

Erasmus+ programme - Traineeships for outgoing students, 2023/24

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 2023/24. 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, 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 or 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
- [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
- Regulations regarding international mobility:
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 / 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 2023/24, the latest possible traineeship start date is 01/08/2024. The latest possible end date is 30/09/2024.

Mobility duration

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 30/09/2024. (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 problems – these need to be officially documented).

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 / 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 recommended for all mobility participants whose working language is available within the OLS system, providing it is not their mother tongue.

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.

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.

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. 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.

2. 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.

3. Changes in the duration of mobility period

You may be able to prolong your mobility period abroad until the latest 30/09/2024 (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. 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).*

4. 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.

All final documents should be sent per email.

Contacts

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