

Trening za nove CEEPUS koordinateure

Zagreb, 14.11.2019.

Tanja Veljak
Maja Balen



AGENCIJA ZA
MOBILNOST I
PROGRAME EU



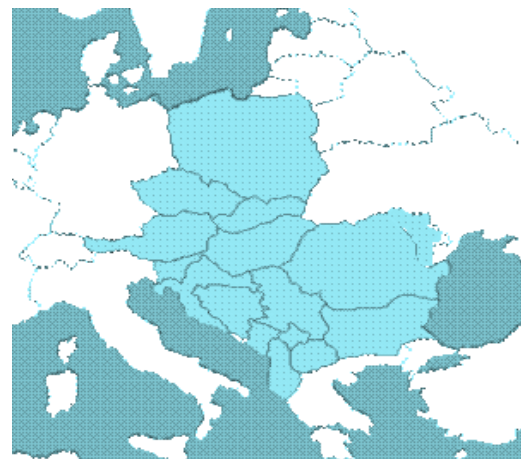
Osnovne značajke CEEPUS-a

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

User friendly: prijava mobilnosti, prijava mreža *online*
(www.ceepus.info)

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

CEEPUS III produljen do 2025.



Financiranje stipendija za **dolazne** stipendiste iz državnog proračuna za određeni broj mjeseci

Albanija*	130	Moldavija	100
Austrija	1100	Crna Gora	165
BIH*	152	Poljska	722
Bugarska	350	Rumunjska	500
Hrvatska	500	Srbija	200
Češka	710	Slovačka	600
Mađarska	650	Slovenija	560
Makedonija*	120		
Kosovo	150		

***poteškoće sa isplatom stipendija**

Što CEEPUS stipendije uključuju?

- **Mjesečni iznosi stipendija** : razlikuju se od zemlje do zemlje, pregled iznosa po zemljama na www.ceepus.info
- Svaka zemlja odlučuje hoće li, i u kojoj mjeri, financirati **smještaj i prehranu**
 - **Smještaj** → besplatan u pojedinim zemljama: AL, MK, CG, RS, SI, KOS, MD, HR
 - **Prehrana** → subvencionirana u pojedinim zemljama: AL, MK, CG, RS, SI, KOS, HR
- Zemlje mogu su/financirati i **putne troškove** za **odlazne stipendiste**
- **Hrvatska vrši povrat putnih troškova** uz predočenje valjane dokumentacije propisane procedurama za provedbu CEEPUS-a u Hrvatskoj (više podataka na www.mobilnost.hr)
- **Iz sredstava programa nije moguće financirati organizacijske troškove**

Stipendije u RH u 2019./2020.

- **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):

- **Studenti: 150 HRK dnevno**, osiguran **smještaj u domu** / bez subvencionirane prehrane
- **Doktorandi: 170 HRK dnevno**, osiguran **smještaj u domu** / bez subvencionirane prehrane
- **Nastavno osoblje: 200 HRK dnevno**, osiguran **smještaj u domu**

Studenti i doktorandi

- **TRAJANJE MOBILNOSTI:**
- Cijeli semestar (minimalno 3 mjeseca)
→ **Studenti (Student)**
- Kraći boravci (1-3 mjeseca) →
Doktorandi te studenti, **ali isključivo** u svrhu pisanja završnog rada, stručne prakse, rada u laboratoriju i slično (**Short-term student**)
- Ljetne škole – 3 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**

Obaveze lokalnih CEEPUS koordinatora kroz projektni ciklus

3 roka prijave za odlazne individualne mobilnosti u CEEPUS-u:

15. lipnja mrežne mobilnosti u zimskom semestru (BIH do 13.6.)

31. listopada mrežne mobilnosti u ljetnom semestru (BIH do 30.10.)

30. studeni *freemover* mobilnosti u ljetnom semestru (BIH do 10.11.)

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

CEEPUS sustav omogućava podnošenje aplikacija tijekom cijele godine!

Rokovi u BiH: prijave trebaju biti podnesene u sustavu, odobrene od strane lokalnih CEEPUS koordinatora te proslijeđene našem uredu unutar gore navedenih rokova

Datumi preraspodjele dolaznih kvota

Mreže imaju na raspolaganju kvote za **dolaznu mobilnost do 15.11.**, a nakon tog datuma kvote se preraspodjeljuju na sljedeći način:

- 1) prijave za mrežne mobilnosti izvan plana mobilnosti
- 2) prijave za mobilnosti unutar „umbrella“ mreža
- 3) „freemover“ prijave
- 4) prijave za ljetne škole
- 5) prijave za koordinacijske sastanke

Odgovornost lokalnih CEEPUS koordinatora!

Posljedica ne korištenja dobivenih kvota – slabiji izgledi cijele mreže na idućem natječaju

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

- ✓ potpunost i pravovremenost prijave
- ✓ koristi li stipendist CEEPUS po prvi put (prednost)
- ✓ jasno i detaljno napisana motivacija
- ✓ akademski uspjeh (nije prioritet)
- ✓ potreba za mobilnošću u fazi studija u kojoj je student/-ica (na nekim VU tek nakon 4. semestra)

Prije raspisivanja natječaja provjeriti kvote u *Traffic sheetu* – izazov od tekuće godine!

U nadležnosti partnerske ustanove jest pronaći kandidate za dolaznu mobilnost na Vašu ustanovu.

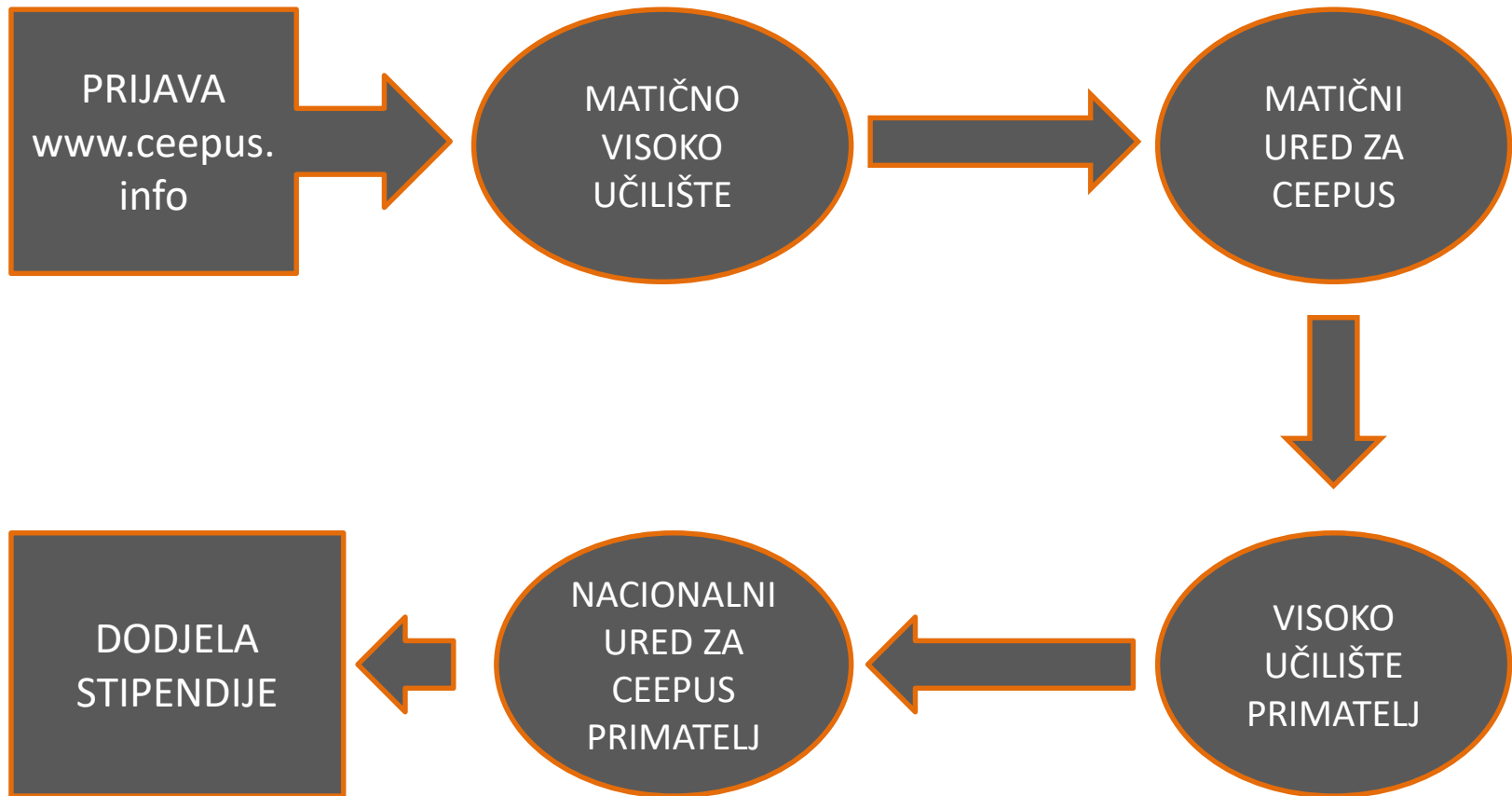
Odgovornost hrvatskih koordinatora u procesu odobravanja dolaznih prijava:

- otvoriti i provjeriti prijavu (njenu valjanost i kvalitetu)
- provjeriti i po potrebi tražiti nadopunu (dodatne informacije – „teaching plan“)
- izmijeniti razdoblje mobilnosti u dogovoru ako je s kandidatom je potrebno te potom odobriti ili odbiti (nominirati prijavu u sustavu)

Moguće odbiti prijavu ako neki gore navedenih ili vaših kriterija nije zadovoljen: prijava za period u kojem više nema nastave, izuzetno loše napisana motivacija, ponavljajuća mobilnost i sl.



Ciklus mrežne mobilnosti



Plan mobilnosti – „Traffic sheet”

- tablica u kojoj se nalazi **broj mjeseci za dolaznu mobilnost za svaku sastavnicu**
- **nalazi se u sustavu (www.ceepus.info)**
- **izrađuje ga koordinator mreže prilikom prijave mreže** (samostalno/u suradnji sa lokalnim koordinatorima)
- **na natječajima za mrežnu mobilnost prvenstveno se potvrđuju mobilnosti predviđene *Traffic sheetom***

Odobranje mrežnih mobilnosti izvan kvote

Dolazne - Hrvatska najčešće odobrava dolazne prijave izvan plana mobilnosti „traffic sheeta” koje zadovoljavaju kvalitetom - poželjno uputiti zamolbu našem uredu

Odlazne – nužno uputiti zamolbu koordinatoru na stranom VU za odobravanjem kvote izvan plana mobilnosti

Mogućnost utjecanja na Traffic sheet: prije 15. siječnja za narednu ak. godinu (kontaktirati koordinatora mreže)



Document Downloads :

Letter of Intent Letter of Endorsement

FINAL INCOMING TRAFFIC FROM	student		short term student		teacher		short term excursion	
	month	person	month	person	month	person	month	person
University of Rijeka Faculty of Social Sciences and Humanities, Department of German Language and Literature Ph.D. Petra Zagar-Sostaric			1 (A: 0) (F: 1)	1 (A: 0) (F: 1)				
University of Novi Sad Faculty of Philosophy - Department of English Language and Literature Dr Diana Prodanović Stankić					1 (A: 0) (F: 1)	1 (A: 0) (F: 1)		
TOTAL	0 (A: 0) (F: 0)	0 (A: 0) (F: 0)	1 (A: 0) (F: 1)	1 (A: 0) (F: 1)	1 (A: 0) (F: 1)	1 (A: 0) (F: 1)	0 (A: 0) (F: 0)	0 (A: 0) (F: 0)

FINAL OUTGOING TRAFFIC TO	student		short term student		teacher		short term excursion	
	month	person	month	person	month	person	month	person
University of Vienna Zentrum für Translationswissenschaft - Center for Translation Studies Vienna Mag. BA Karlheinz Spitzl					1 (A: 0) (F: 1)	1 (A: 0) (F: 1)		
University of Novi Sad Faculty of Philosophy - Department of English Language and Literature Dr Diana Prodanović Stankić			1 (A: 0) (F: 1)	1 (A: 0) (F: 1)				
University of Ljubljana Faculty of Arts assoc. prof. dr. Ada Gruntar Jermol			2 (A: 0) (F: 2)	1 (A: 0) (F: 1)				
TOTAL	0 (A: 0) (F: 0)	0 (A: 0) (F: 0)	3 (A: 0) (F: 3)	2 (A: 0) (F: 2)	1 (A: 0) (F: 1)	1 (A: 0) (F: 1)	0 (A: 0) (F: 0)	0 (A: 0) (F: 0)

Participating Unit (Partner)

Document Downloads :  Letter of Intent  Letter of Endorsement

INCOMING GIVEN QUOTA	student	short term student	teacher	short term excursion
	month	month	month	month
TOTAL	0 (A: 0) (F: 0)	3 (A: 0) (F: 3)	1 (A: 0) (F: 1)	0 (A: 0) (F: 0)

U tijeku proces slanja zahtjeva za vraćanje starog pregleda Središnjem uredu za CEEPUS.

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)
- 2) Studentima **osigurati priznavanje ECTS bodova** (odnosno, neki vid priznavanja razdoblja mobilnosti – npr. Diploma Supplement), čak i za kraće boravke

Dolazne mobilnosti:

Nastavno osoblje

- 1) u kontaktu s gostujućim profesorom **organizirati uključivanje u nastavu tj. mentorstvo** ovisno o temama predavanja navedenima u prijavi
- 2) u suradnji s Uredom za međunarodnu suradnju **pomoći u rješavanju administrativnih obaveza stipendista**
 - dobivanje OIB-a, otvaranje računa u banci; 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)

Obaveze koordinatora za vrijeme mobilnosti

Dolazne mobilnosti

- 1) **Organizirati isplatu stipendije** – predati nadležnoj financijskoj službi 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 studenata i doktoranada** za koje će trebati pripremiti **iksice** (strani doktorandi IMAJU pravo na iksice, sustav to podržava, probaviti dovoljan broj privremenih iksica na vrijeme)
- 3) **Nastavnom osoblju pružiti podršku prilikom reguliranja obaveza** – odlaska u Poreznu upravu zbog dodjele OIB-a te u banku zbog **otvaranja računa**
- 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), zahtjev za produljenje podnosi se u sustavu
- 6) **potpisati i ovjeriti Letter of Confirmation** (ispunjava stipendist, online, u CEEPUS sustavu). Nakon ovjere dokumenta, isti treba „uploadati“ u CEEPUS-u (Vi, ili sam stipendist)
- 7) **potpisati i ovjeriti Mobility Report** (također ispunjava stipendist te ga nakon ovjere VU ponovno učitava u sustav)

Obaveze koordinatora nakon mobilnosti

Odlazne mobilnosti

- 1) Osigurati priznavanje razdoblja provedenog na mobilnosti
- 2) Podnijeti zahtjev za povrat putnih troškova, na memorandumu fakulteta, u roku od 45 dana po završetku mobilnosti

Procedura za povrat putnih troškova

Detaljno opisana na mrežnim stranicama AMPEU

Sažetak:

- 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.
- 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



AGENCIJA ZA
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Trening

CEEPUS platforma
www.ceepus.info



Nominiranje odlaznih i dolaznih mobilnosti



Working Items

personal settings

[Personal Information](#)
[Change Password](#)
[REGISTER for mobility desktop](#)

application data

[Manage your mobility applications](#)
[Manage your network applications](#)

[Manage your upload change requests](#)

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](#)

News

Scholarship Months for Summer Term 19/20 still available in CZ

Grants for Winter Term are also available, in case they are to start in 2020

Scholarship Months for Winter Term 19/20 still available in PL and SK

Pls apply asap, thank you

Student Months still available in RS

For network mobilities and for Freemovers. For further information please contact NCO - RS

Network Report 18/19 enabled

Deadline: Dec 31, 2019

IMPORTANT What is new about the Final Traffic Sheet?

Mainly that you are not obliged to fill it in any more. However, if you do want to use it to coordinate your network, you can use it as a convenient tool. [more ...](#)

Notice for BiH

Please note that in the Federation the following mobility deadlines apply! Jun 15 for Winter Term, Oct 30 for Summer Term, Nov 10 for Freemovers Applications received after the deadlines cannot be accepted! Universities affected: University of Sarajevo, University of Zenica, University of Tuzla, University of Bihac, University of Mostar and University of Dzemal Bijedic Mostar



Your Network Applications

Period: Academic Year 2019/2020

Filter

coordinated networks

CPNR	Name
No records to display.	

participating networks

CPNR	Name
State : ready for mobility	
CIII-SI-0711-08-1920	TRANS - TRANSkulturelle Kommunikation und TRANSLation

Prolong/Renew/Transfer

Simply copy all data from the last year by clicking on the "prolong/renew/transfer" icon next to the "open" icon!

Prolong - networks active in the last year and umbrella networks
Renew - networks rejected the last year
Transfer - networks not submitted the last year

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.



Network: CIII-SI-0711-08-1920


Content | Documents | Statistics | Mobility | Traffic | Ass. Quota


Open
Action


HTML
View


Letter of Award


Balance Sheet

TRANS - TRANSkulturelle Kommunikation und TRANSLation

Academic Year:	Academic Year 2019/2020
Coordinator:	University of Maribor Faculty of Arts Assoc. Prof. Dr. Vlasta Kucis Tadeja Tement
Status:	ready for mobility
Created:	Assoc. Prof. Dr. Vlasta Kucis , 07.12.2018 10:51:11
Last edit:	Tobias Stengg , 08.05.2019 12:06:23

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.

[home](#) | [about](#) | [contact](#) | [faq](#) | [impressum](#) | [privacy policy](#)

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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, Departmen
Direction: Select a direction
Filter: Select a direction
Incoming
Outgoing

Mobilities

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



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, Departmen
Direction: Outgoing
Filter

State: waiting for nomination by home PPU
University of Innsbruck, Institut für Translationswissenschaft
86390 Antonella, Master Puh

[home](#) [about](#) [contact](#) [faq](#) [impressum](#)

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Position:	Master Puh Antonella	Gender:	female
Name:	antonellica_16@net.hr	Birthdate:	16.11.1992
Email:		Birthplace:	Croatia / Pula
Street:	Rijecka 16Pustli 17	Citizenship:	Croatia
ZIP-Code:	2300052342	Phone:	+385976377851
City:	ZadarSvetvinčenat	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-Siegmond-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 Translation studies	University of Zadar	undergraduate	1	Bachelor study in German Language and Literature and Italian Translation study completed at the University of Zadar (6 semesters)

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

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

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".

www.ceepus.info

Mobility Report i Letter of Confirmation



Mobility Report & Letter of Confirmation

Your Network Applications

Period: Academic Year 2019/2020

Filter

coordinated networks

CPNR	Name
No records to display.	

participating networks

CPNR	Name
State : ready for mobility	
CIII-SI-0711-08-1920	TRANS - TRANSkulturelle Kommunikation und TRANSLation

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How to join a network as partner?
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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.



MyDesktop Home Network FAQ CEEPUS TV About us Log out



Network: CIII-SI-0711-08-1920



Content Documents Statistics Mobility Traffic Ass. Quota

PPU: University of Zadar, Department

Direction: Incoming

Filter

Mobilities

CPMNR	Name	
✓	State: waiting for the award by host NCO	
✓	PPU: 'Adam Mickiewicz' University of Poznan, Faculty of Modern Languages	
	137131 Kołodziej, Natalia	
✓	PPU: University of Economics in Bratislava, Faculty of Applied Languages	
	137492 Kovács, Bc. Petra	
✓	PPU: University of SS. Cyril and Methodius in Trnava, Faculty of Arts	
	136248 Jarolínová, Mgr. Bianka	

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.




Mobility Report & Letter of Confirmation



The screenshot displays the CEEPUS web application interface. At the top left is the CEEPUS logo, a blue graduation cap with the word 'CEEPUS' in blue. To its right is a navigation menu with links: MyDesktop, Home, Network, FAQ, CEEPUS TV, About us, and Log out. In the top right corner, there is a 'Live Support! Online' button with a 'CLICK HERE' link. The main content area shows a breadcrumb trail: Content > Mobility Report and Letter of Confirmation > Award Edit. The page title is 'Mobility: CIII-AT-0012-12-1617-M-98942'. Below the title, there are two columns of information. The left column is titled 'Mobility Report' and contains the text 'no mobility report found' in red, followed by 'The applicant has to fill in the "Mobility Report" first.' The right column is titled 'Letter of Confirmation (LoC)' and contains the text 'The applicant has not created a "Mobility Report".' followed by 'You cannot create and print a "Letter of Confirmation" if the applicant has not filled out the "Mobility Report".' At the bottom of the page, there are links for 'home', 'about', 'contact', 'faq', and 'impressum', and a copyright notice: 'Copyright 2012, © Central CEEPUS Office, Design: dreamtemplate.com, All Rights Reserved.'

Mobility Report & Letter of Confirmation





MyDesktop Home Network FAQ CEEPUS TV About us Log out

 Freemover: CIII-Freemover-1617-100276


Content
Documents
Mobility Report and Letter of Confirmation

Mobility Report completed

The "Mobility Report" is filled out and can be printed and signed/stamped by the host institution.

Following this, the documents are to be uploaded by either the applicant or the host institution.

For the technically minded there will also be an upload/verification procedure via smartphone and QR-Code.

(Extra for SK: In SK only hardcopies have also to be sent to the National CEEPUS Office.)

Print
Upload

Letter of Confirmation (LoC) no letter of confirmation found

Please edit the "Letter of Confirmation" first.

The documents are then to be printed and signed/stamped by the host institution.

Following this, the documents are to be uploaded by either the applicant or the host institution.

For the technically minded there will also be an upload/verification procedure via smartphone and QR-Code.

(Extra for SK: In SK only hardcopies have also to be sent to the National CEEPUS Office.)

Edit

[home](#) [about](#) [contact](#) [faq](#) [impressum](#)

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Kako pronaći plan mobilnosti/ kontakte lokalnih CEEPUS koordinatora

Working Items

personal settings

[Personal Information](#)
[Change Password](#)
[REGISTER for mobility desktop](#)

application data

~~[Manage your mobility applications](#)~~
[Manage your network applications](#)

[Manage your upload change requests](#)

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](#)

News

Scholarship Months for Summer Term 19/20 still available in CZ

Grants for Winter Term are also available, in case they are to start in 2020

Scholarship Months for Winter Term 19/20 still available in PL and SK

Pls apply asap, thank you

Student Months still available in RS

For network mobilities and for Freemovers. For further information please contact NCO - RS

Network Report 18/19 enabled


Deadline: Dec 31, 2019

IMPORTANT What is new about the Final Traffic Sheet?


Mainly that you are not obliged to fill it in any more. However, if you do want to use it to coordinate your network, you can use it as a convenient tool. [more ...](#)

Notice for BiH

Please note that in the Federation the following mobility deadlines apply! Jun 15 for Winter Term, Oct 30 for Summer Term, Nov 10 for Freemovers Applications received after the deadlines cannot be accepted! Universities affected: University of Sarajevo, University of Zenica, University of Tuzla, University of Bihac, University of Mostar and University of Dzemal Bijedic Mostar



Your Network Applications



Period: Academic Year 2019/2020

Filter

coordinated networks

CPNR	Name
No records to display.	

participating networks

CPNR	Name
▼ State : ready for mobility	
CIII-SI-0711-08-1920	TRANS - TRANSkulturelle Kommunikation und TRANSlation

Prolong/Renew/Transfer

Simply copy all data from the last year by clicking on the "prolong/renew/transfer" icon next to the "open" icon!

Prolong - networks active in the last year and umbrella networks
 Renew - networks rejected the last year
 Transfer - networks not submitted the last year

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.





MyDesktop Home Network FAQ CEEPUS TV About us Log out

 **Network: CIII-SI-0711-08-1920** 

Content Documents Statistics Mobility Traffic Ass. Quota

Open **HTML** Letter of Award Balance Sheet

Action View

TRANS - TRANSkulturelle Kommunikation und TRANSLation

Academic Year: Academic Year 2019/2020

Coordinator: University of Maribor
Faculty of Arts
Assoc. Prof. Dr. Vlasta Kucis
Tadeja Tement

Status: **ready for mobility**

Created: **Assoc. Prof. Dr. Vlasta Kucis** , 07.12.2018 10:51:11

Last edit: **Tobias Stengg** , 08.05.2019 12:06:23

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
TRANS - TRANSkulturelle Kommunikation und TRANSlation
CIII-SI-0711-08-1920

Participating Unit (Coordinator)

University: [University of Maribor](#)
Slomkov trg 15
2000 - Maribor
www.uni-mb.si

Unit: Faculty of Arts
Koroska cesta 160
2000 - Maribor

Contact Person: [Assoc. Prof. Dr. Vlasta Kucis](#)
Contact Person: [Tadeja Tement](#)

We only exchange thesis students: no

Document Downloads : [Letter of Intent](#) [Letter of Endorsement](#)

INCOMING GIVEN QUOTA	student	short term student	teacher	short term excursion
	month	month	month	month
TOTAL	0 (A: 0) (F: 0)	7 (A: 2) (F: 5)	1 (A: 0) (F: 1)	0 (A: 0) (F: 0)

Participating Unit (Partner)

University: University of Vienna
Universitätsring 1
1010 - Wien
+43 1 4277 - 0
www.univie.ac.at

Unit: Zentrum für Translationswissenschaft - Center for Translation Studies Vienna
Gymnasiumstrasse 50
1190 - Vienna

Contact Person: [Mag. BA Karlheinz Spitzl](#)
Contact Person: [Prof. Dr. Larisa Schippel](#)
Contact Person:

Često postavljana pitanja: kriva uloga na sučelju



Mobility Application Round 15/16

0 Days 9 Hours 37 Minutes 0 Seconds



MyDesktop Home Network FAQ CEEPUS TV About us Log out

Ingeborg Fulepp's Mobility Desktop

Change Desktop: Network

Working Items

Please do not use the browser back button for back navigation in the mobility 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 Network Role](#)

mobility applications

your mobility applications
From 2014/15 on there are two important new freemover regulations both for students and for teachers. [Read more...](#)

further information

[Frequently Asked Questions](#)
[Forum](#)

downloads

- [FREEMOVER LETTER OF ACCEPTANCE host institution students](#)
- [FREEMOVER LETTER OF RECOMMENDATION- home institution students](#)
- [LETTER FREEMOVER TEACHER](#)

News

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

Deadline: Nov 30, 2015

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

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

-General Info Package i Provisional Letter of Award

- **Stipendisti moraju potpisati **Letter of Acceptance (dio GIP-a)** te poslati nama (NCO HR-u)**
- **Po zaprimanju potpisanog LoAcc, NCO-HR stipendistu šalje putem e-maila **Letter of Award** te isplaćuje stipendiju visokom učilištu**

Stipendisti iz NON-EU zemalja koji ostaju u RH dulje od 90 dana moraju prijaviti **privremeni boravak u svrhu studija (NCO-HR izrađuje Zahtjev, ZG stipendisti ga preuzimaju u NCO-HR-u, a za ostale stipendiste Zahtjev šaljemo poštom koordinadorima).**

Hrvatski nacionalni ured za CEEPUS – NCO-HR

Agencija za mobilnost i programe EU

Frankopanska 26

10000 Zagreb

T: +385 (0)1 555 7855

+ 385 (0) 1 549 7896

F: + 385 (0) 1 5005 699

E-mail: ceepus@mobilnost.hr

Maja Balen: odlazne mobilnosti

Tanja Veljak: dolazne mobilnosti



Erasmus+



Obzor 2020.



EUROXESS



eTwinning



europass



EURODESK



EURODESK
HRVATSKA



CEEPUS



ECVET



EUROPSKE
SNAGE
SOLIDARNOSTI



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

**Hvala na
pozornosti!**

