

Upute za ispunjavanje i slanje prijavnog obrasca za aktivnost Erasmus individualna mobilnost

Program za cjeloživotno učenje, Natječaj
2013./2014. godine



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1. UVOD

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

Izrazito se preporuča da prije ispunjavanja elektroničkog prijavnog obrasca pročitate **Poziv na natječaj i Vodič za Program za cjeloživotno učenje za 2013. godinu** kao i **Nacionalna pravila za prijavitelje za Natječaj za 2013. godinu** (dostupni na mrežnim stranicama Agencije za mobilnost i programe EU www.mobilnost.hr).

Ostale preporuke:

Preporučujemo da prijavni obrazac ispuniti na hrvatskom ili engleskom jeziku.

Elektronički prijavni obrazac preuzmite s mrežne stranice Agencije za mobilnost i programe EU u pdf formatu, snimite ga na računalo, ispuniti ga (ne morate biti mrežno povezani), a zatim ga pošaljite (Submit online) dok ste mrežno povezani.




Elektronički prijavni obrazac je pdf dokument te se ispuniti pomoću Adobe Reader čitača. Agencija za mobilnost i programe EU za sve prijave preporuča korištenje najnovije verzije Adobe Reader.

Za nejasnoće i pitanja na koja odgovore ne možete pronaći u ovim uputama, kontaktirajte nas na erasmus@mobilnost.hr.

2. KORACI TIJEKOM ISPUNJAVANJA ELEKTRONIČKOG PRIJAVNOG OBRASCA

Koraci kod prijavljivanja pomoću elektroničkog prijavnog obrasca su:

1. Preuzimanje prijavnog obrasca u pdf formatu (s mrežne stranice Agencije za mobilnost i programe EU)
2. Ispunjavanje elektroničkog prijavnog obrasca (*offline* - nije potrebno biti mrežno povezan)

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.

3. 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)
4. Slanje elektroničkog prijavnog obrasca
 - Predaja mora biti obavljena **online** (potrebno je biti povezan internetom u trenutku pritiskanja gumba „*submit online*“). 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 isključivo ukoliko *online* slanje prijavnog obrasca nije moguće iz bilo kojeg razloga)
5. Printanje
 - Elektroničkog prijavnog obrasca prije potpisivanja
6. Slanje prijavnog obrasca poštom Agenciji za mobilnost i programe EU

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



3. PRIKAZ OBRASCA

Elektronički prijavni obrazac za Erasmus individualnu mobilnost sastoji se od 10 poglavlja:

- A. GENERAL INFORMATION
- B. SUBMISSION
- C. ACTORS IDENTIFICATION
- D. PROJECT MAIN FOCUSES
- E. PARTICIPANTS AND ACTIVITY TABLES
- F. CHECKLIST
- G. DATA PROTECTION NOTICE
- H. DECLARATION OF HONOUR
- I. SUBMISSION
- J. SIGNATURE

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 nije potrebno mijenjati.

Pod rubrikom *Application language* uz pomoć padajućeg izbornika, odaberite jezik na kojem ćete ispunjavati prijavni obrazac.



B.2. PROJECT IDENTIFIERS

Applicant institution

Erasmus Id Code

Form hash code



D2608AB1A704850E

Nakon upisa podataka o Vašoj ustanovi u rubrici C.1.1, podaci u rubrikama *Applicant institution* i *Erasmus ID Code* će se automatski unijeti.

Form hash code označava jedinstven kod pojedine prijave te se nalazi u podnožju svake stranice, a omogućuje praćenje Vaše prijave unutar posebnog elektronskog sustava.

B.3. NATIONAL AGENCY

Identification

Postal address

Email address

Helpdesk

Website

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

C. ACTORS IDENTIFICATION

U poglavlju C.1. *Applicant institution/organisation* upisujete opće podatke o Vašem visokom učilištu, o zakonskom predstavniku Vaše ustanove te o kontakt osobi.

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



C. ACTORS IDENTIFICATION

C.1. APPLICANT INSTITUTION / ORGANISATION

C.1.1. ORGANISATION

Full legal name (national language)	<input type="text"/>
Full legal name (latin characters)	<input type="text"/>
Acronym	<input type="text"/>
Erasmus ID code	<input type="text"/>
EUC number	<input type="text"/>
Type of organisation	University or higher education institution (tertiary level) (EDU-UNIV)
Commercial orientation	<input type="text"/>
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"/>
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 *C.1.1. Organisation* u rubriku *Full legal name* upišite **puni naziv Vaše ustanove na hrvatskom jeziku pisanim slovima.**

Rubriku *Full legal name in latin characters* ispunjavaju ustanove čiji službeni naziv nije registriran na latiničnom pismu. Ukoliko je naziv ustanove na latinici, automatski će se kopirati u ovo polje.

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

Rubrika *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-2013-1-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.

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

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.

Rubrika *Country* će se automatski popuniti odabirom nacionalne agencije. Pod rubrikom *Region* odaberite jednu od tri 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.



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* (npr. mr.sc., dr.sc., gđa, gđin), *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 obzirom da je zadužen za komunikaciju s djelatnicima Agencije vezano za provedbu Erasmus mobilnosti na Vašoj ustanovi.

Ukoliko kontakt osoba ne radi na istoj adresi na kojoj je registrirana ustanova prijavitelj, kliknite na kućicu *Same address as the organisation*. Klikom na kućicu, omogućuje se upis podataka: *Work address* - adresa na radnom mjestu, *Postal code* - poštanski broj, *City* - naziv grada u kojem kontakt osoba radi, te klikom odaberite *Country* - državu i *Region* - regiju.



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"/>

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"/>

Pod rubrikom C.1.3. *Person authorised to sign the grant agreement* pod *Title* upišite titulu osobe zakonskog predstavnika Vaše ustanove (npr. dr.sc., mr.sc., gđa, gđin)

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. 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 Vaše visoko učilište planira 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 potrebno je navesti na koji način i u kojem obujmu će aktivnosti mobilnosti doprinijeti provedbi prethodno označenih ciljeva. Obrazloženje je potrebno za sve ciljeve koje ste označili.



E. PARTICIPANTS AND ACTIVITY TABLES

U rubrici *E.1. Mobilities* ispunjavate tablicu s podacima o zatraženoj i provedenoj mobilnosti (ukoliko je primjenjivo).

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

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 2013/14, the estimated numbers of mobilities in 2012/13 and the actual numbers of mobilities achieved in 2011/12 (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
2013/14: Requested	<input type="text"/>	<input type="text"/>	0
2012/13: Estimated	<input type="text"/>	<input type="text"/>	0
2011/12: Actual	<input type="text"/>	<input type="text"/>	0

STUDENT mobility for placements abroad (SMP)

When	Total number of mobilities	Average duration in MONTHS	Total duration
2013/14: Requested	<input type="text"/>	<input type="text"/>	0
2012/13: Estimated	<input type="text"/>	<input type="text"/>	0
2011/12: Actual	<input type="text"/>	<input type="text"/>	0

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 2013./2014. kao i prosječno trajanje pojedinačne mobilnosti izražene 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 2012./2013. primili financijsku potporu od Agencije za mobilnost i programe EU, potrebno je upisati procjenu broja mobilnosti i prosječno trajanje pojedinačne mobilnosti prema Ugovoru između Agencije i Vaše ustanove.

Ukoliko ste za akademsku godinu 2011./2012. primili financijsku potporu od Agencije za mobilnost i programe EU, dužni ste upisati broj ostvarenih mobilnosti i prosječno trajanje mobilnosti u skladu s podacima iz završnog izvješća koje ste podnijeli Agenciji.

NAPOMENA: Visoka učilišta koja se prvi puta prijavljuju za financijsku potporu, ispunjavaju samo zatraženi broj mobilnosti i prosječno trajanje u mjesecima za akademsku godinu 2013./2014. (rubriku Requested).

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
2013/14: Requested			0
2012/13: Estimated			0
2011/12: 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
2013/14: Requested			0
2012/13: Estimated			
2011/12: 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 2013./2014. kao i prosječno trajanje pojedinačne mobilnosti izražene u danima. Obrazac samostalno izračunava ukupno trajanje mobilnosti.

Ukoliko ste za akademsku godinu 2012./2013. primili financijsku potporu od Agencije za mobilnost i programe EU dužni ste upisati procjenu broja mobilnosti i prosječno trajanje pojedinačne mobilnosti prema Ugovoru između Agencije i Vaše ustanove..

Ukoliko ste za akademsku godinu 2011./2012. primili financijsku potporu od Agencije za mobilnost i programe EU, dužni ste upisati broj ostvarenih mobilnosti i prosječno trajanje mobilnosti u skladu s podacima iz završnog izvješća koje ste podnijeli Agenciji.



NAPOMENA: Visoka učilišta koja se prvi puta prijavljuju za financijsku potporu, ispunjavaju samo zatraženi broj mobilnosti i prosječno trajanje u danima za akademsku godinu 2013./2014. (rubriku Requested).

F. 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 dodatnih pitanja, obratite nam se putem elektroničke pošte na erasmus@mobilnost.hr.

G. DATA PROTECTION NOTICE

Pročitajte obavijest o zaštiti osobnih podataka.

G. DATA PROTECTION NOTICE

PROTECTION OF PERSONAL DATA

Processing this form may involve the recording and processing of personal data. Such data will be processed pursuant to Regulation (EC) No 45/2001 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. Any personal data requested will only be used for the intended purpose, i.e.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

<http://www.edps.europa.eu/>



H. DECLARATION OF 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.
- 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 have taken note that identical or similar applications will be subject to a specific assessment in order to exclude the risk of double funding and that the Commission and the National Agencies reserve the right not to fund identical or similar applications

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 25/05/02, 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.

I. SUBMISSION

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

I.1. DATA VALIDATION

Validation of compulsory fields and rules

Validate

I.3. STANDARD SUBMISSION PROCEDURE

Online submission (requires internet connection)

Submit online

Print the form

Print form



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*

Ukoliko iz bilo kojeg razloga niste uspješno poslali e-prijavni obrazac klikom na gumb „*Create email attachment*“ napravite prvitak 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")

J. SIGNATURE

Nakon što ste isprintali prijavni obrazac, vlastoručno ispunite podatke: *Place, Date, Name, Position, Name of the applicant organisation, Signature*. Pečatom Vaše ustanove ovjerite prijavni obrazac (Stamp).

National ID number of the signing person nije potrebno ispuniti.

Navedene stavke nije moguće upisati u 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):



4. UPUTE ZA SLANJE PRIJAVNOG OBRASCA POŠTOM

Nakon što ste ispunili prijavni obrazac i kliknuli Submit online:

1. Agenciji za mobilnost i programe EU poštom pošaljite originalno potpisanu i ovjerenu prijavu u tiskanoj verziji i jednu kopiju na adresu: **Agencija za mobilnost i programe EU, Gajeva 22, 10 000 Zagreb** s naznakom „Prijava na natječaj za Erasmus individualnu mobilnost, rok 08.03.2013.“
2. Prijavni obrazac pošaljite putem e-maila na erasmus@mobilnost.hr