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Građevinski fakultet
Faculty of Civil Engineering



Prijava mobilnosti na CEEPUS III mreže

„Building knowledge and experience exchange in Computational Fluid Dynamics - CIII-RS-1012-05-1920”

„Applied Hydroinformatics - CIII-RS-1112-04-1920”

Elvis Žic

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Rijeka, 23. svibnja 2019. g.



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Pregled izlaganja

1. dio – CEEPUS općenito

- CEEPUS općenito – zemlje sudionice, struktura, stipendije
- Mreže u CEEPUS-u i hrvatska visoka učilišta u CEEPUS mrežama
- Vrste i kategorije mobilnosti

2. dio – Plan mobilnosti

- Natječaji u CEEPUS-u i nominiranje mobilnosti
- Selekcija odlaznih i dolaznih prijava
- Plan mobilnosti („Traffic Sheet“)
- Podnošenje zahtjeva za povrat putnih troškova

3. dio – Prijave, vrednovanje i potrebne dokumentacije u sklopu mobilnosti

- online platforma CEEPUS-a
- Nominiranje odlaznih i dolaznih mobilnosti
- Kako pronaći Letter of Confirmation?
- Kako naći Traffic sheet / kontakte lokalnih CEEPUS koordinatora
- *General Info Package* NCO-HR-a





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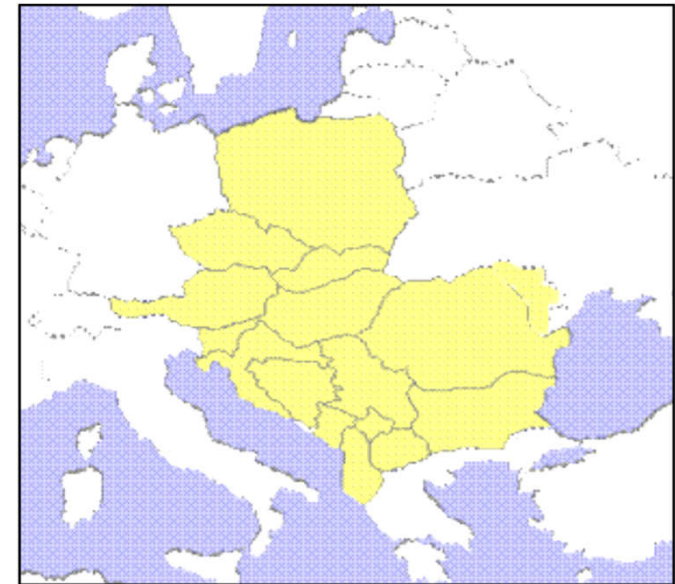
CEEPUS općenito

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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Struktura

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

Akadska godina 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 isplatom stipendija

Na početku ciklusa mreža svaka zemlja dodijeli mjesec kojima raspolaže svim mrežama u koje su uključena njena VU, za dolazne stipendije. Mjesec 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 mjesec ne potrošite na prva dva roka, do 31.10., oni će biti podijeljeni freemoverima.





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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 prihvatljivi 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 dogovori za studiranje ili održavanje nastave i nadzor.





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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 prihvatnoj ustanovi izdavati potvrde kojima se izjavljuje da je boravak na partnerskoj ustanovi pridonio radu na završnom radu ili doktorskoj disertaciji.
- c) u svrhu promicanja akademske 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) poticat će se nastava putem Interneta (*e-learning*).



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Prijave mreža

Svaki od partnera (uključujući koordinatora) dužan je **u elektroničkom obliku uz prijavu priložiti nekoliko dokumenta:**

- a) **Pismo jamstva (*Letter of Endorsement*)** – dokument koji potpisuje rektor sveučilišta i kojim se jamči da se dolaznim studentima unutar prijavljene CEEPUS mreže neće naplaćivati školarina te da će se odlaznim studentima priznavati vrijeme boravka na stranoj ustanovi.
- b) **Pismo namjere (*Letter of Intent*)** – dokument koji potpisuje Dekan fakulteta i kojom se jamči potpuno priznavanje svih oblika obrazovanja i istraživanja vezanih uz prijavljenu CEEPUS mrežu. Ove dokumente partneri dostavljaju koordinatoru koji ih prilaže *online* prijavi.
- c) **Studijski program (*curriculum*)** – na engleskom, njemačkom ili francuskom jeziku, koji obavezno mora sadržavati **podatke o ECTS bodovima**. Može se priložiti u obliku dokumenta (PDF) ili poveznice na mrežnu stranicu s danim podacima.
- d) Dokumente koji se odnose na program združenog studija.
- e) Sporazume između partnerskih sveučilišta/sastavnica.





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Što stipendije uključuju?

Svaka zemlja potpisnica ugovora CEEPUS III financira DOLAZNU mobilnost tj. isplaćuje stipendije iz vlastitog proračuna – 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.





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Stipendije u RH u 2018./2019.

Studenti: 1.300 HRK, osiguran smještaj u domu i subvencionirana prehrana (x-ica)

Doktorandi: 1.500 HRK, osiguran smještaj u domu, subvencionirana prehrana (x-ica)

Nastavno osoblje 5 – 15 dana: 2.400 HRK, osiguran smještaj u domu

Nastavno osoblje 16(21) – 30 dana: 3.600 HRK, osiguran smještaj u domu

Ljetne škole (grupne mobilnosti, Short Term Excursion):

Studenti: 150 HRK dnevno, osiguran smještaj u domu / bez subvencionirane prehrane (x-ica)

Doktorandi: 170 HRK dnevno, osiguran smještaj u domu / bez subvencionirane prehrane (x-ica)

Nastavno osoblje: 200 HRK dnevno, osiguran smještaj u domu /bez subvencionirane prehrane

ZAGREB, zimski semestar – neće biti osiguran smještaj u domu, uvećane stipendije





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Mreže u CEEPUS-u

U 2019./2020. hrvatska visoka učilišta sudjeluju u 71 odabranoj CEEPUS mreži, što je 8 mreža više u odnosu na tekuću akademsku godinu.

Visoka učilišta iz Hrvatske u ak. godini 2015./2016. partneri u 55 od 72 mreža odobrenih na nivou cijelog CEEPUS-a.

Hrvatska u ak. godini 2015./2016. koordinira radom 3 mreže te 1 *umbrella* mreže

- **VetNEST (Veterinary Network for Student and Staff Transfer) - Veterinarski fakultet Sveučilišta u Zagrebu**
- **Concurrent Product and Technology Development - Teaching, Research and Implementation of Joint Programs Oriented in Production and Industrial Engineering – Tehnički fakultet Sveučilišta u Rijeci**
- **For Safe and Healthy Food in Middle-Europe – Prehrambeno-Biotehnološki fakultet Sveučilišta u Zagrebu**

Umbrella mreža

- **Educational Systems in Central Europe – Fakultet za odgojne i obrazovne znanosti Sveučilišta J.J. Strossmayer u Osijeku**





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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



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2. dio

Plan mobilnosti (obaveze LCK-a kroz projektni ciklus)





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Rokovi prijave 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.

(BiH, BG, HU, MD, SK, RS, Kosovo)

freemover mobilnosti u zimskom semestru (samo u

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.





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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 pravovremenost prijave
- ✓ da li stipendist koristi CEEPUS po prvi put (prednost)
- ✓ jasno i detaljno napisana motivacija za odlaznu mobilnost na stranoj instituciji
- ✓ akademski uspjeh (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), ponavljajuća mobilnost – obaveza LCK-a je otvoriti i provjeriti prijavu

Dolazna mobilnost svakako mora biti predviđena Traffic sheet-om.

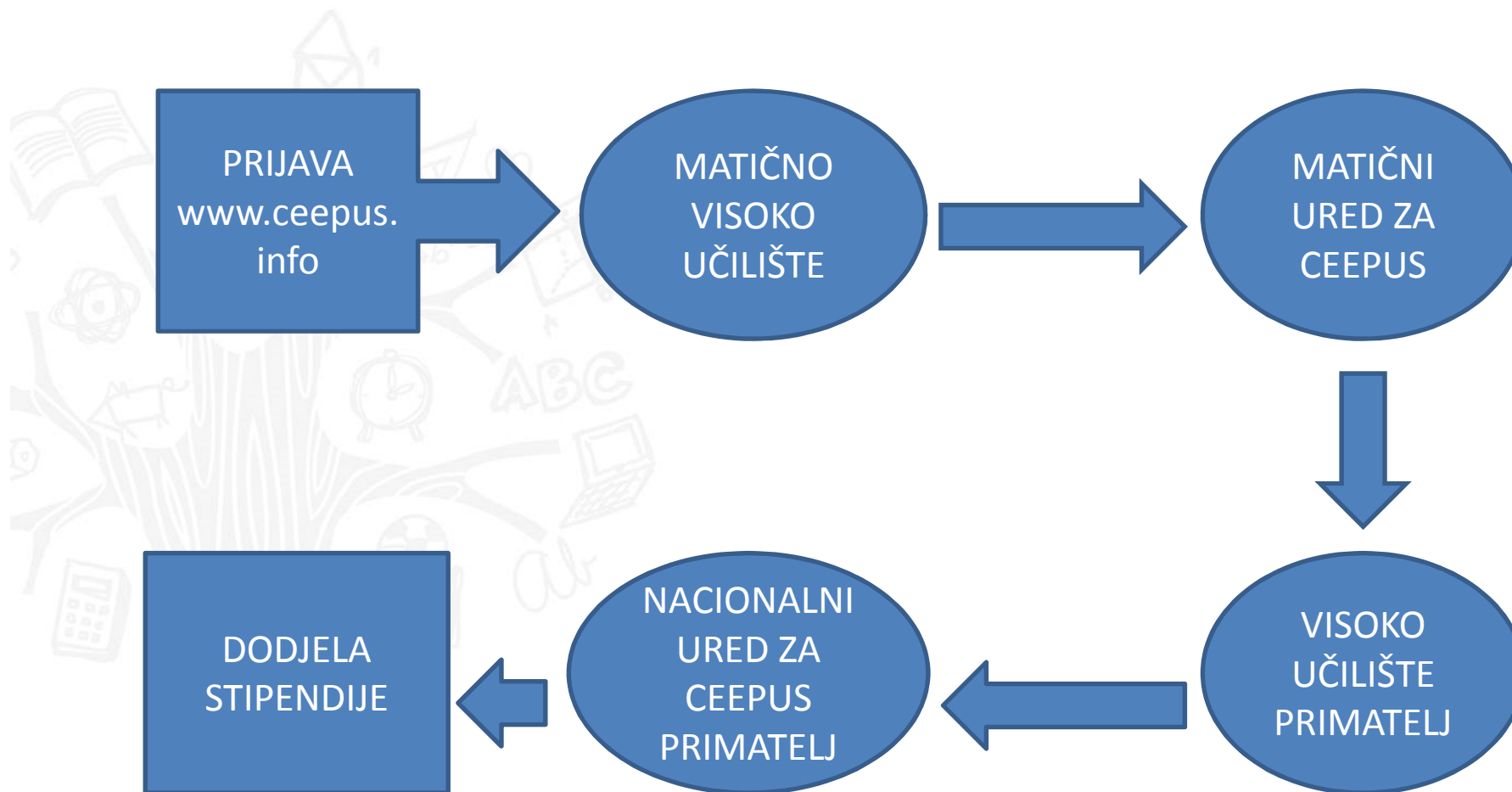




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Ciklus mrežne mobilnosti





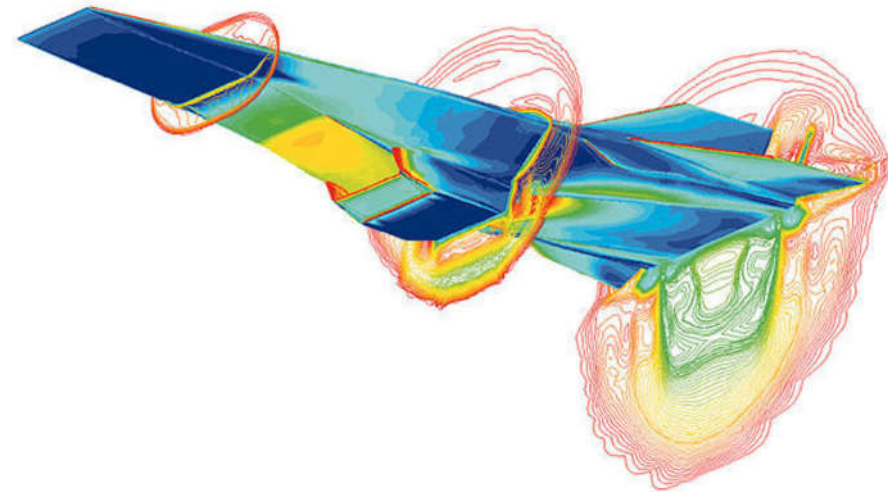
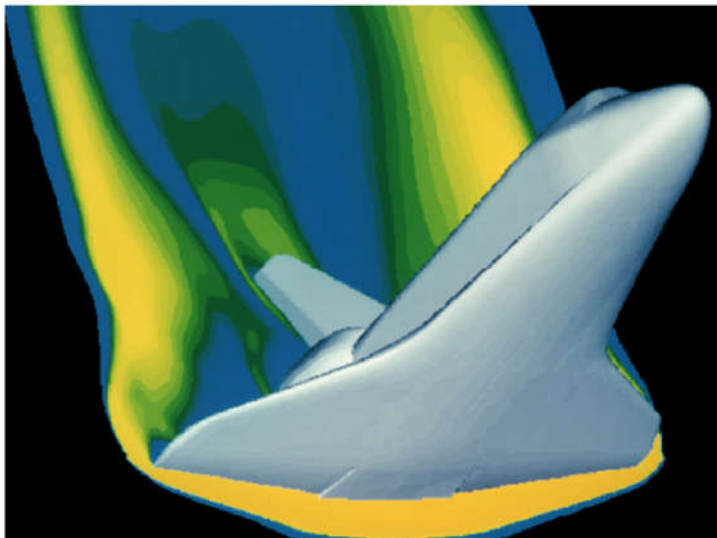
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CEEPUS mreža „Building knowledge and experience exchange in CFD Computational Fluid Dynamics”

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.





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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
1.	Sinisa Bikic	Serbia	University of Novi Sad	Faculty of Technical Sciences	Department of Energy and Process Technics	bika@uns.ac.rs
2.	Miroslav Badida	Slovakia	Technical University of Kosice	Faculty of Mechanical Engineering	Department of Environmental Engineering and Process Control	ervin.lumnitzer@tuke.sk miroslav.badida@tuke.sk beata.hricova@tuke.sk
3.	Andreas Frohner	Austria	BOKU - University of Natural Resources and Life Sciences, Vienna	Institute for Chemical and Energy Engineering	Department of Material Sciences and Process Engineering	andreas.frohner@boku.ac.at
4.	Edin Berberović	Bosnia and Herzegovina	University of Zenica	Faculty of Mechanical Engineering	Chair for Energetic and Process Engineering	eberberovic@mf.unze.ba
5.	Vasile Alexa	Romania	Polytechnic University of Timisoara	Faculty of Engineering Hunedoara	Department of Engineering and Management	vasile.alexu@fih.upt.ro
6.	Istvan Biro	Hungary	University of Segedin	Faculty of Engineering	Department of Technology	biroistvan60@gmail.com
7.	Ivo Džijan	Croatia	University of Zagreb	Faculty of Mechanical Engineering and Naval Architecture	Department of Energy, Power Engineering and Environment	ivo.dzijan@fsb.hr
8.	Jozef Berezna	Slovakia	Slovak University of Technology in Bratislava	Faculty of Mechanical Engineering	Institute of Thermal Power Engineering	jozef.berezna@stuba.sk



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
9.	Matjaž Hriberšek	Slovenia	University of Maribor	Faculty of Mechanical Engineering	Institute of Energy, Process and Environment Engineering	matjaz.hribersek@um.si
10.	Tomáš Katrňák	Czech Republic	Brno University of Technology	Faculty of Mechanical Engineering	Institute of Aerospace Engineering	katrnak@fme.vutbr.cz
11.	Ejub Džaferović	Bosnia and Herzegovina	University of Sarajevo	Faculty of Mechanical Engineering	Department of Mechanical Production Engineering	dzaferovic@mef.unsa.ba
12.	Pavel Beno	Slovakia	Technical University of Zvolen	Faculty of Environmental and Manufacturing Technology	Department of Mechanics, Mechanical Engineering and Design	pavel.beno@tuzvo.sk
13.	Petar Gvero	Bosnia and Herzegovina	University of Banja Luka	Faculty of Mechanical Engineering	Department of Thermotechnique and Thermoenergetics	gvero.petar@gmail.com
14.	Stefan Stefanov	Bulgaria	University of Food Technology Plovdiv	Technical Faculty	Department of Machines and apparatus for the food and flavour industry	stvestefanov@yahoo.com
15.	Andrei Dragomirescu	Romania	Polytechnic University of Bucharest	Power Engineering Faculty	Department of Hydraulics, Hydraulic Machinery and Environmental Eng.	andrei.dragomirescu@upb.ro



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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
16.	Karel Frana	Czech Republic	Technical University of Liberec	Faculty of Mechanical Engineering	/	karel.frana@tul.cz
17.	Hubert Debski	Poland	Lublin University of Technology	Faculty of Mechanical Engineering	/	h.debski@pollub.pl
18.	Viktor Sajn	Slovenia	University of Ljubljana	Faculty of Mechanical Engineering	/	viktor.sajn@fs.uni-lj.si
19.	Zoran Markov	Republic of Macedonia	University of Skopje	Faculty of Mechanical Engineering	Institute of Production Engineering	zoran.markov@mf.edu.mk
20.	Milan Šekularac	Montenegro	University of Montenegro	Faculty of Mechanical Engineering	/	milan.sekularac.mne@gmail.com
21.	Vladimir Mijakovski	Republic of Macedonia	University St. Kliment Ohridski - Bitola	Faculty of Technical Sciences	Department of Mechanical Engineering	vladimir.mijakovski@tfb.uklo.edu.mk
22.	Festim Halili	Kosovo	State University of Tetovo	Faculty of Natural Sciences and Mathematics	/	festim.halili@unite.edu.mk





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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
23.	Alina Adriana Minea	Romania	“Gheorghe Asachi” Technical University of Iasi	Faculty of Materials Science and Engineering	Department of Technologies and Equipments for Materials	aminea@tuiasi.ro
24.	Elvis Žic	Croatia	University of Rijeka	Faculty of Civil Engineering	Division of Hydraulics and Geotechnics	elvis.zic@uniri.hr





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CEEPUS mreža „Applied Hydroinformatics”

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 **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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Članice na CEEPUS projektu „Applied Hydroinformatics”

No.	Name of local network partner	Country	University	Faculty	Department/Chair/Institute	Email
1.	Slavisa Trajkovic	Serbia	University of Niš	Faculty of Civil Engineering and Architecture	Faculty of Civil Engineering and Architecture	slavisa@gaf.ni.ac.rs
2.	Michael Tritthart	Austria	BOKU - University of Natural Resources and Life Sciences, Vienna	IWHW	Department of Water, Atmosphere and Environment/IWHW	michael.tritthart@boku.ac.at
3.	Emina Hadzic	Bosnia and Herzegovina	University of Sarajevo	Faculty of Civil Engineering	Department of Water Research and Environmental Engineering	emina_hadzic@gf.unsa.ba
4.	Vladimir Kukurin	Bulgaria	University of Architecture, Civil Engineering and Geodesy	Faculty of Architecture, Civil Engineering and Geodesy	Department of Hydraulics and Hydrology	v_kukurin@yahoo.com
5.	Meri Cvetkovska	Republic of Macedonia	University Sts.Cyril and Methodius - Skopje	Civil Engineering faculty	Department of Structural Mechanics	cvetkovska@gf.ukim.edu.mk
6.	Sreten Tomović	Montenegro	University of Montenegro	Faculty of Civil Engineering	/	sreten.t09@hotmail.com
7.	Anca Constantin	Romania	"OVIDIUS" University of Constanta	Faculty of Civil Engineering	/	aconstantina@univ-ovidius.ro



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Članice na CEEPUS projektu „Applied Hydroinformatics”

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	/	ljubab@uns.ac.rs
9.	Vesna Zupanc	Slovenia	University of Ljubljana	Biotechnical Faculty	/	vesna.zupanc@bf.uni-lj.si
10.	Martina Zelenakova	Slovakia	Technical University in Košice	Faculty of Civil Engineering	/	martina.zelenakova@tuke.sk
11.	Elvis Žic	Croatia	University of Rijeka	Faculty of Civil Engineering	Division of Hydraulics and Geotechnics	elvis.zic@uniri.hr





AGENCIJA ZA
MOBILNOST I
PROGRAME EU



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)





AGENCIJA ZA
MOBILNOST I
PROGRAME EU



Plan mobilnosti – „Traffic sheet” („Building knowledge and experience exchange in CFD Computational Fluid Dynamics”)

INCOMING GIVEN QUOTA	student		short term student		teacher		short term excursion	
	month		month		month		month	
TOTAL	0 (A: 0) (F: 0)		0 (A: 0) (F: 0)		1 (A: 0) (F: 1)		1 (A: 0) (F: 1)	

FINAL INCOMING TRAFFIC FROM	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)	1 (A: 0) (F: 1)	1 (A: 0) (F: 1)	1 (A: 0) (F: 1)	1 (A: 0) (F: 1)	4 (A: 0) (F: 4)
TOTAL	0 (A: 0) (F: 0)	0 (A: 0) (F: 0)	2 (A: 0) (F: 2)	2 (A: 0) (F: 2)	2 (A: 0) (F: 2)	2 (A: 0) (F: 2)	1 (A: 0) (F: 1)	4 (A: 0) (F: 4)

FINAL OUTGOING TRAFFIC TO	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)
TOTAL	7 (A: 0) (F: 7)	2 (A: 0) (F: 2)	2 (A: 0) (F: 2)	1 (A: 0) (F: 1)	2 (A: 0) (F: 2)	2 (A: 0) (F: 2)	6 (A: 0) (F: 6)	24 (A: 0) (F: 24)

Plan mobilnosti – „Traffic sheet” („Applied Hydroinformatics”)

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	emina_hadzic@gf.unsa.ba
2.	Vesna Zupanc	Slovenia	University of Ljubljana	Biotechnical Faculty	/	vesna.zupanc@bf.uni-lj.si



AGENCIJA ZA
MOBILNOST I
PROGRAME EU



Obaveze koordinatora prije mobilnosti

Odlazne mobilnosti:

- 1) SVE stipendiste informirati o tome da NCO-HR vrši povrat putnih troškova i uputiti ih da prije organizacije putovanja te kupnje karte pomno prouče proceduru za povrat (procedura na www.mobilnost.hr, na web stranici fakulteta pod rubrikom **CEEPUS**)
- 2) Studentima osigurati priznavanje ECTS bodova, čak i za kraće boravke.

Dolazne mobilnosti:

Nastavno osoblje:

- 1) u kontaktu sa gostujućim profesorom organizirati uključivanje u nastavu tj. mentorstvo ovisno o temama predavanja navedenima u prijavi
- 2) u suradnji sa Odjelom za međunarodnu suradnju pomoći u rješavanju administrativnih obaveza stipendista:
 - dobivanje OIB-a, pozivno pismo za vizu (Kosovo i Moldavija)

Studenti:

- 1) Organizirati izvođenje nastave na engleskom jeziku (ako student nije iz regije)
- 2) Osigurati priznavanje razdoblja provedenog na mobilnosti (ECTS bodovi)





AGENCIJA ZA
MOBILNOST I
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Obaveze koordinatora za vrijeme mobilnosti

Dolazne mobilnosti:

- 1) **Organizirati isplatu stipendije** – predati nadležnoj financijskoj službi na Vašem visokom učilištu Odluku o isplati stipendije na temelju koje VU isplaćuje stipendiju stipendistu (ključan dobar protok informacija prema službi financija!)
- 2) **Obavijestiti studentsku referadu o dolasku stranih studeneta i doktoranda** za koje će trebati pripremiti iksice (strani doktorandi IMAJU pravo na iksice, sustav to podržava)
- 3) **Nastavnom osoblju pružiti podršku prilikom reguliranja obaveza** – odlaska u banku zbog otvaranja računa, odlaska na PU (stipendisti iz NON-EU zemalja koji ostaju dulje od 90 dana, nastavno osoblje iz Slovenije i Austrije)
- 4) **Podsjetiti stranog kolegu na obavezu prikupljanja potpisnih lista na predavanjima / Supervision report-a za mentorski rad**
- 5) ako stipendist želi produžiti boravak, LCK podnosi **zahtjev za produženje mobilnosti NCO-HR-u** (ako je opravdano!)
- 6) **Ispuniti Letter of Confirmation** (mrežni – u sustavu, *freemoveri* donose LoC koji prosljeđuje NCO-HR)





AGENCIJA ZA
MOBILNOST I
PROGRAME EU



Obaveze koordinatora nakon mobilnosti

Odlazne mobilnosti:

- 1) **Osigurati priznavanje razdoblja provedenog na mobilnosti domaćim studentima**
- 2) **Podnijeti zahtjev za povrat putnih troškova, na memorandumu fakulteta, u roku od 45 dana po završetku mobilnosti, sa svom pripadajućom dokumentacijom**



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.

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). 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 financijske 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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MOBILNOST I
PROGRAME EU



3. dio

Prijave, vrednovanje i potrebne dokumentacije u sklopu mobilnosti

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






AGENCIJA ZA
MOBILNOST I
PROGRAME EU



Online platforma CEEPUS-a: registracija



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

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.

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






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Online platforma CEEPUS-a: registracija



Mobility Application Round 15/16

2 Days 6 Hours 53 Minutes 23 Seconds

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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:

address data

Street/Number:

ZIP:

City:

Country:

communication information

E-Mail:

Phone 1:

Phone 2:

Next >>





AGENCIJA ZA
MOBILNOST I
PROGRAME EU



Online platforma CEEPUS-a: registracija



Mobility Application Round 15/16

2 6 47 48
Days Hours Minutes Seconds



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

New accountname data

Reenter your e-mail address:

Accountname:

Password:

Retype password:

Password strength: insecure very secure

<< Back

Send






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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 your 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 your 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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MOBILNOST I
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Online platforma CEEPUS-a: registracija mreže




Mobility Application Round 15/16

2 Days 6 Hours 45 Minutes 0 Seconds

Live Support!
Offline
LEAVE A MESSAGE <<<

MyDesktop Home Network FAQ CEEPUS TV About us Log out

 Register for NETWORK rights.

Please select or fill in your unit data.

Homecountry:

University:

Participating Unit - department, institute or faculty

Unit:

Unit name:

Street/Number:

ZIP:

City:

Country:





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Online platforma CEEPUS-a: registracija mreže



Mobility Application Round 15/16

2 Days 6 Hours 43 Minutes 27 Seconds



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

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AGENCIJA ZA
MOBILNOST I
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Nominiranje odlaznih i dolaznih mobilnosti





AGENCIJA ZA
MOBILNOST I
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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 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






AGENCIJA ZA
MOBILNOST I
PROGRAME EU




Nominiranje odlaznih mobilnosti



Mobility Application Round 15/16

0 Days 11 Hours 3 Minutes 10 Seconds



MyDesktop Home Network FAQ CEEPUS 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.



AGENCIJA ZA
MOBILNOST I
PROGRAME EU



Nominiranje odlaznih mobilnosti



Mobility Application Round 15/16

0 Days 10 Hours 0 Minutes 54 Seconds

[Live Support! Online](#)
CLICK HERE

MyDesktop Home Network FAQ CEEPUS TV About us Log out

Network: CIII-SI-0711-04-1516

Content Documents Statistics **Mobility** Traffic

Open HTML Letter of Award Balance Sheet

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.



AGENCIJA ZA
MOBILNOST I
PROGRAME EU



Nominiranje odlaznih mobilnosti



Mobility Application Round 15/16

0 Days 9 Hours 58 Minutes 45 Seconds

Live Support!
Online
[>>> CLICK HERE](#)

[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

Direction: Select a direction

Filter: Select a direction
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 whit an exact workflow description.

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






AGENCIJA ZA
MOBILNOST I
PROGRAME EU



Nominiranje odlaznih mobilnosti



Mobility Application Round 15/16

0 Days 9 Hours 57 Minutes 51 Seconds

Live Support!
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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
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 can link a video in a window with an explanation on how to do these things.



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

Position:		Gender:	female
Name:	Master Puh Antonella	Birthdate:	16.11.1992
Email:	antonellica_16@net.hr	Birthplace:	Croatia / Pula
Street:	Rijecka 16Pusti 17	Citizenship:	Croatia
ZIP-Code:	2300052342	Phone:	+385976377851
City:	ZadarSvetvincenat	Fax:	
Country:	CroatiaCroatia		

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

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

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

Motivation	
<p>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 planning 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 Puh Zadar, 03/06/2015</p>	

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

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

Action View Workflow

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?





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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!

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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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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	

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



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Mobility Application Round 15/16

0 Days 9 Hours 48 Minutes 30 Seconds



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



Content

Documents

MOB Report



Open



HTML



PDF



XML

Action

View

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

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Mobility Application Form

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

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!



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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:

Stay to:

Additional information:

Signature

Date:

Position:

Acad. Title:

Firstname:

Familyname:

Cancel

Print

Save

How To

Description



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Kako naći Traffic sheet / kontakte lokalnih CEEPUS koordinatora





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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

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coordinated networks

CPNR	Name
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participating networks

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

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Mobility Application Round 15/16

0 9 40 47
Days Hours Minutes Seconds



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[Home](#)

[Network](#)

[FAQ](#)

[CEEPUS TV](#)

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[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.



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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

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/
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)				



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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 potpisanog **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

Elvis Žic

Lokalni CEEPUS koordinator za Građevinski fakultet Sveučilišta u Rijeci

T: +385 (0)51 265 933

E-mail: elvis.zic@uniri.hr





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Hvala na
pozornosti!
Pitanja?



hrvatoka

