



Obrazovanje i kultura

Program za cjeloživotno učenje



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

Upute za ispunjavanje i slanje prijavnog obrasca za mobilnost

U OKVIRU

Erasmus potprograma

Programa za cjeloživotno učenje

Natječaj za 2012. godinu



Sadržaj

1. UVOD.....	3
2. GLAVNI KORACI PRI PRIJAVLJIVANJU POMOĆU ELEKTRONIČKOG PRIJAVNOG OBRASCA	4
3. B. SUBMISSION.....	5
4. ACTORS IDENTIFICATION	7
4.1. C.1. APPLICANT INSTITUTION/ORGANISATION.....	7
5. D. PROJECT MAIN FOCUSES	11
6. G. PARTICIPANTS AND ACTIVITY TABLES	12
7. CHECKLIST	14
8. DATA PROTECTION NOTICE	14
9. DECLARATION OH HONOUR	15
10. I. SUBMISSION.....	16
10.1. I.1. DATA VALIDATION	16
10.2. I.2. STANDARD SUBMISSION ONLINE	17
10.3. I.3. ALTERNATIVE SUBMISSION PROCEDURE.....	17
11. J. SIGNATURE	18
12. UPUTE ZA SLANJE PRIJAVNOG OBRASCA POŠTOM	18



1. UVOD




Ove upute pojašnjavaju strukturu elektroničkog prijavnog obrasca za Erasmus mobilnost, te detaljnije objašnjavaju kako pravilno ispuniti i poslati prijavni obrazac.

Prije nego što započnete s ispunjavanjem elektroničkog prijavnog obrasca za mobilnost, bitno je napomenuti da je pred Vama jedan od najkraćih i najjednostavnijih prijavnih obrazaca za prijavu na aktivnosti u okviru Programa za cjeloživotno učenje.

Izrazito se preporuča da prije ispunjavanja elektroničkog Prijavnog obrasca pročitate **Erasmus Priručnik za 2012. godinu** kao i natječaj za 2012. godinu sa svim pripadajućim dokumentima. Isti su dostupni na mrežnim stranicama Agencije za mobilnost i programe EU, (www.mobilnost.hr).

Prijavni obrazac moguće je ispuniti na hrvatskom ili engleskom jeziku (preporuka je da elektronički prijavni obrazac za mobilnost ispunjavate na engleskom jeziku)

Preporuka: elektronički prijavni obrazac preuzmite s mrežne stranice Agencije za mobilnost i programe EU u pdf formatu, spremite na svoje računalo, ispunite ga dok niste mrežno povezani, a zatim ga pošaljite (Submit online) dok ste mrežno povezani.

Siva polja  unutar elektroničkog prijavnog obrasca ne ispunjavate, plava polja sa sivim obrubom  niste dužni popuniti dok su plava polja s crvenim obrubom  obvezna za popunjavanje.

Elektronički prijavni obrazac također omogućava:

- Validiranje obrasca (provjera jesu li obavezna polja ispunjena te podaci točni)
- Predaju prijavnog obrasca *online*
- Printanje prijavnog obrasca prije potpisivanja, ovjeravanja te slanja poštom

Elektronički prijavni obrazac je pdf dokument te se ispunjava pomoću Adobe Reader čitača. Za prijavu je potrebna Adobe Reader verzija 9.4 ili novija. Agencija za mobilnost i programe EU za sve prijave preporuča korištenje najnovije verzije Adobe Reader.



2. GLAVNI KORACI PRI PRIJAVLJIVANJU POMOĆU ELEKTRONIČKOG PRIJAVNOG OBRASCA

Glavni koraci kod prijavljivanja pomoću elektroničkog prijavnog obrasca su:

- a) Preuzimanje prijavnog obrasca u pdf formatu (s mrežne stranice Agencije za mobilnost i programe EU)
- b) Ispunjavanje elektroničkog prijavnog obrasca (*offline* - nije potrebno biti mrežno povezan)
- c) Validiranje elektroničkog prijavnog obrasca (*offline*; validiranje služi kao provjera jesu li sva obavezna polja popunjena¹ te da uneseni podaci zadovoljavaju određene uvjete formalne valjanosti. Gumb „Validate“ je dopušteno kliknuti više puta kako biste provjerili unesene podatke)
- d) Slanje elektroničkog prijavnog obrasca
 - Predaja mora biti obavljena **online** (potrebno je imati dostupnu Internet vezu u trenutku pritiskanja gumba „*submit online*“). Ukoliko je slanje prijavnog obrasca obavljeno uspješno, obrazac će sadržavati podatke o datumu i vremenu dostave u sustav (v. *1.2 Submission summary obrasca*). Agencija za mobilnost i programe EU preporuča da gumb „Submit online“ pritisnete samo jednom²;
 - Kreiranje e-mail privitka te slanje putem maila Agenciji za mobilnost i programe EU (primjenjuje se ukoliko *online* slanje ePrijavnog obrasca nije moguće iz bilo kojeg razloga!)
- e) Printanje
 - Elektroničkog prijavnog obrasca prije potpisivanja
- f) Slanje prijavnog obrasca poštom Agenciji za mobilnost i programe EU (prijavni obrazac i „*submission confirmation*“)
- g) Slanje elektroničke verzije obrasca nakon online predaje na e-mail erasmus@mobilnost.hr

¹ Prijavni obrazac nije moguće predati online ukoliko nije validiran (važeći)

² Svaki dodatni odabir gumba „Submit online“ označava novu prijavu s novim hash kodom i „submission ID“-om



Elektronički prijavni obrazac za pripremne posjete sastoji se od 13 poglavlja:

- 1) A. GENERAL INFORMATION
- 2) B. SUBMISSION
- 3) C. ACTORS IDENTIFICATIONS
- 4) D. PROJECT MAIN FOCUSES
- 5) E. PARTICIPANTS AND ACTIVITY TABLES
- 6) F. CHECKLIST
- 7) G. DATA PROTECTION NOTICE
- 8) H. DECLARATION OF HONOUR
- 9) I. SUBMISSION
- 10) J. SIGNATURE

3. B. SUBMISSION

B. SUBMISSION	
B.1. CONTEXT	
Programme	LIFELONG LEARNING PROGRAMME
Sub-programme	ERASMUS
Action type	MOBILITY
Action	ERASMUS Mobility HEI
Application language	<input type="text" value="EN-English"/>

Rubrike *Programme*, *Sub-programme*, *Action type* i *Action* su automatski popunjene relevantnim informacijama te ih ne mijenjajte.

Pod rubrikom *Application language* uz pomoć padajućeg izbornika, označen crvenim krugom na preglednoj slici, odaberite jezik na kojem ćete ispunjavati prijavni obrazac. Preporučamo Vam odabir *EN-English* oznake za engleski jezik.



B.2. PROJECT IDENTIFIERS

Applicant institution

Erasmus Id Code

Form hash code



8054BEC9B440A649

Pod rubrikom *Applicant institution* i *Erasmus ID Code* će se nakon upisa podataka o Vašoj ustanovi u rubrici C.1.1 automatski unijeti potrebni podaci.

Form hash code označava jedinstven kod pojedine prijave te se nalazi u podnožju svakog lista. Ovaj kod omogućava praćenje Vaše prijave unutar elektronskog sustava po nazivom LLP Link koji koriste Europska Komisija i nacionalne agencije.

B.3. NATIONAL AGENCY

Identification

Postal address

Email address

Helpdesk

Website

U padajućem meniju pod rubrikom *Identification* odaberite HR1 LLP (AMEUP³) što označava Agenciju za mobilnost i programe EU. Nakon odabira Agencije svi će se podaci o adresi, e-pošti i mrežnoj stranici automatski prikazati.

³ AMEUP je skraćena engleskog naziva Agencije za mobilnost i programe EU



4. ACTORS IDENTIFICATION

4.1. C.1. APPLICANT INSTITUTION/ORGANISATION

Pod ovom cjelinom upisujete podatke o Vašoj ustanovi, dakle opće podatke o Vašoj matičnoj ustanovi, o zakonskom predstavniku Vaše ustanove te o samom sudioniku (kontakt osobi).

C. ACTORS IDENTIFICATION	
C.1. APPLICANT INSTITUTION / ORGANISATION	
C.1.1. ORGANISATION	
Full legal name (national language)	xx
Full legal name (latin characters)	xx
Acronym	AAA
Erasmus ID code	1234567
EUC number	
Type of organisation	University or higher education institution (tertiary level) (EDU-UNIV)
Commercial orientation	

Pod rubrikom *C.1.1. Organisation* u rubriku *Full legal name* upišite puni naziv Vaše ustanove.

Rubriku *Full legal name in latin characters* ispunjavaju ustanove čiji službeni naziv nije registriran na latiničnom pismu.

U rubriku *Acronym* upišite skraćenicu naziva Vaše ustanove (npr. Sveučilište u Zagrebu – UNIZG)

Rubriku *Erasmus ID code* je kod Vaše ustanove koji Vam je dodijeljen prilikom dobivanja Erasmus sveučilišne povelje, npr. *HR ZAGREB01*.

U rubriku *EUC number* upišite oznaku Vaše Erasmus sveučilišne povelje, npr. *218848-IC-2010-1-HR-ERASMUS-EUCX-1*

Pod rubrikom *Type of organisation* unaprijed je odabrana kategorija u koju pripada Vaša ustanova.

Pod rubrikom *Commercial orientation* klikom odaberite For profit (P) ili Not for profit (NP)



Legal status	<input type="text"/>
Size (staff)	<input type="text"/>
Size (students)	<input type="text"/>
Legal address	<input type="text"/>
Postal code	<input type="text"/>
City	<input type="text"/>
Country	<input type="text" value="HR - CROATIA"/>
Region	<input type="text"/>
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>

Pod rubrikom *Legal status* klikom odaberite *private* (PR) ili *public* (PB), ovisno o tome je li Vaša ustanova javna ili privatna organizacija.

Pod rubrikom *Size (staff)* klikom odaberite prikladnu kategoriju ovisno o broju zaposlenika u Vašoj ustanovi.

Pod rubrikom *Size (students)* klikom odaberite prikladnu kategoriju ovisno o broju studenata na Vašoj ustanovi.

U rubriku *Legal address* upišite poštansku adresu pod kojom je Vaša ustanova registrirana.

U rubriku *Postal code* upišite poštanski broj mjesta/grada u kojem je Vaša ustanova registrirana.

U rubriku *City* upišite ime grada u kojem je Vaša ustanova registrirana.

U rubriku *Country* odaberite HR-CROATIA (zanemarite ukoliko je unaprijed odabrana Hrvatska).

Pod rubrikom *Region* odaberite jednu od 3 ponuđene NUTS regije, ovisno o tome u kojoj je registrirana Vaša ustanova.

U rubriku *Telephone 1* i *Telephone 2* upišite telefonske brojeve Vaše ustanove.

U rubriku *Fax* upišite broj faksa Vaše ustanove.

U rubriku *Email* upišite službenu elektroničku adresu Vaše matične ustanove.



U rubriku *Website* upišite adresu mrežne stranice Vaše matične ustanove.

C.1.2. CONTACT PERSON	
Title	<input type="text"/>
First name	<input type="text"/>
Family name	<input type="text"/>
Department	<input type="text"/>
Position	<input type="text"/>
<input checked="" type="checkbox"/> Same address as the organisation	
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

Pod rubrikom *C.1.2. Contact person* upišite *Title* (Mrs, Ms ili Mr), *First name* - ime, *Family name* - prezime, *Department* – odjel, *Position* – radno mjesto, *Telephone 1*, *Telephone 2* – telefonski brojevi, *Mobile* – mobilni telefon, *Fax* –faks, *Email* – adresu elektroničke pošte kontakt osobe koja je zadužena za komunikaciju s djelatnicima Agencije za mobilnost i programe EU vezano za provedbu Erasmus mobilnosti Vaše ustanove.

Ukoliko kontakt osoba ne radi na istoj adresi na koju je registrirana ustanova prijavitelj, kliknite u kućicu *Same address as the organisation* te upišite *Work address* - adresu na radnom mjestu, *Postal code* – poštanski broj, *City* – naziv grada u kojem kontakt osoba radi te klikom odaberite **Country-** državu i **Region-** regiju.

<input type="checkbox"/> Same address as the organisation	
Work address	<input type="text"/>
Postal code	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Region	<input type="text"/>
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

Pod rubrikom C.1.3. *Person authorised to sign the grant agreement* pod *Title* upišite titulu osobe koja je na Vašoj ustanovi ovlaštena za potpisivanje i odabrana kao zakonski predstavnik Vaše ustanove.

C.1.3. PERSON AUTHORISED TO SIGN THE GRANT AGREEMENT	
Title	<input type="text"/>
First name	<input type="text"/>
Family name	<input type="text"/>
Organisation	<input type="text"/>
Department	<input type="text"/>
Position	<input type="text"/>
<input checked="" type="checkbox"/> Same address as the organisation	
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

U rubriku *First name* upišite ime zakonskog predstavnika Vaše ustanove.

U rubriku *Family name* upišite prezime zakonskog predstavnika Vaše ustanove.

U rubriku *Department* upišite odjel/ odsjek u kojem je zaposlen zakonski predstavnik Vaše ustanove .

U rubriku *Position* upišite naziv radnog mjesta zakonskog predstavnika Vaše ustanove.

Odaberite klikom na *Same address as the organisation* ukoliko je adresa zakonskog predstavnika ustanove jednaka kao i adresa ustanove. Ukoliko adresa nije jednaka, upišite podatke o novoj adresi: *Work address* - adresu na radnom mjestu, *Postal code* – poštanski broj, *City* – naziv grada u kojem kontakt osoba radi te klikom odaberite Country- državu i Region- regiju.

5. D. PROJECT MAIN FOCUSES

U ovom poglavlju, pod rubrikom *D.1. RELEVANCE TOWARDS THE OBJECTIVES OF THE PROGRAMME AND THE EUROPEAN PRIORITIES SET OUT IN THE CALL FOR PROPOSALS* od ponuđenih ciljeva klikom odaberite one koje planirate provesti uz pomoć financijske potpore za koju se prijavljujete. Prvi cilj je unaprijed odabran.

D. PROJECT MAIN FOCUSES

D.1. RELEVANCE TOWARDS THE OBJECTIVES OF THE PROGRAMME AND THE EUROPEAN PRIORITIES SET OUT IN THE CALL FOR PROPOSALS

Please mark in the table below the objectives of the Erasmus sub-programme that your application will address, in addition to the one already ticked (if any – leave blank if none):

- To improve the quality and to increase the volume of student and teaching staff mobility throughout Europe, so as to contribute to the achievement by 2012 of at least 3 million individual participants in student mobility under the Erasmus programme and its predecessor programmes (ERA-OpObj-1)
- To improve the quality and to increase the volume of multilateral co-operation between higher education institutions in Europe (ERA-OpObj-2)
- To increase the degree of transparency and compatibility between higher education and advanced vocational education qualifications gained in Europe (ERA-OpObj-3)
- To improve the quality and to increase the volume of co-operation between higher education institutions and enterprises (ERA-OpObj-4)
- To facilitate the development of innovative practices in education and training at tertiary level, and their transfer, including from one participating country to others (ERA-OpObj-5)
- To support the development of innovative ICT-based content, services, pedagogies and practice for lifelong learning (ERA-OpObj-6)

Please specify how and to what extent the mobility activities will contribute to the objectives selected above (maximum 1 page).

U plavom polju, označeno crveno, dužni ste navesti na koji način i u kolikom obimu će aktivnosti mobilnosti doprinijeti provedbu prethodno označenih ciljeva.

6. G. PARTICIPANTS AND ACTIVITY TABLES

U rubrici *E.1. MOBILITIES* ispunjavate tablicu s podacima o mobilnosti.

E. PARTICIPANTS AND ACTIVITY TABLES

E.1. MOBILITIES

Please provide in the tables below the number of mobilities you apply for in the academic year 2012/13, the estimated numbers of mobilities in 2011/12 and the actual numbers of mobilities achieved in 2010/11 (if applicable).

Please note that the "Average duration in months" can be indicated with two decimals.

STUDENT mobility for studies abroad (SMS)

When	Total number of mobilities	Average duration in MONTHS	Total duration
2012/13: Requested			0
2011/12: Estimated			0
2010/11: Actual			0

STUDENT mobility for placements abroad (SMP)

When	Total number of mobilities	Average duration in MONTHS	Total duration
2012/13: Requested			0
2011/12: Estimated			0
2010/11: Actual			0

U polja s crvenim obrubom obavezni ste unijeti podatke ukoliko se prijavljujete za navedenu aktivnost.

U polja tablica s aktivnostima studentske mobilnosti u svrhu studijskog boravka i stručne prakse potrebno je unijeti ukupan broj mobilnosti koji tražite u akademskoj godini 2012/2013 kao i prosječno trajanje pojedinačne mobilnosti izraženu u mjesecima. Obrazac samostalno izračunava ukupno trajanje mobilnosti.

Ukoliko ste za akademsku godinu 2011/2012 primili financijsku potporu od Agencije za mobilnost i programe EU dužni ste upisati procjenu broja mobilnosti i prosječno trajanje pojedinačne mobilnosti.

Ukoliko ste za akademsku godinu 2010/2011 primili financijsku potporu od Agencije za mobilnost i programe EU dužni ste upisati ostvaren broj mobilnosti i prosječno trajanje pojedinačne mobilnosti.

STAFF mobility - Teaching assignments abroad (STA)
(outgoing teaching staff and invited staff from enterprises abroad)

When	Total number of mobilities	Average duration in DAYS	Total duration
2012/13: Requested			0
2011/12: Estimated			0
2010/11: Actual			0

STAFF mobility - HEI staff training abroad (STT)
(training provided by enterprises and HEI abroad)

When	Total number of mobilities	Average duration in DAYS	Total duration
2012/13: Requested			0
2011/12: Estimated			
2010/11: Actual			

U polja tablica s aktivnostima mobilnosti osoblja u svrhu održavanja nastave i stručnog usavršavanja potrebno je unijeti ukupan broj mobilnosti koji tražite u akademskoj godini 2012/2013 kao i prosječno trajanje pojedinačne mobilnosti izraženu u danima. Obrazac samostalno izračunava ukupno trajanje mobilnosti.

Ukoliko ste za akademsku godinu 2011/2012 primili financijsku potporu od Agencije za mobilnost i programe EU dužni ste upisati procjenu broja mobilnosti i prosječno trajanje pojedinačne mobilnosti.

Ukoliko ste za akademsku godinu 2010/2011 primili financijsku potporu od Agencije za mobilnost i programe EU dužni ste upisati ostvaren broj mobilnosti i prosječno trajanje pojedinačne mobilnosti.

7. CHECKLIST

F. CHECKLIST

Before sending in your application form to the National Agency, please make sure that:

- All relevant fields in the form have been completed in full.
- Your proposal fulfils all the eligibility criteria for this activity set out in the Call.
- The grant application has been completed in full.
- The printed application form bears the original signature of the person legally authorised to sign on behalf of the applicant institution/organisation, as well as the original stamp of this institution/organisation.
- You comply with the deadline published in the Call.

Please note:

If you are an institution or organisation in the education and training sector which has received over 50% of its annual revenues (excluding Community grant funds) from public sources over the last 2 years, or which is controlled by public bodies or their representatives, you are considered to have sufficient financial and administrative capacity. In case your institution does not fall in this category, the National Agency has the right to request at any time a copy of the official annual accounts for the most recent financial year for which accounts have been closed or an external audit report produced by an approved auditor, certifying the accounts for the last year available in order to ensure that your institution has the necessary financial and administrative capacity.

U ovom poglavlju potrebno je proći kroz kratki podsjetnik kako biste provjerili je li prijavni obrazac ispunjen u skladu s navedenim kriterijima. U slučaju nejasnoća ili dodatnih pitanja, obratite nam se putem elektroničke pošte na erasmus@mobilnost.hr.

8. DATA PROTECTION NOTICE

Pročitajte obavijest o zaštiti osobnih podataka.

G. DATA PROTECTION NOTICE

PROTECTION OF PERSONAL DATA

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate Agency to which the form must be submitted. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at anytime.

http://www.edps.europa.eu/00_home.htm

9. DECLARATION OF HONOUR

Poglavlje Declaration of honour potpisuje zakonski predstavnik Vaše ustanove.

H. DECLARATION OF HONOUR

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation.

I, the undersigned,

Request from my National Agency a grant for the activities applied for in this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.
EITHER
The organisation I represent has financial and operational capacity to complete the proposed action or work programme
OR
The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely: It provides learning opportunities and
 - Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
 - Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that:

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.

In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

10. I. SUBMISSION

10.1. I.1. DATA VALIDATION

Klikom na gumb *Validate* provjerite jeste li ispunili sve relevantne rubrike.

I. SUBMISSION

I.1. DATA VALIDATION

Validation of compulsory fields and rules

Validate

10.2. I.2. SUBMISSION SUMMARY

Tablica *submission summary* prikazuje dodatne informacije o pokušajima podnošenja prijave. Broj pokušaja prijave, vrijeme, događaj, bar kod prijave i status prijave omogućavaju Agenciji da prati Vašu prijavu posebice ukoliko istu podnesete više od jednom.

I.2. SUBMISSION SUMMARY

Validate

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form hash code	Status
1	2011-11-08 15:56:30 *	Form has not been submitted yet	D2608AB1A704850E	Unknown

* means local PC time, which is not trusted and cannot be used for claiming that the form has been submitted in time

Kada je Vaša zaprimljena u samom obrascu pojavit će se potvrda da je ista zaprimljena (v. niže).

I.2. SUBMISSION SUMMARY

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form hash code	Status
1	2011-02-02 09:43:52	Online submission	D8475632A6040519	OK (249974)

10.2. I.3. STANDARD SUBMISSION ONLINE

Nakon što provjerite da ste mrežno povezani, klikom na gumb „*Submit online*“ podnosite prijavu u elektroničkom formatu.

NAPOMENA: kliknite na gumb „*Submit online*“ samo jednom jer svakim dodatnim odabirom navedenog gumba podnosite NOVU prijavu!

Ukoliko je on-line podnošenje prijave bilo uspješno, u poglavlju I.3. pojavit će se informacije vezane uz vrijeme podnošenja prijave te „*Hash code*“ vašega obrasca

I.3. STANDARD SUBMISSION PROCEDURE

Online submission (requires internet connection)

Submit online

Submission status

OK

Submission ID

249974

Submission Local Date (Brussels)

2011-02-02 09:43:52

Hash code

D8475632A6040519

This is a confirmation that you have successfully submitted your form. Now, you should print, sign and send the form to your National Agency. Please save the form for future reference.

Please also note that only an electronically submitted form should be printed, signed and sent to your NA.

Print the form

Print form

Odmah nakon podnošenja prijave, isprintajte prijavni obrazac klikom na gumb: „*Print form*“.

10.3. I.4. ALTERNATIVE SUBMISSION PROCEDURE

Ukoliko iz bilo kojeg razloga niste uspjelo uspješno poslati prijavu te podaci u poglavlju I.3. nisu navedeni, klikom na gumb „*Create email attachment*“ napravite privitak kojeg trebate poslati na elektroničku adresu: erasmus@mobilnost.hr.

I.4. ALTERNATIVE SUBMISSION PROCEDURE

Creates a file to be sent by email to the National Agency

Create email attachment

(To be used ONLY if online submission is not available. Please see instructions about this procedure in the "Applicant Guide")



11. J. SIGNATURE

Tiskane verzije koje ste isprintali trebaju sadržavati vlastoručno upisane podatke u okviru sljedećih poglavlja: *Place, Date, Name, Positio, Name of the applicant organisation, Signature* i te moraju biti ovjerene pečatom Vaše ustanove (*Stamp*).

Navedene stavke nije moguće je upisati elektroničkom obliku.

J. SIGNATURE

SIGNATURE

I, the undersigned, certify that the information contained in this Application Form is correct to the best of my knowledge.

Place: _____ Date: _____

Name: _____

Position: _____

Name of the applicant organisation: _____

Signature: _____

National ID number of the signing person (if requested by the NA): _____

Stamp (if applicable): _____

12. UPUTE ZA SLANJE PRIJAVNOG OBRASCA POŠTOM

Nakon što ste ispunili prijavni obrazac, Agenciji za mobilnost i programe EU poštom pošaljite originalno potpisanu i ovjerenu prijavu u tiskanoj verziji na adresu:

Agencija za mobilnost i programe Eu

Gajeva 22

10 000 Zagreb

s naznakom „**Prijava na natječaj za Erasmus individualnu mobilnost**“.