



INSTRUCTIONS FOR DOCTORAL STUDENTS selected for short Erasmus+ mobility for the period 03.03. - 31.07.2025.

Erasmus+ key activity 1 - Mobility projects for EU member states and third countries affiliated to the program (KA131) - short mobility of doctoral students

Selected doctoral students are required to read these Instructions, especially before sending the documentation for signing the grant agreement.

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1. Call results

The results of the call are published **at least once a month** (and more often, if necessary) on the University of Zagreb website under [Notices for students](#).

Early closure of the call is possible in case: available funds are exhausted or 150 applications are approved. At least 2 working days before the early closure, a prior announcement will be published on [Notices for students](#).

2. Mobility cancellation/withdrawal

A doctoral student who wants to cancel its mobility must fill out a form [Withdrawal Statement](#) (all fields must be filled in) in order to free up a place and finances for the next doctoral student who wishes to achieve mobility – **send scanned document to** erasmus.short@unizg.hr.

3. General information

3.1. Duration of mobility

All Erasmus+ students are allowed a total of 12 months of mobility for each study level (undergraduate, graduate, **postgraduate**). Therefore, you can achieve mobility during your doctoral studies more than once, but it is important to respect the condition of a maximum of 12 months of physical mobility per study level. The total number of months also includes (long and short) mobility of study stays (SMS), professional placements (SMT) and combined intensive programmes (BIP) of the Erasmus+ programme, as well as mobility within the framework of the Erasmus Mundus programme. The rule on the maximum duration of mobility also applies to zero-grant students.

3.2. Types of mobility

Short doctoral mobility can be **physical** – it takes place at a foreign institution in a foreign country. It can last **a minimum of 5 days and a maximum of 30 days**. The doctoral student **is not obliged to acquire ECTS credits**, but recognition of mobility is mandatory.

The virtual component is optional. In the case of **a combination of physical and virtual mobility (blended mobility)**, physical mobility in a foreign target country must be at least 5 days. Financial support can only be granted for the period of physical mobility, up to a maximum of 12 days. Online period outside the host country, e.g. is not financed from Croatia.

3.3. Financial support (grant) – general

A maximum of 12 days of mobility will be funded, plus up to a maximum of **2 additional travel days** (1 day immediately before the first day of the activity and/or 1 day immediately after the last day of the activity)¹. The financial support for short-term mobility of a doctoral student is **79 euros per day**.

Please note: Erasmus+ financial support may not be sufficient to cover all mobility costs, so we advise you to plan your expenses well and be aware in advance of potential expenses and costs that you may have to bear additionally.

¹In other words, travel **days are not counted in the physical duration of mobility**.

Students with fewer opportunities

A doctoral student who has been granted the status of a student with fewer opportunities has the right to:

- additional **one-time amount of 100 euros**
- contribution to **travel costs according to the *distance band*** calculation for standard or green travel, depending on the type of transport (see [Financial and travel support](#)). If the mobility departure is not Zagreb (the place of the home university), please indicate the place from which you plan to depart for the mobility.

Green travel

Green travel is defined as a trip where the majority of the journey (more than half of the return journey²) is made by low-emission means of transport, such as: **bus, train, bicycle or carpooling**. Keep all travel tickets (proof of travel).

A doctoral student who is not in the category of a student with fewer opportunities, and uses the "green" method of travel for travel, can also receive a one-time contribution in the amount of 50 euros (see below for details). **Doctoral students in the category of students with fewer opportunities** have an increased contribution for travel expenses according to the calculation of the travel distance (*distance band*), v. [Financial and travel support](#).

Proof of green travel are all travel tickets and proof of travel that you send us together with the final documentation (see [5. After returning from mobility](#)).

Example of a green travel: on the Zagreb – Paris route (in total, most of the return journey must be green): departure Zagreb-Vienna (**bus**) and Vienna-Paris (plane); return Paris-Zagreb (**train**).

Examples of carpooling:

Carpooling – YES:

- travel of 2 or more participants in one car for mobility; use of *carpooling* platform services; travel of participants together with a person who, for their own private or official reasons, travels on that route regardless of the participant's mobility.

Carpooling – NO:

- family members or friends drive the participant exclusively for mobility (there are no private or official reasons for which they would make the trip anyway); one participant travels by car.

Extraordinary costs - high travel costs: if a student (who has support for travel in the form of a *distance band*) determines after selection in the tender that the financing of travel costs according to the calculation of the travel distance (the so-called *distance band*) does not cover 70% of the actual cost, then he can obtain increased financial support for the travel cost, up to a maximum of 80% of the actual travel cost. The request for financial support must be well-founded and well-explained, about which the Erasmus coordinator informs the national Agency for Mobility and EU programs and requests approval before the realization of the mobility. In the case of an award, the participant will only be entitled to these travel expenses, not the contribution according to the calculation of the travel distance (*distance band*). High travel costs will be approved only in situations where cities are less connected and if there is no possibility of other means of transport such as train, ship and bus (reminder: ship is not in the category of means of "green" travel). High travel costs as a result of price increases due to inflation will not be approved.

²Return trip = both ways (going to mobility and returning from mobility)

Inclusion support

Students with specific physical, mental or health circumstances are entitled to an increased amount of financial support due to possible increased costs when implementing mobility.

Selected doctoral students with approved support for inclusion should contact the coordinator at erasmus.short@unizg.hr to be informed about the further procedure.

Informative: the student receives an application form from the national agency (AMPEU) by e-mail, stating their specific needs and anticipating additional costs related to these specific physical, mental or health circumstances. The central office forwards it to the agency, which makes the final decision on the eligibility of the costs.

Items that are formally eligible for additional financial support for inclusion: adapted accommodation (cost difference compared to regular accommodation), travel assistance, medical care, additional equipment, adapted teaching materials, accompanying person, etc. Useful to read: information on the accessibility of higher education institutions and their services to students with special needs on the [Inclusive Mobility platform](#).

4. Before mobility

It is not possible to change the host institution later. It is not possible to apply from several different traineeship/institutions at the same time. **Within one application cycle, it is possible to apply for the call for only one host institution** (of your choice, for more details, please check the text of the call). After the publication of partial results, it is possible to re-apply for a new short doctoral mobility.

IMPORTANT: The doctoral student participates in the exchange as a student of the home faculty/academy of the University of Zagreb, therefore he/she **must be enrolled at the faculty/academy in the academic year in which he/she undertakes short mobility and must remain a student of the University of Zagreb until the end of his/her mobility.**

Workload – traineeship (SMT) : in accordance with the rules of the Erasmus+ program, the student is required to complete the traineeship full-time. In accordance with the recommendation of the National Agency for Mobility and EU Programs, full-time work is 30-40 working hours per week. In exceptional cases, a smaller number of hours is possible if the effect and purpose of such traineeship would be fulfilled, which is decided by the faculty/academy, which submits an explanation of the decision.

Online Language Assessment (OLS) - optional

[EU Academy](#) offers a wide range of options, including free online assessments and unlimited foreign language courses (OLS - Online Language Support). You can use the platform at your own pace, whenever you want, and learn more than one language at the same time! [Take the OLS language assessment in one of 29](#) languages, and after completing the assessment, download a certificate to confirm your level of knowledge of the selected language. You can access the platform via your EU login - [the EU Academy platform guides you through the process of creating an account that you will use to access](#) OLS. You can find more information in the [Frequently Asked Questions section](#).

Grant certificate, visa, residence permit

Students **should check** with **the embassy of the country** they are going to for mobility whether they need a visa. We advise students to find out about visas, residence permits, required documents and financial requirements as soon as possible, if such conditions exist.

If necessary, you can request a **grant certificate** at erasmus.short@unizg.hr. Issuing the certificate may take up to a week, so please contact us on time. We will send a scanned copy of the certificate by e-mail.

The student is independently responsible for regulating the stay and visa in a foreign country! It is advised to check with the embassy/receiving institution whether you must report to the immigration office/police in the foreign country when you arrive in a foreign country in order to regulate your stay. If the embassy says that a visa is not required, it is advised that the student inquire in great detail about the procedure required to regulate the stay, and what documents (translated, stamped) are needed **before leaving**. If a student has problems with the regulation of stay or the process takes longer, he or she should definitely **inform the receiving institution**.

You can inquire about **accommodation options at the receiving university**, if they have such facilities.

Insurance

All students, without exception, must be insured for the entire mobility period.

Only one (1) [health insurance is required](#) for the study stay.

Three (3) types of insurance are mandatory for **the traineeship**: (1) [health insurance](#), (2) [accidents insurance](#) (3) [liability insurance](#).

The doctoral candidate is obliged to obtain timely information about the insurance conditions in a foreign country from the competent institutions (especially for traineeship). You can conclude an appropriate insurance policy of your own choice, in the Republic of Croatia or abroad.

1. Health insurance

The doctoral candidate is obliged to have health insurance abroad (host country) for the entire period of stay. Students who have a **European Health Insurance Card (EHIC)** have basic health insurance during their stay in another European Union country.

Notes:

- I. **Traineeship**: The European Health Insurance Card **does not cover accident insurance at the workplace, nor private liability insurance**.
- II. **Iceland, Liechtenstein, Norway, North Macedonia, Serbia and Turkey**: check with your national health insurance institute whether the EHIC is valid in that country (i.e., which health insurance is valid there).
- III. Basic insurance covered by the EHIC may not be sufficient, especially in case of specific medical interventions. In this case, additional **private insurance may be useful** (see below – **insurance policy**).
- IV. In case the doctoral student is **insured at the host institution** (voluntary or mandatory insurance for foreign students), it is essential to check when the insurance will be activated. You can find information on the website of the foreign university (it may be more favorable for the student).

IMPORTANT! For any of these types of insurance, the doctoral student must check whether the foreign institution where he will be doing mobility accepts the same and whether the insurance amount is sufficient, as well as all other details. If they do not check these things, it may happen that the insurance they have chosen is not accepted by the foreign institution, and they have to pay for another one.

Private insurance (insurance policy): the exact period of insurance covering the entire mobility period must be stated. If the policy only states the start of the insurance or if it states that the policy is concluded "until cancellation", at the end of the stay, the student must request a document showing that the insurance lasted until the end of the stay, or a document proving the period in which he was insured. The policy must **state the territorial coverage (country) of the policy**. If this information is not stated, an additional statement from the insurance company must be attached (signed and stamped on official letterhead with the number of the insurance policy to which it refers clearly stated, and the policy number must match the number of the policy submitted by the student). In addition to the statement, the General Terms and Conditions of the insurance policy (copy) may also be accepted, provided that the country or territory of validity is clearly stated.

2. Accident insurance

(covers at least damage caused to the student at the workplace)

Accident insurance covers damage caused to employees due to accidents at work. In many countries, employees are insured against accidents at work. However, the extent of insurance for international students on traineeship who are covered by the same insurance may vary depending on the country.

It is the responsibility of the student, the home faculty/academy and the employer (receiving institution) to check whether accident insurance is organized at the workplace. The Learning Agreement for Traineeships document states whether the employer (accepting institution) or the home faculty/academy provides such insurance or not. If it is not mandatory according to the national provisions of the host country, the receiving institution is not obliged to provide such insurance. In that case, the student is obliged to independently take out an accident insurance policy.

3. Liability insurance

(insurance against damage that the student may cause at the workplace)

Liability insurance covers damage caused by the student during their stay abroad. The student and the employer (host institution) are obliged to check whether there is a legal obligation to have liability insurance in the host country.

The Learning Agreement for Traineeships document states whether the employer (accepting institution) or the home faculty/academy provides such insurance or not. If it is not mandatory according to the national regulations of the host country, the employer (receiving institution) is not obliged to provide such insurance. In the event that this insurance is not provided by either the employer (receiving institution) or the home faculty/academy, the student is obliged to take out a liability insurance policy independently.

Signing of the Grant Agreement

Students have to sign the Grant Agreement, i.e. the Erasmus+ Short Doctoral Mobility Agreement, with the University of Zagreb. **You will receive your copy of the Agreement by e-mail**, and you can send us the signed original documents by post. You can send the remaining documents **scanned by e-mail**. Do not send photos of the documents - the documents are part of the mandatory documentation and are subject to review!

The grant agreement will be sent to the student by e-mail after we receive the necessary documentation (see [List of documentation for activating the Agreement](#)). We advise you to submit all information and documents to us **about 2 months before the mobility** to erasmus.short@unizg.hr in order to ensure timely signing of the Agreement and timely [payment of financial support](#).

It is mandatory to keep travel tickets/boarding passes and receipts for departure and return from mobility, in case of need to prove departure and return from mobility (**days of travel**), proof of *green travel*, but also due to possible unforeseen situations or the need for an unexpected return.

Post-docs (traineeship = SMT)

For doctoral students who have recently obtained their doctorate (*post-docs*), only traineeship is possible. **Study stay for recent PhD holders is unfortunately not possible!**

Doctoral students who plan to complete their doctoral studies may go on a traineeship, but they must apply to the Call and be selected for mobility before completing their studies. Only after selecting and signing the Learning Agreement for Traineeships (LAT) document can a doctoral student complete their studies (graduate), but traineeship must be realized and completed within one (1) year of completing their studies (or, within the framework of this call, completed no later than 31.07.2025).

Important: PhD students must **inform their host institution** that they intend to undertake a short traineeship mobility after completing their studies. Exception: Due to specific legal provisions, Erasmus+ traineeship for recent graduates (*post-docs*) **are not possible in France**.

Payment of financial support

There are **two payments** of the amount specified in the Grant Agreement. **First payment** is received before mobility, upon delivery of the necessary documentation (**80%** of the total amount of financial support), **and the second payment** after mobility (the remaining **20%** of the total amount of financial support³), upon delivery of all necessary documents and completion of the online report of the European Commission (an e-mail named *Erasmus+ participant report* arrives around the planned end date of the mobility).

The final calculation of the grant is made after returning from the exchange, according to the completed stay, which is confirmed by the receiving institution on the form [Certificate of Start/End \(study stay\)](#), i.e. [Learning Agreement for Traineeships – AFTER the mobility \(traineeship\)](#), and according to whether the travel was *green*.

In order to ensure first payment before departure, it is necessary to sign the Grant Agreement on time.

List of documentation for Contract activation

The student receives their copies of the Agreement by e-mail - the signed copies are sent by post (detailed instructions will be in the e-mail). The remaining documentation can be sent **scanned by e-mail**:

1. **ID card** (both sides)
2. **Confirmation from the bank about the IBAN of the bank account**
3. **Health insurance** (see detailed explanation under [Insurance](#))
Reminder for traineeship: accidents insurance and liability insurance
4. **Learning Agreement**
 - a) **Study stay** : **Online Learning Agreement (OLA)**

³If the participant traveled green, the final calculation of all finances is made upon return from mobility, and that part is also paid in the second payment.

b) **Traineeship: Learning Agreement for Traineeship (LAT)**

The doctoral student negotiates a *Learning Agreement* with the ECTS coordinator and mentor, as well as with the host institution. The receiving institution confirms with its signature that it will enable the student to carry out the activities and that it will issue a certificate for them, and the home faculty/academy that it will recognize the completed activity upon the student's return from the exchange. The Learning Agreement is signed by three parties: **the student, the home faculty/academy and the receiving institution.**

A. Study stay: Online Learning Agreement (OLA)

Before leaving for a short study stay, a student must conclude [an Online Learning Agreement](#)⁴, which must contain three signatures (student, home faculty/academy, and host university⁵).

Exceptionally, if the foreign university does not use the Online Learning Agreement, you can use **the Learning Agreement (LA) in Word** (contact erasmus.short@unizg.hr to obtain an acceptable form).

Any **changes/additions** are possible and should be recorded in **the OLA/LA during the mobility.**

B. Traineeship: Learning Agreement for Traineeship (LAT)

Before leaving for traineeship, each student should conclude [a Learning Agreement for Trainees - BEFORE the mobility](#), which should contain three signatures and two seals (student, home faculty/academy and receiving institution).

Any **changes/additions** are possible and should be recorded in **the LAT during the mobility.**

5. After returning from mobility

Within 30 days of returning from mobility, please send scanned documents at erasmus.short@unizg.hr to the Central IRO at the University of Zagreb.

A. Study stay - final documentation (scanned e-mail):

1. **Confirmation of arrival and departure** (start and end date)
2. **Travel tickets, boarding passes and other proof of travel**

For proving **green travel** and for proving **2 days of travel** (1 day immediately before the first day of the activity and/or 1 day immediately after the last day of the activity).

3. **Certificate of completed activities (foreign university)**

It can be a Transcript of Records or another official document. The content of the certificate of completed activities should correspond to the content of the Online Learning Agreement (including changes to the Learning Agreement).

4. **Document of the home faculty/academy on the completed recognition**

You should request recognition of mobility from your home faculty/academy (based on the certificate received from the foreign university), e.g. a certificate or transcript of grades from ISVU with a record of recognized activity. Exceptionally, if your home faculty/academy is not able to directly enter the stay into the ISVU system so that it is visible in the transcript of grades, it is possible to submit some other certificate/decision from the faculty/academy on the recognition of the Erasmus+ short doctoral stay.

⁴ <https://learning-agreement.eu/>

⁵ Check with [your home faculty/academy which](#) **contact** you are entering in OLA



5. PDF of the completed online report (Erasmus+ participant report)

The online form is filled out on the European Commission portal. Around the planned end date of your mobility, you will receive an email called *Erasmus+ participant survey* with **a link to fill out the final report** (check your spam/junk mailbox).

B. Traineeship - final documentation (scan by e-mail):

1. Learning Agreement for Traineeship – After the mobility (start & end date)

Certificate of completed traineeship (with signature and seal of a foreign institution).

6. Travel tickets, boarding passes and other proof of travel

For proving *green travel* and for proving **2 days of travel** (1 day immediately before the first day of the activity and/or 1 day immediately after the last day of the activity).

2. Confirmation of enrollment in the academic year at your home faculty (issued after the traineeship). The document can also be included as part of the transcript of grades – recognition from ISVU.

The exception for post-docs: final year students who have recently completed their doctorate and who were already required to submit **a certificate of graduation date**, or a copy of their diploma, before the mobility period.

3. Document of the home faculty/academy on the completed recognition

You should request recognition of the completed traineeship from your home faculty/academy (based on *the Traineeship Certificate - Learning Agreement for Traineeship - After Mobility*), e.g. a certificate or transcript of grades from ISVU with a record of the recognized activity.

Note: the faculty/academy enters the completed stay in the transcript of grades (ISVU) or enters it in the Diploma Supplement (the recognized mobility will be written on the standard certificate that the student can obtain from Studomat). Exceptionally, if the home faculty/academy is not able to directly enter the stay in the ISVU system so that it is visible in the transcript of grades, it is possible to submit an alternative certificate or decision from the faculty/academy on the recognition of the Erasmus+ short doctoral stay (**this applies especially to post-docs**).

4. PDF of the completed online report (Erasmus+ participant report)

The online form is filled out on the European Commission portal. Around the planned end date of your mobility, you will receive an email called *Erasmus+ participant survey* with **a link to fill out the final report** (check your spam/junk mailbox).

6. Delivery of documentation and contact

The deadline for submitting final documentation is 30 days after the end of the mobility.

Tips:

- independently **take care of deadlines** and prescribed documents
- **keep copies of** all documents in your records.
- If the submitted documents do not comply with the Erasmus+ Program Guidelines and Rules, we will not be able to accept them and they will need to be **resubmitted. relevant document**
- In case you cannot submit any document within the given deadline, please let us **know within the deadline.**

Contact:

International Relations Office at the University of Zagreb

Ivana Matijašević, M.A. in Communication.

 erasmus.short@unizg.hr

 +3851 4698 126 (line open: Monday 1-3 p.m. / Friday 9-11 a.m.)

Physical consultations are currently not held. If you have a question that is not explained in the instructions, you are free to contact the above **e-mail address or phone number.**

Mailing address

University of Zagreb
International Relations Office
Ivana Matijašević
Republic of Croatia Square 14
10 000 Zagreb

7. Rules, regulations and links

Rules and regulations:

Doctoral students are required to carefully read the Call and Call Results, and **to familiarize themselves with and respect the regulations and rules** of the University of Zagreb, their home faculty/academy, and the receiving institution.

- Code of conduct for students of the home faculty/academy (if any)
- [Code of Ethics of the University of Zagreb](#)
- [Decision on amendments to the Code of Ethics of the University of Zagreb](#)
- [Regulations on international mobility \(contains the rights and obligations of exchange students\)](#)
- [ERASMUS+ Student Charter](#)
- Appropriate documents from the receiving institution

Useful links:

- [Instructions and forms](#)
- [Call](#)
- [Call Results](#)