



Upute za ispunjavanje i slanje prijavnog obrasca

mobilnost

UOKVIRU

Erasmus potprograma

Programa za cjeloživotno učenje

Natječaj za 2010. godinu



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1. UVOD

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

Izrazito se preporuča da prije ispunjavanja elektroničkog prijavnog obrasca pročitate **Erasmus Priručnik za 2010. godinu** kao i natječaj za 2010. 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, ispunite ga dok niste mrežno povezani, a zatim ga pošaljite (Sumbit 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 8.1 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 biti povezan s internetom u trenutku pritiskanja gumba *"submit online*"). Ukoliko je slanje prijavnog obrasca obavljeno uspješno, prijavitelj će automatski primiti pdf dokument naslovljen *"*Submission confirmation" koji će sadržavati *"*submission ID" te upute za daljnje korake. 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
 - "submission confirmation"
- f) Slanje prijavnog obrasca poštom Agenciji za mobilnost i programe EU (prijavni obrazac i "submission confirmation")

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



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



Elektronički prijavni obrazac za pripremne posjete sastoji se od 10 poglavlja:

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

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. Hrvatskog jezika nema na popisu padajućeg izbornika stoga Vam preporučamo 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 svake stranice. Ovaj kod omogućava praćenje Vaše prijave unutar elektronskog sustava pod nazivom LLP Link koji koriste Europska komisija i nacionalne agencije.

B.3. NATIONAL AGENCY		
Identification		•
Postal address		
Email address		
Helpdesk		
Website	1000	
	¥	

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 skraćenica engleskog naziva Agencije za mobilnost i programe EU





4. ACTORS IDENTIFICATION

4.1. C.1. APPLICANT INSTITUTION/ORGANISATION

U ovom poglavlju upisujete podatke o Vašoj ustanovi, dakle opće podatke o Vašoj matičnoj

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

ustanovi, o zakonskom predstavniku Vaše ustanove te o kontakt osobi.

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

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 dobivanje 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)





AGENCIJA ZA MOBILNOST I PROGRAME EU

Legal status		•
Size (staff)		
Size (pupils/learners/trainees)		·
Legal address		
Postal code		
City		
Country	HR - CROATIA	•
Region		•
Telephone 1		
Telephone 2		
Fax		
Email		
Website		

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 (pupils/learners/trainees)* 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 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.





AGENCIJA ZA MOBILNOST I PROGRAME EU

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C.1.2. CONTACT PERSON	
Title	
First name	
Family name	
Department	
Position	
🔀 Same address as the organisation	
Telephone 1	
Telephone 2	
Mobile	
Fax	
Email	
	week was warm.

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 osoba je najčešće Erasmus koordinator s obzirom da je zadužen 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.





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 imenovana kao zakonski predstavnik Vaše ustanove.

C.1.3. PERSON AUTHORISED TO SIGN	THE GRANT AGREEMENT	
Title		
First name		
Family name		
Organisation		
Department		
Position		
🔀 Same address as the organisation		
Telephone 1		
Telephone 2		
Mobile		
Fax		
Email		

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.





*d***b**.

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. PR	DJECT MAIN FOCUSES
PRIOR	RITIES SET OUT IN THE CALL FOR PROPOSALS
Please to the (mark in the table below the objectives of the Erasmus sub-programme that your application will address, in addition one already ticked (if any – leave blank if none):
\times	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)
lease	specify how and to what extent the mobility activities will contribute to the objectives selected above (maximum
aye).	
Ľ	
-	

U plavom polju, označenom crvenom bojom, dužni ste navesti na koji način i u kojem obujmu će aktivnosti mobilnosti doprinijeti provedbu prethodno označenih ciljeva.



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6. G. PARTICIPANTS AND ACTIVITY TABLES

U rubrici E.1.MOBILITIES ispunjavate tablicu s podacima o mobilnosti (U poglavlju J Signature)

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 2010/11, the estimated numbers of mobilities in 2009/10 and the actual numbers of mobilities achieved in 2008/09 (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
2010/11: Requested			0
2009/10: Estimated			0
2008/09: Actual			0

STUDENT mobility for placements abroad (SMP)

When	Total number of mobilities	Average duration in MONTHS	Total duration
2010/11: Requested			0
2009/10: Estimated			0
2008/09: 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 2010./2011. kao i prosječno trajanje pojedinačne mobilnosti izraženu u mjesecima. Obrazac samostalno izračunava ukupno trajanje mobilnosti.







Primjer:

Za studijski boravak planirate 10 mobilnosti (10 studenata) u prosječnom trajanju od 6 mjeseci što je sveukupno 60 mjeseci.

Ukoliko ste za akademsku godinu 2009./2010. primili financijsku potporu od Agencije za mobilnost i programe EU dužni ste upisati procjenu broja mobilnosti i prosječno trajanje pojedinačne mobilnosti u trenutku ispunjavanja prijavnog obrasca.

Podatke za akademsku godinu 2008/2009 niste u mogućnosti unijeti jer Republika Hrvatska tada nije sudjelovala u programu Erasmus.

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
2010/11: Requested			0
2009/10: Estimated			0
2008/09: 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
2010/11: Requested			0
2009/10: Estimated			
2008/09: 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 2010./2011. kao i prosječno trajanje pojedinačne mobilnosti izraženu u danima. Obrazac samostalno izračunava ukupno trajanje mobilnosti.





AGENCIJA ZA MOBILNOST I PROGRAME EU

Ukoliko ste za akademsku godinu 2009./2010. primili financijsku potporu od Agencije za mobilnost i programe EU dužni ste upisati procjenu broja mobilnosti i prosječno trajanje pojedinačne mobilnosti u trenutku ispunjavanja prijavnog obrasca.

Podatke za akademsku godinu 2008./2009. niste u mogućnosti unijeti jer Republika Hrvatska tada nije sudjelovala u programu Erasmus.

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 <u>erasmus@mobilnost.hr</u>.

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 OH HONOUR

Poglavlje Declaration of honour potpisuje zakonski predstavnik Vaše ustanove.

Napomena: Potpisuje se u poglavlju J. Signature

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.
- ETTHER
 - 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.



10.2. I.2. STANDARD SUBMISSION ONLINE

Nakon što provjerite jeste li 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!

Odmah nakon podnošenja prijave, isprintajte prijavni obrazac klikom na gumb: "Print form".



10.3. I.3. ALTERNATIVE SUBMISSION PROCEDURE

Ukoliko iz bilo kojeg razloga niste zaprimili "Submission confirmation", klikom na gumb "Create email attachement" napravite privitak kojeg trebate poslati na elektroničku adresu: erasmus@mobilnost.hr.

I.3. 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")	T.





11. J. SIGNATURE

Tiskane verzije koje ste isprintali trebaju sadržavati vlastoručno upisane podatke u okviru sljedećih poglavlja: *Institution, Place, Date, Name, Position 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.
Institution (Full legal name):	
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 mobilnost".

