

## Erasmus+ programme - Traineeships for outgoing students, 2022/23

### SHORT INSTRUCTIONS - GUIDELINES FOR ENGLISH-SPEAKING STUDENTS OF THE UNIVERSITY OF ZAGREB

We kindly ask all non-Croatian speaking participants in Erasmus+ Traineeship programme in 2022/23.) to read the following short guidelines.

Please note that the following document is a brief English translation of the official "Guidelines" file in Croatian language ("[Upute studentima](#)"). For more information and in case of any doubts, we strongly recommend that you also seek further help and advice from either your faculty coordinator in charge of international student mobility, or directly from the Central International Relations Office of the University of Zagreb.

As from March 2020, due to the earthquake damages to the university buildings and the consequent shortage of office space, as well as the Covid-19 pandemic restrictions, Central International Relations Office of the University of Zagreb has not been able to offer in-person consultations. We regret that this is the case, and recommend you to communicate primarily via e-mail: depending on your faculty/school/academy, please refer to either [placement@unizg.hr](mailto:placement@unizg.hr) or [praksa@unizg.hr](mailto:praksa@unizg.hr) (see "Contacts" at the end of this document).

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## General information and regulations

General information on Erasmus+ programme and Traineeships:

- <http://www.unizg.hr/suradnja/medunarodna-razmjena/razmjena-studenata/strucna-praksa/erasmus> (in Croatian)
- [https://ec.europa.eu/programmes/erasmus-plus/opportunities/traineeships-students\\_en](https://ec.europa.eu/programmes/erasmus-plus/opportunities/traineeships-students_en)
- [ERASMUS+ Student Charter](#)

General regulations of the University of Zagreb (in Croatian; for help, please refer to your Faculty coordinators)

- University of Zagreb Ethical Codex  
[http://www.unizg.hr/fileadmin/rektorat/O\\_Sveucilistu/Dokumenti\\_javnost/Propisi/Pravilnici/Eticki\\_kodeks.pdf](http://www.unizg.hr/fileadmin/rektorat/O_Sveucilistu/Dokumenti_javnost/Propisi/Pravilnici/Eticki_kodeks.pdf)
- Regulations regarding international mobility:  
[http://www.unizg.hr/fileadmin/rektorat/O\\_Sveucilistu/Dokumenti\\_javnost/Propisi/Pravilnici/Pravilnik\\_o\\_medunarodnoj\\_mobilnosti\\_2017.pdf](http://www.unizg.hr/fileadmin/rektorat/O_Sveucilistu/Dokumenti_javnost/Propisi/Pravilnici/Pravilnik_o_medunarodnoj_mobilnosti_2017.pdf)

## BEFORE MOBILITY

### Results of the Call for Applications

The official Results of the Call for Applications are published on the University of Zagreb website. The students whose applications were successful also receive an email containing information about the next steps.

### Mobility duration – changes, cancellations

#### Changes of the mobility start and end date:

Normally, the start and end dates of mobility are defined by the student in the online application, and must be confirmed by the receiving institution within the *Acceptance Confirmation* document (part of your application documentation)

In case of exceptional changes in the start and/or end date, it is crucial that the student provides this information in writing (per email) to the University International Relations Office ([placement@unizg.hr](mailto:placement@unizg.hr) / [praksa@unizg.hr](mailto:praksa@unizg.hr) – see “contacts” at the end of these guidelines), as well as to their own Faculty/School/Academy international mobility coordinator. Again, the changes in

dates need to be confirmed by the receiving institution within the *Acceptance Confirmation* document (new one), as well as in the document *Learning Agreement for Traineeships*.

In the academic year 2022/23, the latest possible traineeship start date is 31/07/2023. The latest possible end date is 30/09/2023.

### Mobility duration

[https://ec.europa.eu/programmes/erasmus-plus/opportunities/traineeships-students\\_en](https://ec.europa.eu/programmes/erasmus-plus/opportunities/traineeships-students_en)

Your traineeship abroad can last from a minimum of 2 months to a maximum of 12 months.

You can benefit of an exchange abroad within Erasmus+ programme multiple times, either as a student or as a trainee; however, your total time abroad (study abroad periods included) may not exceed 12 months within one cycle (level) of study.

"Cycle" refers to the level of study as defined by the European Qualifications Framework (EQF):

First cycle (Bachelor or equivalent) EQF 5/6

Second cycle (Master or equivalent) EQF 7

Third cycle (Doctoral or equivalent) EQF 8

For "one-cycle" courses (integrated undergraduate + graduate studies) such as medicine at the University of Zagreb, you can go abroad with Erasmus+ for as long as 24 months in total (with a limit for one programme year being 12 months).

You can also accomplish your traineeship abroad as a recent graduate (after finishing your studies). In this case, you must apply while still a student (i.e., while enrolled in your higher education institution), and your traineeship period must finish **within one year** of your graduation, or the latest until 30/09/2023. (whichever applies first).

If you already participated in another mobility within Erasmus/Erasmus+/Erasmus Mundus on the same level of study as you are now, then the duration of this previous mobility counts towards the maximum mobility duration that you are eligible for.

Minimum and maximum mobility duration rules equally apply to the *zero-grant* students (students not receiving Erasmus+ financial support).

**Workload:** Erasmus+ Traineeship programme assumes compulsory commitment to full working day (normally, it is considered to be 40 hours per week); it is highly recommended to have specified at least 30 hours per week within the document Learning Agreement for Traineeships.

### Cancellations

In case that you decide to cancel your traineeship, you should inform us of your decision as soon as possible, normally at least two months before your planned mobility start date. In addition, you will also need to sign a specific form for this – please, refer to your faculty coordinator for more information.

Please note that within the official Results of the Call for Applications there will also be specified a deadline for official cancellations, i.e. the deadline for handing in the signed cancellation forms.

**WARNING:** If you cancel your traineeship but fail to inform us on time, you will not be allowed to participate in the next calls for applications for Erasmus+ mobility, neither for studies nor for traineeships, within the current and the next academic year (*exceptions:* cancellations due to sudden unfortunate events such as health problem or COVID-19 pandemics – these need to be officially documented).

In case of cancellations caused by the COVID-19 pandemics, please also provide the following documents (when relevant):

- confirmation of the host institution that they are unable to receive you as a trainee in the given time period due to pandemics restrictions (this can be in a form of an email)
- official epidemiology regulations - website information (this can be a print screen) of the host country

### Blended mobilities

You may have your traineeship organised partially online. This so-called blended mobility consists of a period of physical mobility (when the trainee is physically present in the host institution), followed or preceded by another period of online mobility, whereby the student works exclusively remotely (online, from home). The duration of the physical mobility part should be at least 2 months. During the online mobility period, the financial support does not apply.

Blended mobilities should be officially documented at the end of the traineeship period in a similar way as the usual (physical) traineeships: the document *Learning Agreement for Traineeships – After Mobility (Traineeship certificate)* confirms the start and end dates of each of the mobility periods (physical and/or online).

### Learning Agreement for Traineeships

The first part of this document ("Before mobility") needs to be filled in and signed by three parties: student, faculty ECTS coordinator and Receiving institution at the latest within 30 days of the publication of Results of the Call for Applications. In case you plan to start your mobility rather soon after the publication of results, e.g. less than 45 days after the results, then please make sure that you have this document signed as soon as possible. The scan of the document should be sent to [placement@unizg.hr](mailto:placement@unizg.hr) / [praksa@unizg.hr](mailto:praksa@unizg.hr) (depending on your home faculty/school where you study in Zagreb; for the complete list of faculties and the corresponding contacts, please see end of this document). It is a pre-requisite for your signing of the Financial Agreement for your Erasmus+ financial support. Please, refer to the [guidelines](#) on how to fill this form. The form can be found [here](#).

### Working Language and Online Language Support

A minimum requirement of working language knowledge level is B1 according to [CEFR](#). As part of the application procedure, you should have provided a language certificate that confirms at least this minimum level. Exceptionally, depending on your employer's requirements – as defined within

the documents *Acceptance Confirmation* – you may have to provide a proof of a higher language level already at the time of application.

**Online Language Support (OLS)** is achieved via the [EU academy platform](#). It is compulsory for all mobility participants whose working language is available within the OLS system, providing it is not their mother tongue.

The first language assessment has to be accomplished before the mobility; the student normally gets an invitation and instructions on how to join the online language support by an email from their Erasmus+ coordinator.

### University of Zagreb student ID card

Normally, students who undertake a mobility period abroad temporarily lose access to their University of Zagreb student ID card ("X-card"). To unblock it when you are back, you need to go to your home faculty/school/academy and present the documents (i.e. *Traineeship certificate*) showing that your mobility period abroad has finished. Please, refer to your faculty coordinator for more information.

### Financial support

The basic amount of the monthly financial support for Erasmus+ traineeships in the KA131 programme depends on the country where the traineeship takes place:

- a. **650 €** for Bulgaria, Czech Republic, Estonia, Latvia, Lithuania, Hungary, North Macedonia, Poland, Romania, Slovakia, Slovenia, Serbia and Turkey;
- b. **700 €** for Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain, Denmark, Ireland, Finland, Iceland, Liechtenstein, Luxemburg, Norway and Sweden.

Additional financial support amounting to **250 €** per month is available for students who require an "inclusion support" (students with specific needs such as owing to their health condition), as well as the students who hold a status of "less opportunities" ("*Studenti s manje mogućnosti*"). Please refer to your faculty coordinator if you want to find out whether you are eligible for this additional financial support.

The grant is allocated in two instalments: the first one represents 70% of the total amount, and is paid within 30 days of signing of the Financial Agreement, on condition that all other compulsory Erasmus+ documentation has been provided.

The allocation of the second instalment is effected after the mobility and the amount paid out depends on the documents confirming the exact time period that the trainee spent in the receiving organisation (*Traineeship certificate*). If your actual period of stay was shorter than initially planned, you will receive less than 30% of the initially planned total amount.

It may be that the amount paid out in the first instalment (70%) exceeds the amount that you are finally entitled to. In that case, you will be obliged to pay the difference back to the University.

Up to 31/12/2022, all payments are in Croatian Kuna. The money can only be transferred to the student's own giro bank account. Please note that the "**giro**" is different from the "current account"; if you do not have a kuna giro bank account, then you should go to your bank and open one (ask for "*kunski žiro račun*").

Regarding the upcoming changes related to the planned conversion to euro, starting in January 2023, all the students participating in this programme will be duly informed.

According to the Call for Applications by the University of Zagreb, if your receiving institution provides a financial remuneration (salary) for you that amounts to 1.500 € per month or more, you are not entitled to receive financial support by Erasmus+ programme. It is possible to do your traineeship as part of Erasmus+ programme, but only with a "zero-grant" status.

#### **Taxation issues:**

Generally, the financial support received from Erasmus+ programme should not be subject to taxation; however, please bear in mind that the International Relations Office does not hold all the relevant and up-to-date information regarding taxation rules. Therefore, for all the questions and details regarding taxation of the financial support received from Erasmus+ programme, we advise you to seek information directly from the [Tax Administration](#) (Ministry of Finance).

You may also refer to your faculty coordinator for more information.

#### **Zero-grant students**

If you do not receive financial support from Erasmus+, you may still participate in the programme as "zero-grant". Please note that zero-grant students have equal rights and obligations (e.g. regarding obligatory paperwork) as the students who receive financial support.

In case you wish to participate in the programme as zero-grant (for instance, if you did not get the grant as part of the Call for Applications but are otherwise eligible to participate), you need to sign an official statement confirming this, at the latest 45 days before the start of your mobility. Please, also refer to your faculty coordinator for more information.

If part of your mobility is online from Croatia (such as in blended mobilities), you are not entitled for the financial support and your online traineeship period will automatically be regarded as "zero grant".

#### **Signing of the Financial Agreement**

The Financial Agreement ("Ugovor o stručnoj praksi") is to be signed by the student (trainee) and the University of Zagreb (International Relations Office). We regret to inform you that so far, the only available legal version of this document is in Croatian. The International Relations Office will prepare this document for you in advance and send you a pdf version, such that you can check it and, if necessary, get translated. We also advise that you refer to your faculty coordinator for more information.

#### **Documents needed when signing the Financial Agreement:**

1. **Learning Agreement for Traineeships (LAT)** (part 1: "Before the mobility")
2. **your ID (from your home country) or passport;** it is important to have visible all the essential data, including the home address
3. **Croatian residence permit ("Boravišna iskaznica")**
4. **Croatian OIB** (it may be included in "Boravišna iskaznica" – if so, then no extra scans are necessary)
5. **information/confirmation from the bank regarding your giro bank account IBAN:** you need to have a giro account ("žiro račun") in Croatian kuna - if you haven't opened it yet, you should ask for one at your bank.

6. **a document confirming your health insurance** – insurance card or policy; it must be valid in the country where you plan to do your traineeship, and cover the whole duration of your traineeship,
7. **accident insurance, liability insurance:** if these are not planned to be covered by your receiving institution (as indicated in your LAT document!), then you will need to provide a copy of insurance policy.
8. **certificate of enrolment** (from your faculty - "Potvrda o upisu semestra") – valid for the semester in which you plan to do your traineeship.  
*Exception:* if you participate in the Erasmus+ Traineeship programme as a recent graduate, then you should provide one of the following confirmations from your home faculty: a) that you finished your studies, or b) that you are about to finish, i.e. that the date for your final defence is officially agreed upon.

**Please, send all the above documents per email.**

### Visa, residence permit, work permit, accommodation

You should check with the embassy or consulate of the country you are about to go to whether you need a special visa, residence permit or work permit. We advise you to explain to the officials that you participate in the programme Erasmus+ Traineeships.

**Accommodation:** The central International Relations Office is regretfully not in a position to directly advise you on how to find accommodation in the target country. We can only suggest to seek advice from your receiving institution.

### Insurance

Erasmus+ Traineeships programme requires 3 types of insurance:

1. health insurance,
2. accident insurance
3. liability insurance

Health insurance: you may use the "European Health Insurance Card" if you have one, and/or obtain another type of health insurance policy.

The document "Learning Agreement for Traineeships" ("Before mobility") defines whether the sending institution (your home faculty) or receiving institution provide accident and/or liability insurance for you during your traineeship. If not, then you should obtain an insurance policy yourself.

For all of the three above-mentioned types of insurance, the policy should be valid in the target country and for the whole mobility period.

In case that you decide to prolong your traineeship period, please bear mind that you also need to prolong the insurance policy.

### „Green travel“

In case of travelling to and from your traineeship destination by using sustainable means of transport („green travel“), such as train, bus or car pooling, you may apply for an additional financial support consisting of a one-time 50 eur payment. This is payed out after your mobility, providing



that you travelled „green“ both ways, for at least half of the total distance. The distance can be checked by using the EC distance calculator [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). You should also keep all available travel tickets or other proofs of a green travel and present them upon return.

**Important:** travel days are not considered as part of your traineeship period. For instance, if the last day of your traineeship is on a Friday, then you can only start your journey back at the earliest on that Friday evening, i.e. after work.

### Travel safety issues

We strongly advise all mobility participants to check safety advice by their home country foreign affairs officials before travelling. The relevant information issued by the Ministry of Foreign and European Affairs of the Republic of Croatia can be found here: <http://www.mvep.hr/hr/konzularne-informacije/informacije-o-putovanjima/upozorenja/>, <http://www.mvep.hr/en/>.

We also remind you to follow the official **Covid-19 pandemics guidelines** of the target country where you plan to do your traineeship.

## DURING MOBILITY

### 1. Monthly reports – scan, per email

The form to be used for writing monthly reports can be found [here](#) ("Mjesečno izvješće"). Once per month, you should write a brief summary of your activities during the traineeship. When signed by you and your mentor abroad, you should scan it send per email to us ([placement@unizg.hr](mailto:placement@unizg.hr) / [praksa@unizg.hr](mailto:praksa@unizg.hr) – for the exact contact, see end of this document) and to your mentor/ECTS coordinator in Zagreb.

Your mentor/ECTS coordinator in Zagreb can sign it either immediately or upon your return to Zagreb.

**2. Insurance policy.** If you decided to buy an insurance policy directly from the country where your traineeship takes place, you should send us a scan of it within 15 days upon arrival. Please bear in mind that all insurance policies need to cover the entire period of your traineeship.

### 3. Exceptional changes of the *Learning Agreement for Traineeships* - within 2-5 weeks upon arrival

In case of exceptional major changes in the course of your traineeship, such as changes in the topic of your work or important changes in the programme, you can formally record these changes using the *Learning Agreement for Traineeships (part 2: "During the mobility – Exceptional major changes to the original Learning Agreement")*. The form for the document can be found [here](#), and should be signed by all three parties.

### 4. Changes in the duration of mobility period

You may be able to prolong your mobility period abroad until the latest 30/09/2023 (the end of the academic year). The eligibility for prolongation and limits may also further depend on each participant's study level and possible previous mobility periods. If you decide for any prolongation,



then please inform us of your plans at the latest within 30 days before your initially planned end of mobility. Whether or not we will be able to finance the prolongation of your traineeship through the Erasmus+ programme depends on the availability of the funds.

In case that you need to shorten your mobility, then please also let us know of your changes in plans as soon as possible. Bear in mind that the minimum mobility period within Erasmus+ traineeship programme is 2 months.

## AFTER THE TRAINEESHIP

At the latest within **30 days** after the end of your mobility you should provide the following (all relevant documents should be scanned and sent per email):

### 1. Traineeship certificate ("Learning Agreement for Traineeships - *Section to be completed after mobility*")

The document should be filled out, signed and stamped by your supervisor at the receiving institution. The form can be found [here](#).

### 2. „Erasmus Participant Report Request“ – online survey.

Upon completing the traineeship (usually the day after the planned end of mobility), the student receives an automatic email from *European Commission Beneficiary Module*, with invitation to undertake an online survey, "Erasmus Participant Report Request". Completing this survey is **compulsory** for all Erasmus+ participants.

### 3. Monthly reports – signed by all three parties. The forms can be found [here](#).

**4. Certificate of enrolment** (from your faculty - "Potvrda o upisu semestra") (**issued after the end of mobility**). *Exception: if you participated in the Erasmus+ Traineeship programme as a recent graduate, then obviously there is no need for a certificate of enrolment; (please bear in mind that in such a case you should have provided a confirmation that you finished your studies, already before the start of your traineeship).*

### 5. Recognition of learning outcomes

Regarding the planned official recognition of the learning outcomes, your home faculty/school/academy should refer to the table B of *Learning Agreement for Traineeship – Before Mobility*.

In most cases, if you undertake mobility for traineeship during your studies, your home faculty should at least record the traineeship within the transcript of records ("ISVU").

If your *Learning Agreement for Traineeship – Before Mobility* predicts issuing of a *Europass Mobility Document*, then please refer to the information available at the following links: <https://www.europass.hr/>, or <https://europass.cedefop.europa.eu/>

Please, contact also your faculty coordinator for more information.

### 6. „Green travel“ proofs and documentation – if relevant

In case of travelling to and from your traineeship destination by using sustainable means of transport („green travel“), such as train, bus or car pooling, you may apply for an additional financial support consisting of a one-time 50 eur payment. This is payed out after your mobility, providing



that you travelled „green“ both ways, for at least half of the total distance. The distance can be checked by using the EC distance calculator [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). Upon return, you should present the following:

1. Travel tickets – if you traveled by train or by bus,
2. Filled in and signed the document „Izjava u slučaju korištenja zelenog putovanja“, available [here](#).

**Important:** travel days are not considered as part of your traineeship period. For instance, if the last day of your traineeship is on a Friday, then you can only start your journey back at the earliest on that Friday evening, i.e. after work.

**All final documents should be sent per email.**



## Contacts

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<p>Faculty of Agriculture  Faculty of Architecture  Faculty of Electrical Engineering and Computing  Faculty of Chemical Engineering and Technology  Faculty of Organization and Informatics  Faculty of Transport and Traffic Sciences  Faculty of Mechanical Engineering and Naval  Architecture  Faculty of Pharmacy and Biochemistry  Faculty of Geodesy  Faculty of Geotechnical Engineering  Faculty of Civil Engineering  Faculty of Graphic Arts  School of Medicine  Faculty of Metallurgy  Faculty of Food Technology and Biotechnology  Faculty of Science  Faculty of Mining, Geology and Petroleum  Engineering  Faculty of Dental Medicine  Faculty of Forestry and Wood Technology  Faculty of Textile Technology  Faculty of Veterinary Medicine</p>	<p>Akademy of Dramatic Art  Akademy of Fine Arts  Faculty of Education and Rehabilitation Sciences  Faculty of Economics and Business  Faculty of Philosophy and Religious Studies  Faculty of Croatian Studies  Faculty of Political Science  Faculty of Humanities and Social Sciences  Catholic Faculty of Theology  Faculty of Kinesiology  Academy of Music  Faculty of Law  Faculty of Teacher Education</p>