Sveučilište u Zagrebu

Erasmus+
Enriching lives, opening minds.

HODOGRAM ZA STUDENTE KOJI SE PRIJAVLJUJU ZA ERASMUS+ STRUČNU PRAKSU ZA TZV. TREĆE ZEMLJE KOJE NISU PRIDRUŽENE PROGRAMU (za potpune informacije molimo da pročitate Natječaj za mobilnost studenata u svrhu stručne prakse u trećim zemljama koje nisu pridružene programu i pripadajuće priloge)

STEP-BY-STEP GUIDE FOR STUDENTS APPLYING FOR ERASMUS+ STUDENT TRAINEESHIPS IN SO-CALLED 3RD COUNTRIES NOT ASSOCIATED TO THE PROGRAMME (for the full information, please refer to the Call for Applicants and accompaning annexes)

KORACI	**ŠTO SE RADI** ***TKO RADI***	**ROKOVI**
STEPS	***WHAT TO DO / WHO IS DOING WHAT***	***DEADLINES***
1. KORAK	Student samostalno ili uz pomoć ECTS-koordinatora na matičnom fakultetu/akademiji pronalazi organizaciju u kojoj će obavljati stručnu praksu (npr. https://www.indeed.com/; https://www.ycombinator.com/jobs; LinkedIn.com; https://www.trueup.io/ (Tech Internships & Startup Jobs); https://www.idealist.org/en (Nonprofit & Social Impact Internships), https://www.coolworks.com/ (Students looking for internships in national parks, resorts, and outdoor adventure companies), https://absoluteinternship.com/) *Student (uz pomoć ECTS-koordinatora)*	Prije prijave za stručnu praksu
1. STEP	*Student on his / her own or with the assistance of the ECTS-coordinator at the UNIZG faculty/academy finds the organization for the traineeship (e.g.* https://www.indeed.com/; https://www.ycombinator.com/jobs; LinkedIn.com; https://www.trueup.io/ (Tech Internships & Startup Jobs); https://www.idealist.org/en (Nonprofit & Social Impact Internships), https://www.coolworks.com/ (Students looking for internships in national parks, resorts, and outdoor adventure companies), https://absoluteinternship.com/) *Student (with the help of ECTS-coordinator)*	*Before the application for student traineeship*
2. KORAK	Student ispunjava ***Acceptance Confirmation*** (Potvrda strane ustanove o prihvaćanju studenta na Erasmus+ stručnu praksu) *Student i potencijalni poslodavac*	Prije prijave za stručnu praksu
2. STEP	*Student fills in the document „Acceptance confirmation" - document stating that the potential organization accepted the student for the traineeship.* *Student and the organization for the student's traineeship*	*Before the application for student traineeship*

3. KORAK	Student ispunjava ***Suglasnost ECTS koordinatora s prijavom studenta na stručnu praksu*** (sadrži kratak opis stručne prakse i motivaciju studenta (svaka stavka do max. 200 riječi) i obraća se ECTS-koordinatoru koji svojim potpisom i pečatom daje suglasnost studentu da se prijavi za praksu u trećoj zemlji *Student i ECTS-koordinator*	Prije prijave za stručnu praksu
3. step	Student fills in the document „Letter of Consent of the ECTS-coordinator for the student's application for Erasmus+ traineeship in 3rd countries": entails a short description of the student's traineeship and student's motivation (each section max. 200 words); student refers to the ECTS-coordinator at UNIZG faculty/art academy to get the approval to apply for the proposed traineeship Student and ECTS-coordinator	Before the application for student traineeship
4. KORAK	Student ispunjava uz pomoć ECTS-koordinatora Learning Agreement for Traineeships (LAT) – Ugovor o učenju za Erasmus+ mobilnost u svrhu stručne prakse. *Student i ECTS-koordinator, također potencijalni poslodavac*	Tijekom prijave za stručnu praksu ILI nakon što studentu bude odobrena stručna praksa, a obavezno prije odlaska na stručnu praksu u treću zemlju. Studentima koji odmah po objavi parcijalnih rezultata žele otići na praksu, preporuča se da odmah uz Acceptance confirmation i Suglasnost, s ECTS-koordinatorom i potencijalnim poslodavcem dogovore i LAT (jer će to ubrzati potpisivanje ugovora za financiranje stručne prakse).
4. STEP	*Student fills in the document Learning Agreement for Traineeships (LAT), assisted by the ECTS-coordinator.* *Student and ECTS-coordinator, including the host orgniazation for the traineeship*	*During the application for student traineeship* *OR* *after the student has been selected for the traineeship, and obligatory before leaving for mobility in a third country.* *Students who wish to start the traineeship immediately after the announcement of the partial results are recommended to agree on the LAT with the ECTS-coordinator and the potential employer immediately after they receive the Acceptance confirmation from the potential employer and the Letter of Consent from the ECTS-coordinator (this*

		way, after the results, the student and International Office will be able to immediately conclude the grant (scholarship) agreement for the student).
5. KORAK	**Student samostalno ispunjava online prijavu za stručnu praksu u trećoj zemlji i** učitava svu prijavnu dokumentaciju koja uključuje: 1. **Izjava suglasnosti ECTS koordinatora matičnog fakulteta / akademije** 2. **Potvrda o upisu i prijepis ocjena**: SAMO RAZINA STUDIJA U AK. GOD. 2025./26 (nisu potrebne prethodne završene razine studija) 3. **Europass životopis** na hrvatskom ili engleskom jeziku, 4. **Acceptance Confirmation** - Potvrda strane ustanove o prihvaćanju studenta na Erasmus+ stručnu praksu, 5. **Dokaz o znanju jezika** zemlje u koju student ide odnosno jezika na kojem će obavljati praksu. **Uvjet je najmanje B1 stupanj znanja**, 6. **Dodatno, samo za studente s manje mogućnosti** - uz sve navedeno, potrebno je priložiti i propisanu dokumentaciju ovisno o kategoriji, sukladno Dodatku II - Studenti s manje mogućnosti, 7. **Dodatno, samo za studente s potporom za uključivanje (s invaliditetom)** – uz sve navedeno, potvrda obiteljskoga liječnika / liječnika specijalista i rješenje nadležne ustanove / državnoga tijela iz kojega je vidljiv postotak i vrsta oštećenja (ako je primjenjivo, sken (pdf) dokumenata),	Razdoblje prijave za stručnu praksu: od 25.05.2026. najkasnije do 21.06.2027. (uz moguće ranije zatvaranje natječaja ako se iskoriste sva sredstva – najava tjedan dana prije zatvaranja na mrežnim stranicama UNIZG).
5. STEP	*The student, on his / her own, fills in the online application for the traineeship in a 3rd country and uploads all the application documents, which include:* *1. Letter of Consent of the ECTS-coordinator for the student's application for Erasmus+ traineeship in 3rd countries* *2. Certificate of enrolment and transcript of records: ONLY ToR AT THELEVEL OF STUDIES IN AC. YEAR. 2025/26 (previous completed study levels are not required)* *3. Europass CV in Croatian or English* *4. Acceptance confirmation - document stating that the potential organization accepted the student for the traineeship* *5. Proof of language proficiency of the country of the student's traineeship or of the language in which the traineeship will be conducted. The requirement is at least B1 language proficiency,* *6. Additional, applicable ONLY to students with less opportunities – in addition to the above listed documents, student needs to upload the required proof documents to document the status of a student with less opportunities, please refer to the Annex II*	*Application period for the traineeship: from 25.05.2026 and no later than 21.06.2027. (with possible earlier closure of the call in case the budget is used – will be announced one week in advance before the closure on the UNIZG website).*

	to the Call – Students with less opportunities (in Croatian: Dodatak II - Studenti s manje mogućnosti), *7. Additional, applicable ONLY to students with inclusion support - in addition to the above listed documents, confirmation from a family physician / specialist doctor and a decision from a competent institution / state body indicating the percentage and type of student's disability (a scan (pdf) of the documents).*	
6. KORAK	Studenti koji završe online prijavu do 15-toga u mjesecu mogu očekivati rezultate do kraja istog mjeseca. Objava parcijalnih rezultata – 4. / zadnji tjedan u mjesecu na mrežnim stranicama Sveučilišta – prijavitelji će dobiti obavijest o rezultatima na adresu elektroničke pošte. Središnji ured za međunarodnu i međuinstitucionalnu suradnju.	Zadnji tjedan u mjesecu (ukoliko je online prijava završena).
6. STEP	*Students that finish the online application by the 15th day of the month, can expect partial results by the end of month.* *Partial results will be published on UNIZG website and all applicants will be informed by email.* *Central International Relations Office of the University of Zagreb*	*Last week of the month in which the application was submitten (in case the application was done by the 15th)*
7. KORAK	Mogućnost žalbe studenta na parcijalne rezultate Natječaja. Žalba protiv odluke o odabiru kandidata za SMP u trećoj zemlji i Žalba protiv odluke o prijavi za kategoriju studenta s manje mogućnosti podnosi se sastavnici. Žalba protiv odluke o prijavi za niži socio-ekonomski status podnosi se direktno Sveučilištu. Prijedlog odluke o žalbi daje fakultet / akademija, a konačnu odluku donosi Povjerenstvo za žalbe u programima mobilnosti Sveučilišta u Zagrebu. *Student, Povjerenstvo za žalbe akademije/fakulteta, Sveučilišno povjerenstvo za žalbe u programima mobilnosti Sveučilišta u Zagrebu*	U roku od 8 dana od objave rezultata Natječaja na mrežnim stranicama Sveučilišta student može podnijeti žalbu. Rok za odgovor na žalbu je 8 dana od roka za zaprimanje žalbi.
7. STEP	*The possibility for applicants to appeal against the partial results of the Call.*	*Applicants may appeal within 8 days from the announced results on the UNIZG webpage.*

	An appeal against the results of selected students for the traineeship in 3rd countries and an appeal against the results for the category of students with less opportunities is submitted to the UNIZG faculty / art academy. *An appeal against the results for students for lower socio-economic status is submitted directly to the University of Zagreb.* *Student, UNIZG faculty / art academy appeals committee, University Committee for Appeals in Mobility Programs of the University of Zagreb*	*The deadline to respond to an appeal is 8 days from the date for receiving student's appeal.*
8. KORAK	Sklapanje ugovora za financiranje mobilnosti. Student, Središnji ured za međunarodnu suradnju.	
8. STEP	*Making of the grant (scholarship) agreement to finance the traineeship mobility of a student.* *Student and the Central International Relations Office of the University of Zagreb*	*After the partial results (which will be considered as final in case of no appeals), and before the student leaves for the traineeship.*