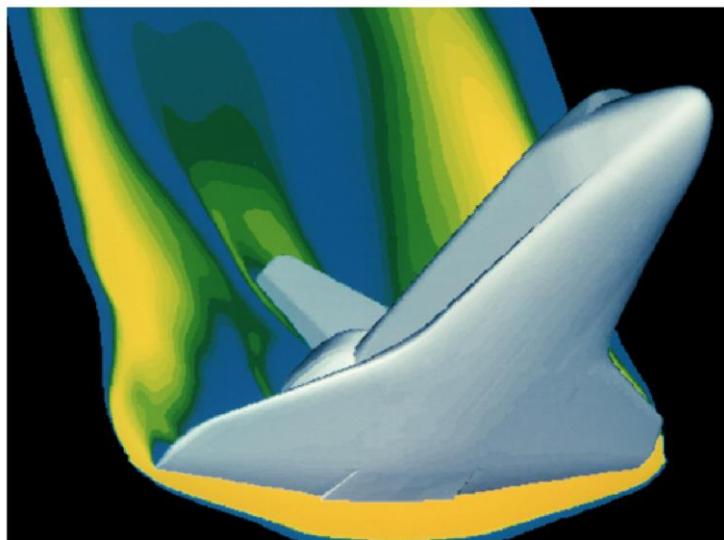
4. korak





## Čime se mreža konkretno bavi?

**Računalna dinamika fluida**, obično skraćena kao **CFD (eng. Computational Fluid Dynamics)**, je grana mehanike fluida koja koristi numeričke analize i algoritme za rješavanje i analizu problema koji uključuje dinamiku fluida (kapljevine i plinova). Računala se pritom koriste za obavljanje izračuna potrebnih za simulaciju interakcije tekućina i plinova definiranih rubnim uvjetima. Uz velike brzine super računala (super klastera), mogu se postići bolja rješenja. U svrhu istraživanja koriste se razni programi (OpenFoam, Fluent, Simpler algoritam i drugi) koji poboljšavaju točnost i brzinu složenih simulacijskih scenarija kao što su ultrazvučni ili turbulentni tokovi, višefazna tečenja i slično.





## Članice na CEEPUS projektu „Building knowledge and experience exchange in CFD Computational Fluid Dynamics”

No.	Name of local network partner	Country	University	Faculty	Department/Chair/Institute	Email
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Fakultet koji upravlja CEEPUS mrežom



## Članice na CEEPUS projektu „Building knowledge and experience exchange in CFD Computational Fluid Dynamics”

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## Čime se mreža konkretno bavi?

Specifični ciljevi ove CEEPUS mreže su uspostava mreže Sveučilišta u pogledu jačanja doktorskih studija na području primijenjene Hidroinformatike, promicanje regionalne suradnje, obrazovanja i istraživanja na području Dunavske regije s prioritetom razvoja društva znanja kroz istraživanje i obrazovanje. Također, cilj mreže je prijenos znanja i najbolje prakse između CEEPUS partnera na području primijenjene Hidroinformatike, kao jedne od vrlo važnih područja Mehanike fluida. Fokus se daje i na jačanju međunarodne suradnje kroz laboratorijska i terenska istraživanja, te obrazovanje pojedinaca kroz partnerske institucije na mreži. Pritom, je veliki fokus dan na razvoju zajedničkog istraživanja u budućnosti kroz potporne europske projekte koje nudi Horizon 2020 program.





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1.	Slavisa Trajkovic	Serbia	University of Niš	Faculty of Civil Engineering and Architecture	Faculty of Civil Engineering and Architecture	<a href="mailto:slavisa@gaf.ni.ac.rs">slavisa@gaf.ni.ac.rs</a>
2.	Michael Tritthart	Austria	BOKU - University of Natural Resources and Life Sciences, Vienna	IWHW	Department of Water, Atmosphere and Environment/IWHW	<a href="mailto:michael.tritthart@boku.ac.at">michael.tritthart@boku.ac.at</a>
3.	Emina Hadzic	Bosnia and Herzegovina	University of Sarajevo	Faculty of Civil Engineering	Department of Water Research and Environmental Engineering	<a href="mailto:emina_hadzic@gf.unsa.ba">emina_hadzic@gf.unsa.ba</a>
4.	Vladimir Kukurin	Bulgaria	University of Architecture, Civil Engineering and Geodesy	Faculty of Architecture, Civil Engineering and Geodesy	Department of Hydraulics and Hydrology	<a href="mailto:v_kukurin@yahoo.com">v_kukurin@yahoo.com</a>
5.	Meri Cvetkovska	Republic of Macedonia	University Sts.Cyril and Methodius - Skopje	Civil Engineering faculty	Department of Structural Mechanics	<a href="mailto:cvetkovska@gf.ukim.edu.mk">cvetkovska@gf.ukim.edu.mk</a>
6.	Sreten Tomović	Montenegro	University of Montenegro	Faculty of Civil Engineering	/	<a href="mailto:sreten.t09@hotmail.com">sreten.t09@hotmail.com</a>
7.	Anca Constantin	Romania	"OVIDIUS" University of Constanta	Faculty of Civil Engineering	/	<a href="mailto:aconstantina@univ-ovidius.ro">aconstantina@univ-ovidius.ro</a>

Fakultet koji upravlja CEEPUS mrežom



## Članice na CEEPUS projektu „Applied Hydroinformatics”, Umbrella

No.	Name of local network partner	Country	University	Faculty	Department/Chair/Institute	Email
8.	Ljubomir Budinski	Serbia	University of Novi Sad	Faculty of Technical Sciences	/	<a href="mailto:ljubab@uns.ac.rs">ljubab@uns.ac.rs</a>
9.	Vesna Zupanc	Slovenia	University of Ljubljana	Biotechnical Faculty	/	<a href="mailto:vesna.zupanc@bf.uni-lj.si">vesna.zupanc@bf.uni-lj.si</a>
10.	Martina Zelenakova	Slovakia	Technical University in Košice	Faculty of Civil Engineering	/	<a href="mailto:martina.zelenakova@tuke.sk">martina.zelenakova@tuke.sk</a>
11.	Elvis Žic	Croatia	University of Rijeka	Faculty of Civil Engineering	Division of Hydraulics and Geotehnics	<a href="mailto:elvis.zic@uniri.hr">elvis.zic@uniri.hr</a>



# Plan mobilnosti – „Traffic sheet”

- tablica u kojoj se nalazi broj mjeseci za dolaznu i odlaznu mobilnost za svaku sastavnicu
- nalazi se u sustavu
- radi ga koordinator mreže prilikom prijave mreže (samostalno/u suradnji sa LKC-ima)
- na natječajima za mrežnu mobilnost potvrđuju se samo mobilnosti predviđene Traffic sheetom

**Želite li potvrditi dolaznu mobilnost koja nije potvrđena Traffic sheetom?**

**Šaljete objašnjenje hrvatskom uredu za CEEPUS navodeći razlog zašto je važno da se dodatna mobilnost potvrdi.**

**Želite li potvrditi odlaznu mobilnost koja nije predviđena tablicom?**

**Potrebno je pitati kolegu koji je koordinator na stranom VU može li potvrditi prijavu koja nije predviđena Traffic sheetom (to je mrežna mobilnost van „Traffic sheeta”).**

**Mogućnost utjecaja na Traffic sheet:**

- prije 15. siječnja za narednu akademsku godinu (kontaktirati koordinatora mreže)
- u fazi formiranja konačnog Traffic sheeta tijekom travnja (kontaktirati koordinatora mreže)



# Plan mobilnosti – „Traffic sheet”

## („Building knowledge and experience exchange in CFD Computational Fluid Dynamics”), PRIMJER

INCOMING GIVEN QUOTA	student		short term student		teacher		short term excursion	
	month							
<b>TOTAL</b>	<b>0</b> (A: 0) (F: 0)		<b>0</b> (A: 0) (F: 0)		<b>1</b> (A: 0) (F: 1)		<b>1</b> (A: 0) (F: 1)	
FINAL INCOMING TRAFFIC FROM participating unit	student		short term student		teacher		short term excursion	
	month	person	month	person	month	person	month	person
University of Sarajevo Faculty of Mechanical Engineering, Department of Mechanical Production Engineering Prof. dr Ejub Dzaferovic			1 (A: 0) (F: 1)	1 (A: 0) (F: 1)				
Technical University of Liberec Faculty of Mechanical Engineering Assoc. Prof. Karel Frana					1 (A: 0) (F: 1)	1 (A: 0) (F: 1)		
University of Maribor Faculty of Mechanical Engineering prof. dr. Matjaž Hriberšek			1 (A: 0) (F: 1)	4 (A: 0) (F: 4)				
<b>TOTAL</b>	<b>0</b> (A: 0) (F: 0)	<b>0</b> (A: 0) (F: 0)	<b>2</b> (A: 0) (F: 2)	<b>2</b> (A: 0) (F: 2)	<b>2</b> (A: 0) (F: 2)	<b>2</b> (A: 0) (F: 2)	<b>1</b> (A: 0) (F: 1)	<b>4</b> (A: 0) (F: 4)
FINAL OUTGOING TRAFFIC TO participating unit	student		short term student		teacher		short term excursion	
	month	person	month	person	month	person	month	person
University of Sarajevo Faculty of Mechanical Engineering, Department of Mechanical Production Engineering Prof. dr Ejub Dzaferovic			2 (A: 0) (F: 2)	1 (A: 0) (F: 1)	1 (A: 0) (F: 1)	1 (A: 0) (F: 1)		
Brno University of Technology Faculty of Mechanical Engineering Ing. Tomáš Katrňák	3 (A: 0) (F: 3)	1 (A: 0) (F: 1)			1 (A: 0) (F: 1)	1 (A: 0) (F: 1)		
University of Maribor Faculty of Mechanical Engineering prof. dr. Matjaž Hriberšek	4 (A: 0) (F: 4)	1 (A: 0) (F: 1)					6 (A: 0) (F: 6)	24 (A: 0) (F: 24)
<b>TOTAL</b>	<b>7</b> (A: 0) (F: 7)	<b>2</b> (A: 0) (F: 2)	<b>2</b> (A: 0) (F: 2)	<b>1</b> (A: 0) (F: 1)	<b>2</b> (A: 0) (F: 2)	<b>2</b> (A: 0) (F: 2)	<b>6</b> (A: 0) (F: 6)	<b>24</b> (A: 0) (F: 24)



# Plan mobilnosti – „Traffic sheet” („Applied Hydroinformatics”), PRIMJER

Odlazna mobilnost (zimski semestar):

Odobreno na preporuku: 2 nastavnika (doktorand, docent, izvanredni i redovni profesor)

No.	Name of local network partner	Country	University	Faculty	Department/Chair/ Institute	Email
1.	Emina Hadzic	Bosnia and Herzegovina	University of Sarajevo	Faculty of Civil Engineering	Department of Water Research and Environmental Engineering	<a href="mailto:emina_hadzic@gf.unsa.ba">emina_hadzic@gf.unsa.ba</a>
2.	Vesna Zupanc	Slovenia	University of Ljubljana	Biotechnical Faculty	/	<a href="mailto:vesna.zupanc@bf.uni-lj.si">vesna.zupanc@bf.uni-lj.si</a>



# Procedura za povrat putnih troškova

## Nova procedura za povrat putnih troškova (na snazi od 12.6.2018.)

**Studenti i doktorandi imaju pravo na povrat putnih troškova najviše za jednu ostvarenu mobilnost, a nastavno osoblje najviše za dvije ostvarene mobilnosti tijekom jedne akademske godine.** U okviru jedne mobilnosti stipendist ima pravo na povrat putnih troškova za jedno povratno putovanje, prema niže navedenim uvjetima.

**Obračun putnih troškova temelji se na paušalnim iznosima,** podijeljenima u 6 razreda:

Udaljenost (u jednom smjeru):	Iznos (za povratno putovanje):
do 200 km	300,00 kn
između 200 i 299 km	500,00 kn
između 300 i 499 km	750,00 kn
između 500 i 549 km	1.100,00 kn
između 550 i 699 km	1.500,00 kn
700 i više km	1.800,00 kn

**Udaljenost se odnosi na zračnu udaljenost između matične ustanove stipendista i ustanove primateljice** te se izračunava pomoću online kalkulatora udaljenosti (Distance calculator): [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en).

**Zahtjev za povrat putnih troškova podnosi matično visoko učilište za svoje odlazne stipendiste, po završetku njihove mobilnosti.** Zahtjev se podnosi na službenom memorandumu visokog učilišta/odsjeka, te biti ovjeren potpisom osobe koja podnosi zahtjev i pečatom ustanove te treba sadržavati ime i prezime stipendiste, razdoblje i mjesto održavanja mobilnosti te projektni broj.





# Procedura za povrat putnih troškova

## Nova procedura za povrat putnih troškova (na snazi od 12.6.2018.)

**Stipendist je dužan dokazati da je mobilnost ostvarena, ispunjavanjem dokumenata *Mobility Report* (izvješće s mobilnosti) i *Letter of Confirmation* (potvrda o ostvarenoj mobilnosti) u online sustavu CEEPUS-a ([www.ceepus.info](http://www.ceepus.info)). Stipendisti ispunjavaju navedena izvješća, potom ih ispisuju i daju na potpis i ovjeru ustanovi primateljici te ih potom ponovno, ispunjene i ovjerene, učitavaju u CEEPUS sustav. Navedeni dokumenti u trenutku podnošenja zahtjeva za povrat trebaju biti vidljivi u CEEPUS sustavu.**

**Rok za podnošenje zahtjeva** za povrat putnih troškova jest najkasnije **45 kalendarskih dana od završetka mobilnosti**. **Rok za donošenje odluke** (odobrenje ili odbijanje zahtjeva) jest **30 kalendarskih dana od primitka zahtjeva**. U slučaju da NCO-HR od podnositelja zahtjeva traži nadopunu dokumentacije, rok za donošenje odluke produljuje se sukladno broju dana potrebnih za dostavu dodatne dokumentacije.

### **Zahtjev se podnosi na adresu:**

**Agencija za mobilnost i programe EU  
Frankopanska 26, 10000 Zagreb,  
uz naznaku: za Nacionalni ured za CEEPUS**



# Procedura za povrat putnih troškova

## Nova procedura za povrat putnih troškova (na snazi od 12.6.2018.)

**Popis potrebne dokumentacije** za ostvarivanje prava na povrat putnih troškova:

- zahtjev na memorandumu matičnog visokog učilišta/odsjeka, ovjeren potpisom nadležne osobe i pečatom ustanove/odsjeka (dostavlja se poštom na adresu Agencije prema gore navedenim uputama),
- valjano ispunjen te ovjeren *Mobility Report* u CEEPUS sustavu za sve stipendiste za koje se podnosi zahtjev (*Mobility Report* nije potrebno printati),
- valjano ispunjen te ovjeren *Letter of Confirmation* u CEEPUS sustavu za sve stipendiste za koje se podnosi zahtjev (*Letter of Confirmation* nije potrebno printati).

### **NAPOMENA:**

Stipendisti su, prije odlaska na put, o planiranom putovanju dužni obavijestiti nadležnu službu za računovodstvo i finansijske poslove matičnog visokog učilišta, kako bi provjerili je li, sukladno propisima samoga visokog učilišta, potrebno izraditi putni nalog prije odlaska na mobilnost u svrhu kasnijeg podnošenja zahtjeva za povrat putnih troškova Nacionalnom uredu za CEEPUS.



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# Prijave, vrednovanje i potrebne dokumentacije u sklopu mobilnosti

## Prijava za ulogu lokalnog CEEPUS koordinatora (uloga *Network*)



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# Online platforma CEEPUS-a: registracija



[www.ceepus.info](http://www.ceepus.info)

Mobility Application Round 15/16

2	6	51	38
Days	Hours	Minutes	Seconds

Live Support!  
Offline  
LEAVE A MESSAGE <>

Home Network FAQ CEEPUS TV About us Sign in

## Login

**Log in to your account**

Account:

Password:

Remember accountname on this computer

**Login**

[Forgot your Accountname?](#) [Forgot your Password ?](#)

**Not a member yet?**

If you want to login, you'll need to register first.

[Click here to register!](#)

**Cookies and JavaScript must be enabled,** otherwise it will not work properly.

Have any questions? Please check our [FAQs](#).  
In case of technical issues please contact Live Support.



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# Online platforma CEEPUS-a: registracija

Mobility Application Round 15/16

2 Days 6 Hours 53 Minutes 23 Seconds

Live Support!  
Offline  
LEAVE A MESSAGE <>

Home Network FAQ CEEPUS TV About us Sign in

## Register new user - Personal Data - Step 1 of 2

### personal data

Acad. Title:

Position:

First name:

Last name:

Gender:

male

female

Citizenship:

 Please choose a country ▾

### address data

Street/Number:

ZIP:

City:

Country:

 Please choose a country ▾

### communication information

E-Mail:

Phone 1:

Phone 2:

Next >>

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# Online platforma CEEPUS-a: registracija

Mobility Application Round 15/16  
2 Days    6 Hours    47 Minutes    48 Seconds

Live Support!  
Offline  
LEAVE A MESSAGE <<

Home    Network    FAQ    CEEPUS TV    About us    Sign in

## Register new user - Check your data - Step 2 of 2

### New user data

Acad. Title: Dr.sc.  
Position: Assistant professor  
First name: Bojan  
Last name: Kristof  
Gender: male  
Nationalität: Croatia  
EMail: bojan.kristof@gmail.com  
Phone 1: 099753246  
Phone 2:  
Street/Number: Zajčeva 33  
ZIP: 10000  
City: Zagreb  
Country: Croatia

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PRAZNE  
PROZORE

### New accountname data

Reenter your e-mail address:   
Accountname:   
Password:   
Retype password:   
Password strength: insecure  very secure

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# Online platforma CEEPUS-a: registracija mreže

Mobility Application Round 15/16

2 Days	6 Hours	45 Minutes	39 Seconds
--------	---------	------------	------------

Live Support!  
Offline  
LEAVE A MESSAGE <<>

MyDesktop Home Network FAQ CEEPUS TV About us Log out

## Bojan Kristof's NewUser Desktop

Welcome to the CEEPUS III Member Area!



### WELCOME!

It is our pleasure to make applying as comfortable as possible for you.

The CEEPUS member Area allows you to access all your CEEPUS II activities with only one user name and password ("Single Sign On").

#### Mobility

If you want to create a mobility application for yourself and you have never registered as mobility before, please click on "Register for Mobility".

You only have to do this **once** and never again. You can create as many mobility applications as you want. Please **do not register again** for a new mobility!

**Please do not register for a network instead! Such requests will be deleted as this is not the correct procedure.**

[Register for Mobility >>](#)

#### Network

You only should register here if you want to **manage a network as coordinator or partner**. In this case you will have to enter some more data. Please follow the instructions.

These data will then be forwarded to your National CEEPUS Office (=NCO) who will authorize them. As soon as the NCO has done so, you will be able to create your network application.

[Register for Network >>](#)

#### International Relation Office (IRO)

Please register here if you want to **view or manage all networks of our university**. In this case you will have to enter some more data. Please follow the instructions.

These data will then be forwarded to your National CEEPUS Office (=NCO) who will authorize them. As soon as the NCO has done so, you will be able to create your network application.

[Register for IRO >>](#)

We wish you a lot of success!



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# Online platforma CEEPUS-a: registracija mreže



## Mobility Application Round 15/16

2 Days    6 Hours    45 Minutes    0 Seconds

[MyDesktop](#)[Home](#)[Network](#)[FAQ](#)[CEEPUS TV](#)[About us](#)[Log out](#)

Register for NETWORK rights.

Please select or fill in your unit data.

Homecountry:

Please choose a country ▾

University:

Please choose an eligible CEEPUS University ▾

Participating Unit - department, institute or faculty

Unit:

Please choose an existing unit or enter a new one in the fields below ▾

Unit name:

Street/Number:

ZIP:

City:

Country:

Please choose a country ▾

[Cancel](#)[Next >>](#)

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# Online platforma CEEPUS-a: registracija mreže



## Mobility Application Round 15/16

2 Days    6 Hours    43 Minutes    27 Seconds



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[Log out](#)



## Register for a network

### Please check your data and accept the disclaimer

University:	University of Zagreb
Participating Unit:	Faculty of Humanities and Social sciences, Department of Italian
Street/Number:	Ivana Lucica/3
ZIP:	10000
City:	Zagreb
Country:	Croatia

Message (max. 300 Character) - do not copy text from a wordprocessor like MS Word  
If you want to copy text, please copy only plain text:

- I confirm that I am teaching at this participating unit.  
 I agree that the data I have entered will be made available to other CEEPUS II participants.

[\*\*<< Back\*\*](#)

**Send**



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# Nominiranje odlaznih i dolaznih mobilnosti



# Nominiranje odlaznih mobilnosti

## Working Items

Please do not use the browser back button for back navigation in the network application. There is a green internal back button on every page. Please use this button only for back navigation. Thank you!

### personal settings

[Personal Information](#)

[Change Password](#)

[Register for Mobility Role](#)

### application data

[Manage your network applications](#)

**Please read this document for a full description of everything you need to know about the current application around.**

**First Aid:** find here the answers to the most urgent questions.

Do you want to: access an interactive Grading Sheet?

**Please click here...**

access the Grading Sheet of your application from the last 3 previous years? Please click on the icon "Letter of Award" of the respective application (year) and scroll down.

### basedata

[Edit your participating unit basedata and housing contacts](#)

[View the organisation list](#)

### support

[Frequently Asked Questions](#)

[Forum](#)

## News

### FREEMOVER applications 15/16 to be enabled on JULY 1, 2015

Deadline: Nov 30, 2015

### Use the PA 9 quality label of the EUSDR for your network

Following a decision by the Joint Committee of Ministers we are happy to invite you to make use of the quality label of Priority Area 9 – People and Skills – of the EU Strategy for the Danube Region. [more ...](#)

### CEEPUS III has entered into force

CEEPUS III has entered into force on May 1, 2011 for a period of 7 years. Following that CEEPUS III will be renewed automatically for another 7 years



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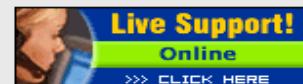
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# Nominiranje odlaznih mobilnosti



Mobility Application Round 15/16  
0 Days    11 Hours    3 Minutes    10 Seconds



MyDesktop Home Network FAQ CEEPLUS TV About us Log out

## Your Network Applications

Period: Academic Year 2015/2016

Filter

### coordinated networks

CPNR	Name
No records to display.	

### participating networks

CPNR	Name
State : ready for mobility	CIII-SI-0711-04-1516 TRANS - TRANSkulturelle Kommunikation und TRANSlation

### Breaking News

Joint Program Section to carry less weight, minimum duration of Summer Schools lowered to 6 days instead of 10

### How to

#### Coordinator

To open an existing network please selected the proper year.

All networks where YOU are the **coordinator** of the whole network are listed under "**coordinated networks**".

#### Partner

**How to join a network as partner?**  
Nothing to do – your coordinator will add you to the network!

All networks where you are a network **partner** are listed under "**participating networks**".

### What is new

Please read this document for a full description of everything you need to know about the current application around.



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# Nominiranje odlaznih mobilnosti



## Mobility Application Round 15/16

0 Days    10 Hours    0 Minutes    54 Seconds



MyDesktop    Home    Network    FAQ    CEEPUS TV    About us

Log out



Network: CIII-SI-0711-04-1516



Content

Documents

Statistics

Mobility

Traffic



Letter of Award



## TRANS - TRANSkulturelle Kommunikation und TRANSlation

Academic Year: Academic Year 2015/2016

Coordinator: University of Maribor  
Faculty of Arts  
**Assist. Prof. Vlasta Kucis**  
**TJASA MOHAR**

Status: ready for mobility

Created: **TJASA MOHAR**, 08.12.2014 13:18:05  
Last edit: **Petra Vilfan**, 08.05.2015 11:29:16

## How to

This is the top view of your network application.  
From here you can access the various functions of the application.

- Click on "Open" under the tab "Content" to access your application for editing.
- Click on "View" for the html view of the whole application.
- Click on the tab "Documents" to take on uploaded documents - NOT to upload them, this is done at the section of the respective participating unit.
- Click on the tab "Statistics" for a statistical overview of your network. You can view all mobility flows of your network both in real time and as indicated in the mobility plan (= Traffic Sheet).

What is the current status of your network?  
The "Status" line will always indicate that.



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# Nominiranje odlaznih mobilnosti



## Mobility Application Round 15/16

0 Days    9 Hours    58 Minutes    45 Seconds



[MyDesktop](#) [Home](#) [Network](#) [FAQ](#) [CEEPUS TV](#) [About us](#)

[Log out](#)



Network: CIII-SI-0711-04-1516



[Content](#) [Documents](#) [Statistics](#)

[Mobility](#)

[Traffic](#)

PPU: University of Zadar, Department of Civil Engineering

Direction: Select a direction

Filter

Incoming

Outgoing

### Mobilities

CPMNr	Name
No records to display.	

### How to

Explanation how to edit, prolong, renew and create and what ever we want to explain here.

There should also be a link to a how to do video or something else with an exact workflow description.

Or we can link a video in a window with an explanation on how to do these things.



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# Nominiranje odlaznih mobilnosti



## Mobility Application Round 15/16

0 Days    9 Hours    57 Minutes    51 Seconds



[MyDesktop](#) [Home](#) [Network](#) [FAQ](#) [CEEPUS TV](#) [About us](#) [Log out](#)



Network: CIII-SI-0711-04-1516



[Content](#) [Documents](#) [Statistics](#)

[Mobility](#) [Traffic](#)

PPU: University of Zadar, Department of English and American Studies

Direction: Outgoing

Filter

### Mobilities

CPMNr	Name	
▼	State: waiting for nomination by home NCO	
▼	PPU: University of Innsbruck, Institut für Translationswissenschaft	
87483	Antonella, Master Puh	
▼	PPU: University of Vienna , Zentrum für Translationswissenschaft - Center for Translation Studies Vienna	
87631	Antonella, Puh	
▼	State: waiting for nomination by home PPU	
▼	PPU: University of Innsbruck, Institut für Translationswissenschaft	
86390	Antonella, Master Puh	

### How to

Explanation how to edit, prolong, renew and create and what ever we want to explain here.

There should also be a link to a how to do video or something else whit an exact workflow description.

Or we kan link a video in a window with an explanation on how to do these things.



<b>Position:</b>	Master Puh Antonella	<b>Gender:</b>	female
<b>Name:</b>	antonellica_16@net.hr	<b>Birthday:</b>	16.11.1992
<b>Email:</b>		<b>Birthplace:</b>	Croatia / Pula
<b>Street:</b>	Rijecka 16/Pusti 17	<b>Citizenship:</b>	Croatia
<b>ZIP-Code:</b>	2300052342	<b>Phone:</b>	+385976377851
<b>City:</b>	Zadar/Svetvincenat	<b>Fax:</b>	
<b>Country:</b>	Croatia/Croatia		

#### HOME Unit

<b>University:</b>	University of Zadar	<b>Unit:</b>	Department of German Language and Literature
<b>Street:</b>	ul. Mihovila Pavlinovica bb	<b>Street:</b>	Obala kralja Petra Krešimira IV, 2
<b>ZIP - City:</b>	23000 - Zadar	<b>ZIP - City:</b>	23000 - Zadar
<b>Country:</b>	Croatia	<b>Country:</b>	Croatia
<b>Phone:</b>	; +385 23 316 882		
<b>Contact:</b>	Helga Begonja		
<b>E-Mail:</b>	hbegonja@unizd.hr		

#### HOST Unit

<b>University:</b>	University of Innsbruck	<b>Unit:</b>	Institut für Translationswissenschaft
<b>Street:</b>	Innrain 52	<b>Street:</b>	Herzog-Siegmund-Ufer 15
<b>ZIP - City:</b>	6020 - Innsbruck	<b>ZIP - City:</b>	6020 - Innsbruck
<b>Country:</b>	Austria	<b>Country:</b>	Austria
<b>Phone:</b>	; +43 512 507-0		
<b>Contact:</b>	Dr. phil. Alena Petrova		
<b>E-Mail:</b>	Alena.Petrova@uibk.ac.at		

#### Denomination

Foreign languages- 1. year of Master in German Language and Italian Translation

#### Motivation

Dear all,I would like to express my interest to study at the University of Innsbruck.My name is Antonella Puh and I am in my first year of a Master's program at University of Zadar, studying German Language and Literature and Italian Translation. I like languages, so two years ago I started to study Spanish as well. CEEPUS is offering motivated, focussed and successful students the chance to take advantage of a brilliant opportunity to spend a few months studying abroad. I consider myself an ideal candidate for this program. I would like to practice my language and translation skills, and I think that Innsbruck, Austria would be the perfect place for me to do that, because it has such well-structured translation courses, where I could improve not only my German, but my Italian and Croatian translation skills as well. As translation practice tends not to be a focus at Croatian universities, I would be excited to benefit from the programs on offer at Innsbruck, and to be taught how to deal with the intricacies of complex texts by native speakers of German." I am planing to attend a number of different translation courses. Translation of media sources amazes me, also how many courses and fields of specialization are available at Innsbruck. Having a scholarship for a semester, to live, and study in Innsbruck, take advantage of their impressive library would no doubt be of immense benefit to my studies. Additionally, to meet people from all around the world during the unforgettable experience of studying abroad would contribute greatly to my career and success in later life. Studying, to me, is not only learning from books, it means travelling, new discoveries, and learning from all the people along the way. I would be delighted to uncover the history, culture, and experience the natural beauty of this fascinating country, which is so closely connected with my own, historically and nowadays. In summary a semester spent in Innsbruck will provide an opportunity for me to concentrate on the development of my translation skills. The whole learning experience will contribute to my personal development and set me on the way to success in further study and later in the working world.I thank you for your consideration of my application, and eagerly anticipate your reply.Yours faithfully, Antonella PuhZadar, 03/06/2015

#### Education

Type	Field of study	University	Acad. degree	SC.	Additional information
P	German Language and Literature and Italian	University of Zadar	undergraduate	1	Bachelor study in German Language and Literature and Italian Translation study completed at the University of



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# Nominiranje odlaznih mobilnosti



Mobility: CIII-SI-0711-04-1516-M-86390



Content Documents

Action View Workflow

Open HTML PDF XML reject send to waiting list nominate & to home NCO

## Mobility Application

Applicant: **Master Puh Antonella**

Home Inst.: **Croatia**  
**University of Zadar**  
Department of German Language and Literature  
**Helga Begonja**

Host Inst.: **Austria**  
**University of Innsbruck**  
Institut für Translationswissenschaft  
**Dr. phil. Alena Petrova**

Mobility Type: Student

## How to

Here you can see a short overview of all your data. Note that you can always check what exactly has happened to your application by checking the entry next to "Status".

## TRANS - TRANSkulturelle Kommunikation und TRANSlation

Academic Year: Academic Year 2015/2016

Coordinator: **University of Maribor**  
Faculty of Arts  
**Assist. Prof. Vlasta Kucis**

Status: waiting for nomination by home PPU

Created: **Undergraduate Puh Antonella**, 24.05.2015 17:57:29

Last edit: **Undergraduate Puh Antonella**, 03.06.2015 14:45:08



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# Kako pronaći Letter of Confirmation?



## Working Items

Please do not use the browser back button for back navigation in the network application. There is a green internal back button on every page. Please use this button only for back navigation. Thank you!

### personal settings

[Personal Information](#)

[Change Password](#)

[Register for Mobility Role](#)

### application data

[Manage your network applications](#)

**Please read this document for a full description of everything you need to know about the current application around.**

**First Aid:** find here the answers to the most urgent questions.

Do you want to: access an interactive Grading Sheet?  
**Please click here...**

access the Grading Sheet of your application from the last 3 previous year? Please click on the icon "Letter of Award" of the respective application (year) and scroll down.

### basedata

[Edit your participating unit basedata and housing contacts](#)

[View the organisation list](#)

### support

[Frequently Asked Questions](#)

[Forum](#)

## News

**FREEMOVER applications 15/16 to be enabled on JULY 1, 2015**

Deadline: Nov 30, 2015

**Use the PA 9 quality label of the EUSDR for your network**

Following a decision by the Joint Committee of Ministers we are happy to invite you to make use of the quality label of Priority Area 9 – People and Skills – of the EU Strategy for the Danube Region. [more ...](#)

**CEEPUS III has entered into force**

CEEPUS III has entered into force on May 1, 2011 for a period of 7 years. Following that CEEPUS III will be renewed automatically for another 7 years



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### Mobility Application Round 15/16

0 Days    11 Hours    3 Minutes    10 Seconds



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## Your Network Applications



Period: Academic Year 2015/2016

Filter

### coordinated networks

CPNR	Name
No records to display.	

### participating networks

CPNR	Name
State : ready for mobility	CIII-SI-0711-04-1516 TRANS - TRANSkulturelle Kommunikation und TRANSlation



### Breaking News

Joint Program Section to carry less weight,  
minimum duration of Summer Schools lowered to 6  
days instead of 10

### How to

#### Coordinator

To open an existing network please selected the proper year.

All networks where YOU are the **coordinator** of the whole network are listed under "coordinated networks".

#### Partner

##### How to join a network as partner?

Nothing to do – your coordinator will add you to the network!

All networks where you are a network **partner** are listed under "participating networks".

### What is new

Please read this document for a full description of everything you need to know about the current application round.



## Mobility Application Round 15/16

0 Days    9 Hours    49 Minutes    28 Seconds

[MyDesktop](#)[Home](#)[Network](#)[FAQ](#)[CEEPUS TV](#)[About us](#)[Log out](#)

## Network: CIII-SI-0816-02-1415 (Umbrella)

[Content](#)[Documents](#)[Statistics](#)[Mobility](#)PPU: [University of Rijeka, Academy o](#)Direction: [Incoming](#)[Filter](#)

### Mobilities

CPMNr. Name

▼ State: accepted by applicant

PPU: University of Nova Gorica, School of Arts

83051 Purg, doc. dr. Peter



PPU: University of Sarajevo, Academy of Fine Arts

83092 Keco, Denial



▼ State: cancelled by NCO

PPU: Hungarian University of Fine Arts, Intermedia Faculty

84148 Siegel, PhD Candidate Allan



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### Mobility Application Round 15/16

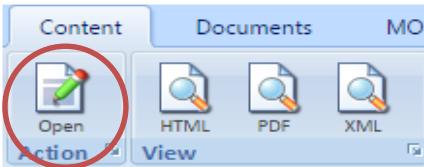
0 Days    9 Hours    48 Minutes    30 Seconds



[MyDesktop](#) [Home](#) [Network](#) [FAQ](#) [CEEPUS TV](#) [About us](#) [Log out](#)



## Mobility: CIII-SI-0816-02-1415 (Umbrella)-M-83051



### Mobility Application

Applicant: [doc. dr. Peter Purg](#)

Home Inst.:  
**Slovenia**  
**University of Nova Gorica**  
School of Arts  
[doc. dr. Peter Purg](#)

Host Inst.:  
**Croatia**  
**University of Rijeka**  
Academy of Applied Arts  
[izvanredni profesor Ingeborg Fulepp](#)

Mobility Type: Teacher

### ADRIART.CE

Academic Year: Academic Year 2014/2015

Coordinator:  
**University of Nova Gorica**  
School of Arts  
[doc. dr. Peter Purg](#)

### How to

Here you can see a short overview of all your data. Note that you can always check what exactly has happened to your application by checking the entry next to "Status".



## Mobility Application Form

section	entries	min - max	
<b>Basedata</b> Basedata	1x	1	<a href="#">View</a>
<b>Personal Data</b> Personal Data	1x	1	<a href="#">View</a>
<b>Address</b> Address	1x	1 - 3	<a href="#">View</a>
<b>Field of Study</b> What exactly are you studying? What is your field of interest?	0x	0 - 1	
<b>Motivation</b> <b>Students:</b> Line out why you should be awarded a grant. <b>Teacher:</b> This is the place to enter your planned teaching/supervising assignment of 6 hrs per work week.	1x	1	<a href="#">View</a>
<b>Education</b> Education	1x	1 - 9	<a href="#">View</a>
<b>Knowledge of Languages</b> Knowledge of Languages	4x	1 - 9	<a href="#">View</a>
<b>Letter of Confirmation</b> Letter of Confirmation	0x	0 - 1	<a href="#">Edit</a>

## How to

This is the top view of the network mobility application, divided in several sections.

To help you keep track of work still required on the application, the sections are color coded:

green all necessary data have been entered, nothing more to do.

red not all necessary data have been entered yet.

Entries: shows you how many entries there currently are in your applications for this section.

min - max: this is to show you what is the minimum and what is the maximum amount of entries for a section.

You can edit any section by clicking the "Edit" button in the same row.

Nije moguće pronaći Letter of Confirmation niti ispuniti Mobility Report ako stipendist nije kliknuo na „accept” u svojoj prijavi, nakon što mu je dodijeljena stipendija!



## Letter of confirmation

### Education

Host Institution: University of Rijeka, Academy of Applied Arts  
Applicant Name: doc. dr. Peter Purg  
CPNr.: CIII-SI-0816-02-1415 (Umbrella)  
CPMNr.: CIII-SI-0816-02-1415 (Umbrella)-M-83051

Stay from: 27.04.2015

Stay to: 26.05.2015

Additional information:

### How To

Description

### Signature

Date: 15.06.2015   
Position:  
Acad. Title:  
Firstname:  
Familyname:

15.06.2015	<input type="button" value="calendar"/>



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# Kako naći Traffic sheet / kontakte lokalnih CEEPUS koordinatora



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[Frequently Asked Questions](#)

[Forum](#)



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### Mobility Application Round 15/16

0      11      3      10  
Days    Hours   Minutes   Seconds



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## Your Network Applications



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CIII-SI-0711-04-1516	TRANS - TRANSkulturelle Kommunikation und TRANSlation

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## Mobility Application Round 15/16

0 Days    9 Hours    40 Minutes    47 Seconds



[MyDesktop](#) [Home](#) [Network](#) [FAQ](#) [CEEPUS TV](#) [About us](#) [Log out](#)



## Network: CIII-SI-0816-03-1516



Content Documents Statistics Mobility Traffic

Open HTML Letter of Award Balance Sheet

Action View

### ADRIART.CE

Academic Year: Academic Year 2015/2016

Coordinator: University of Nova Gorica  
School of Arts  
**Tina Smrekar**  
**doc. dr. Peter Purg**  
**Sabina Zelinscek**

Status: ready for mobility

Created: **Tina Smrekar**, 13.01.2015 14:43:49  
Last edit: **Petra Vilfan**, 08.05.2015 11:29:26

### How to

This is the top view of your network application.  
From here you can access the various functions of the application.

- Click on "Open" under the tab "Content" to access your application for editing.
- Click on "View" for the html view of the whole application.
- Click on the tab "Documents" to take on uploaded documents - NOT to upload them, this is done at the section of the respective participating unit.
- Click on the tab "Statistics" for a statistical overview of your network. You can view all mobility flows of your network both in real time and as indicated in the mobility plan (= Traffic Sheet).

What is the current status of your network?  
The "Status" line will always indicate that.



## Network Title

ADRIART.CE

CIII-SI-0816-03-1516

### Participating Unit (Coordinator)

University: University of Nova Gorica  
Vipavska cesta 13, Rozna Dolina  
5000 - Nova Gorica  
[www.p-ng.si](http://www.p-ng.si)

Unit: School of Arts  
Vipavska 13  
SI-5000 - Nova Gorica

Contact Person: Tina Smrekar  
Contact Person: doc. dr. Peter Purg  
Contact Person: Sabina Zelinscek

Curriculum link : [www.ung.si/en/study/school-of-arts/study/1DUP/](http://www.ung.si/en/study/school-of-arts/study/1DUP/)  
[www.ung.si/en/study/school-of-arts/study/2MUP/](http://www.ung.si/en/study/school-of-arts/study/2MUP/)

We only exchange thesis students: no

FINAL INCOMING TRAFFIC FROM participating unit	student		short term student		teacher		short term excursion	
	month	person	month	person	month	person	month	person
Graz University of Technology Institute of Contemporary Art dr phil daniela brasil							1 (A: 0) (F: 1)	3 (A: 0) (F: 3)
University of Rijeka Academy of Applied Arts Assist. prof. Melinda Kostelac			2 (A: 0) (F: 2)	1 (A: 0) (F: 1)	1 (A: 0) (F: 1)	1 (A: 0) (F: 1)	1 (A: 0) (F: 1)	3 (A: 0) (F: 3)
University of Split Academy of Art, Department of Film and Video			2 (A: 0)	1 (A: 0)				



# Dokumentacija NCO-HR-a

**Dokumentacija koju NCO-HR šalje stipendistima, 45 dana prije mjeseca u kojem počinje mobilnost (npr. za mobilnosti u listopadu sredinom kolovoza):**

- 1. General Information Package (Paket općih informacija)** – dokument koji se šalje stipendistu kojem je dodijeljena stipendija i koji obuhvaća detaljan opis uvjeta stipendije te prava i obveza stipendista. Sastavni dio ovog dokumenta jest prihvatno pismo (*Letter of Acceptance of CEEPUS Mobility Grant*) te *Final/Teacher Report*.
- 2. Provisional Letter of Award – CEEPUS III Mobility Grant (Pismo uvjetne dodjele CEEPUS stipendije)** – pismo uvjetne dodjele stipendije koje izdaje Nacionalni ured za CEEPUS u Hrvatskoj.

Stipendisti moraju potpisati **Letter of Acceptance** (Prihvatno pismo, dio GIP-a) te poslati poštom na adresu Agencije.

Po zaprimanju potписанog **LoAcc**, NCO-HR šalje putem e-maila **Letter of Award (Pismo dodjele stipendije i pismo odobrenja CEEPUS mreže)** te isplaćuje stipendiju visokom učilištu.

**Stipendisti iz NON-EU zemalja koji ostaju u RH dulje od 90 dana moraju prijaviti prebivalište (NCO-HR izrađuje Zahtjev, ZG stipendisti ga preuzimaju u NCO-HR-u, a za ostale stipendiste Zahtjev se šalje poštom koordinatorima).**

**Profesori iz Austrije i Slovenije, bez obzira na kratkoću boravka moraju zatražiti radnu dozvolu (NCO-HR izrađuje Zahtjev, ZG stipendisti ga preuzimaju u NCO-HR-u, a za ostale stipendiste Zahtjev se šalje poštom koordinatorima).**



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# Kontakti

## Hrvatski nacionalni ured za CEEPUS – NCO-HR (gđa. Tanja Veljak)

Agencija za mobilnost i programe EU

Frankopanska 26

10000 Zagreb

T: +385 (0)1 555 7855

+ 385 (0) 1 500 5665

F: + 385 (0) 1 5005 699

E-mail: [ceepus@mobilnost.hr](mailto:ceepus@mobilnost.hr)

Elvis Žic

Lokalni CEEPUS koordinator za Građevinski fakultet Sveučilišta u Rijeci

T: +385 (0)51 265 933, +385 (0)51 265 903 (Dekanat)

E-mail: [elvis.zic@uniri.hr](mailto:elvis.zic@uniri.hr)



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pozornosti!

Pitanja?



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