

Erasmus+

Strukovno
obrazovanje i
osposobljavanje

Upute za prijavu



Branka Radonić

Zagreb, 9. prosinca, 2014.



AGENCIJA ZA
MOBILNOST I
PROGRAME EU



Erasmus+



Obzor 2020.



euraxess



Twinning



europass



eurodesk



eurodesk
hrvatska



CEEPUS

Postupak prijave – potrebni koraci

1. OTVARANJE
ECAS RAČUNA



2. REGISTRACIJA
NA PORTALU ZA
SUDIONIKE



3. PROVJERA
USKLAĐENOSTI
S KRITERIJIMA
PROGRAMA



4. PROVJERA
FINANCIJSKIH
UVJETA

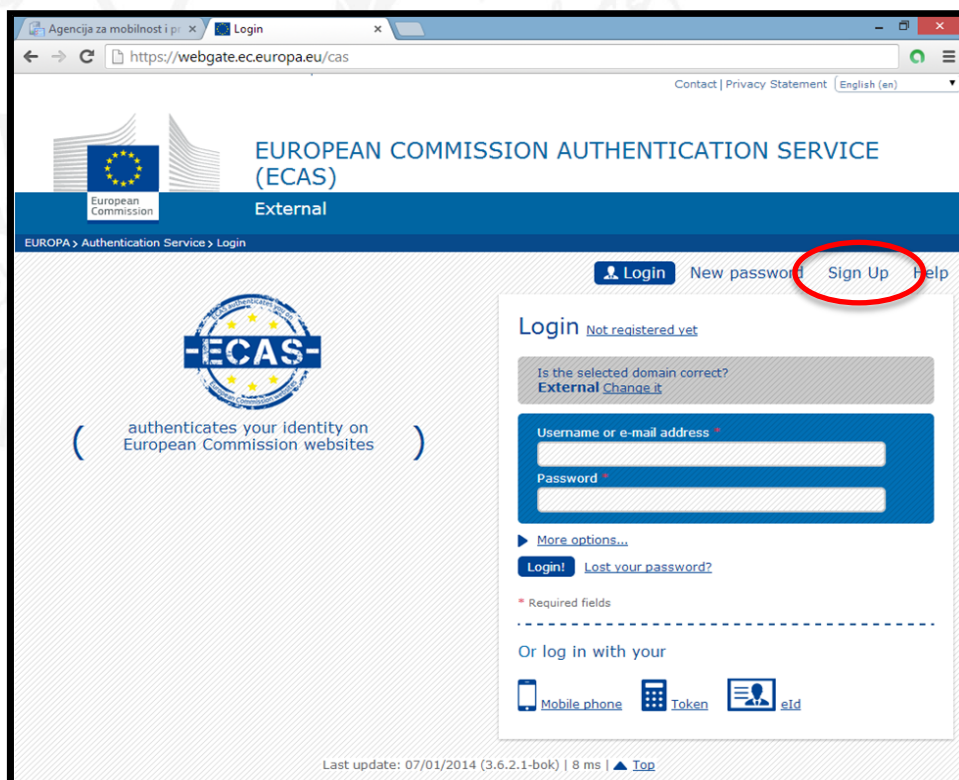


5. POPUNJAVANJE I
PODNOŠENJE
PROJEKTNE
PRIJAVE

Detaljne
informacije:
**Vodič kroz
Erasmus +,**
Dio C-
Informacije za
prijavitelje

Postupak prijave – stvaranje ECAS računa (prosječno trajanje: 10 min)

ECAS priručnik za
Erasmus+ prijavitelje
na mrežnoj stranici
AMPEU



1. Otvorite sljedeću mrežnu
stranicu:
<https://webgate.ec.europa.eu/cas/>



2. Kliknite na "Sign up" kako bi
Vam se pojavio registracijski
upitnik



Sign Up

[Help for external users](#)

Choose a username

First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *

Enter the code *

☐ Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

* Required fields

3. Ispunite obvezatna polja
u obrascu za registraciju



4. Pročitajte i prihvatite
Izjavu o privatnosti
podataka



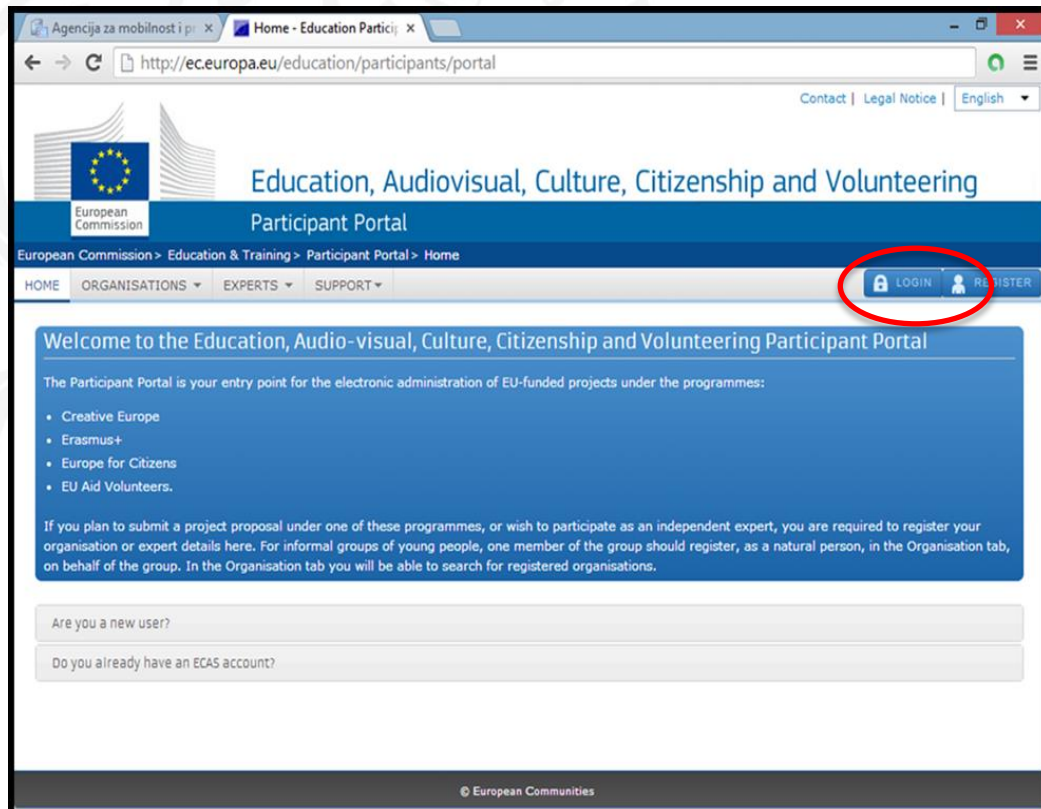
5. Unesite znakove koji su
prikazani na slici za
sigurnosnu provjeru



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Postupak prijave – prijava na URF portal (prosječno trajanje: 15 min)

Priručnik za
registraciju na
mrežnoj stranici
AMPEU



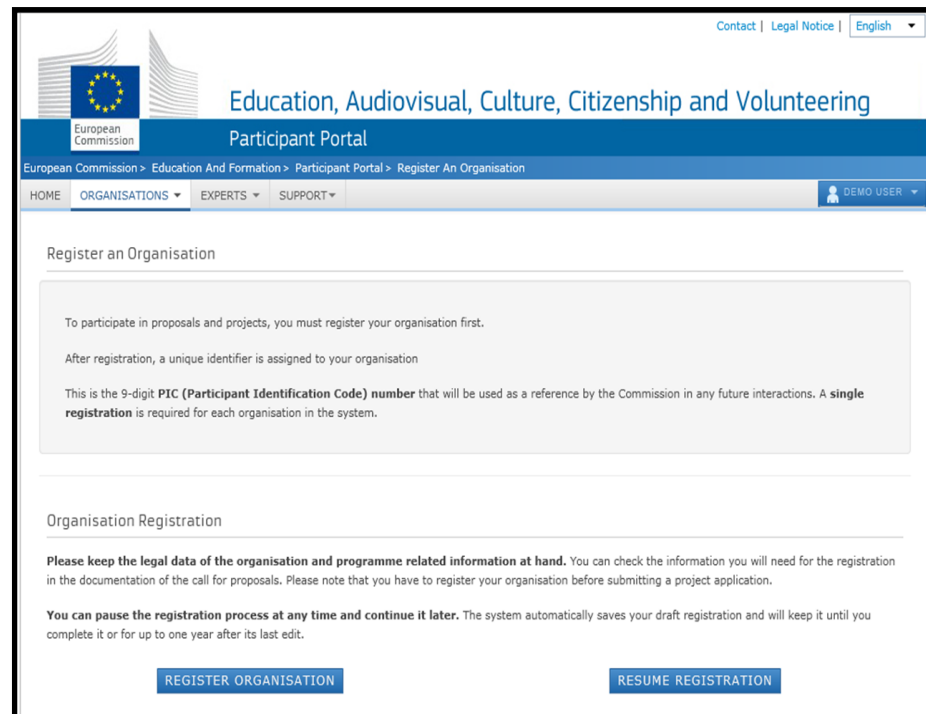
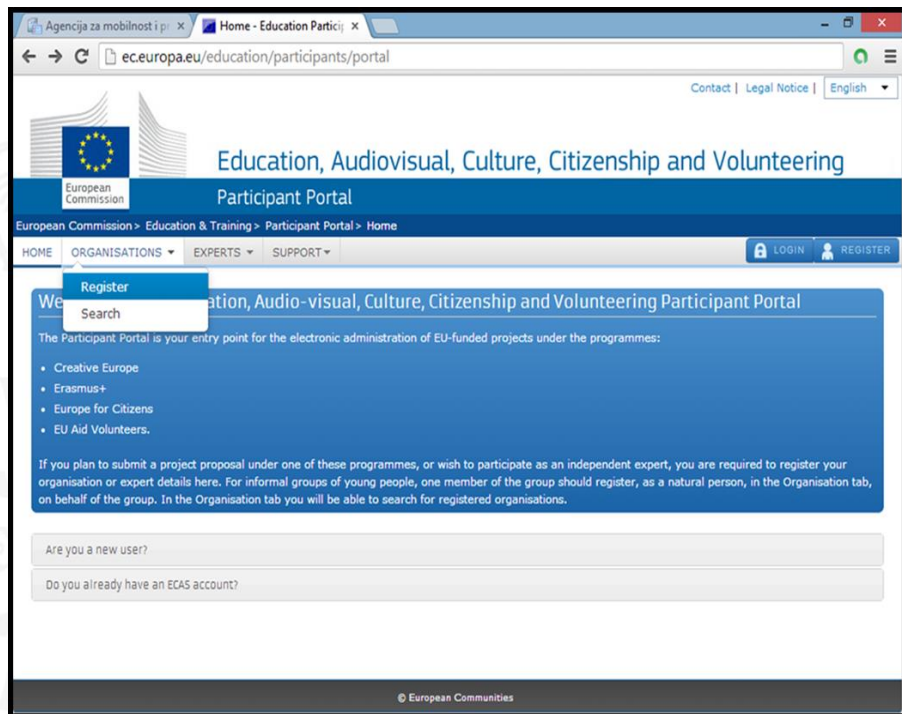
1. Potrebna registracija kroz
URF (Unique Registration
Facility)

[https://ec.europa.eu/education/
participants/portal/desktop/en/
home.html](https://ec.europa.eu/education/participants/portal/desktop/en/home.html)



2. LOGIN - pristup ECAS
računu – potrebno upisati
korisničko ime i lozinku

Postupak prijave – registracija



1. Potrebno kliknuti
na karticu
ORGANISATIONS i
odabrati Register



2. REGISTER
ORGANIZATION



PIC



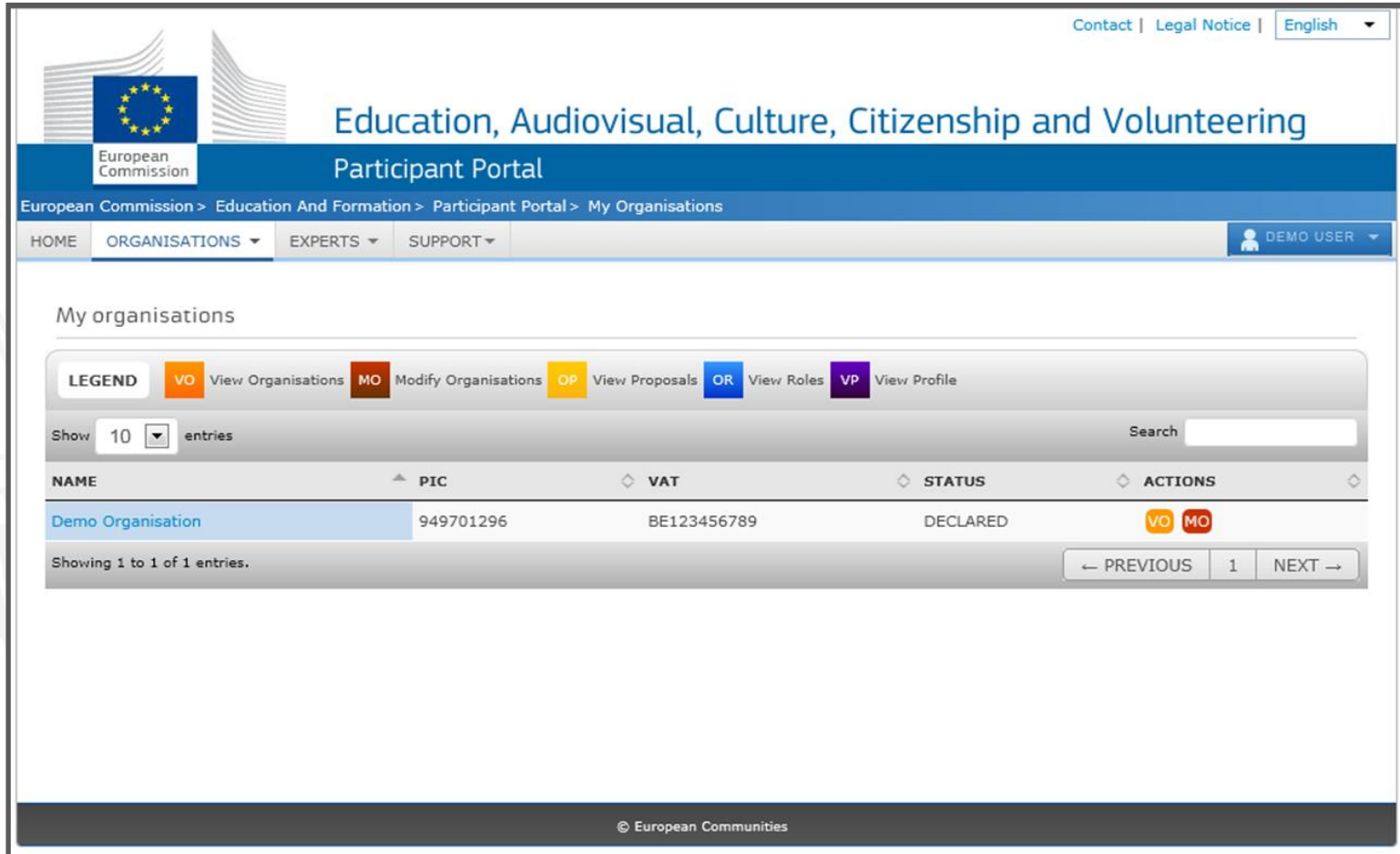
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1 ORGANIZACIJA = 1 PIC

=
Participant
Identification
Code

Dovoljno se
registrirati jednom

PIC



The screenshot shows the 'Participant Portal' for the 'Education, Audiovisual, Culture, Citizenship and Volunteering' program. The header includes the European Commission logo and navigation links like 'Contact', 'Legal Notice', and 'English'. The main navigation bar has tabs for 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. A 'DEMO USER' button is visible on the right.

The 'My organisations' section features a legend with buttons: 'VO' (View Organisations), 'MO' (Modify Organisations), 'OP' (View Proposals), 'OR' (View Roles), and 'VP' (View Profile). Below the legend, there's a search bar and a table of organisations.

NAME	PIC	VAT	STATUS	ACTIONS
Demo Organisation	949701296	BE123456789	DECLARED	VO MO

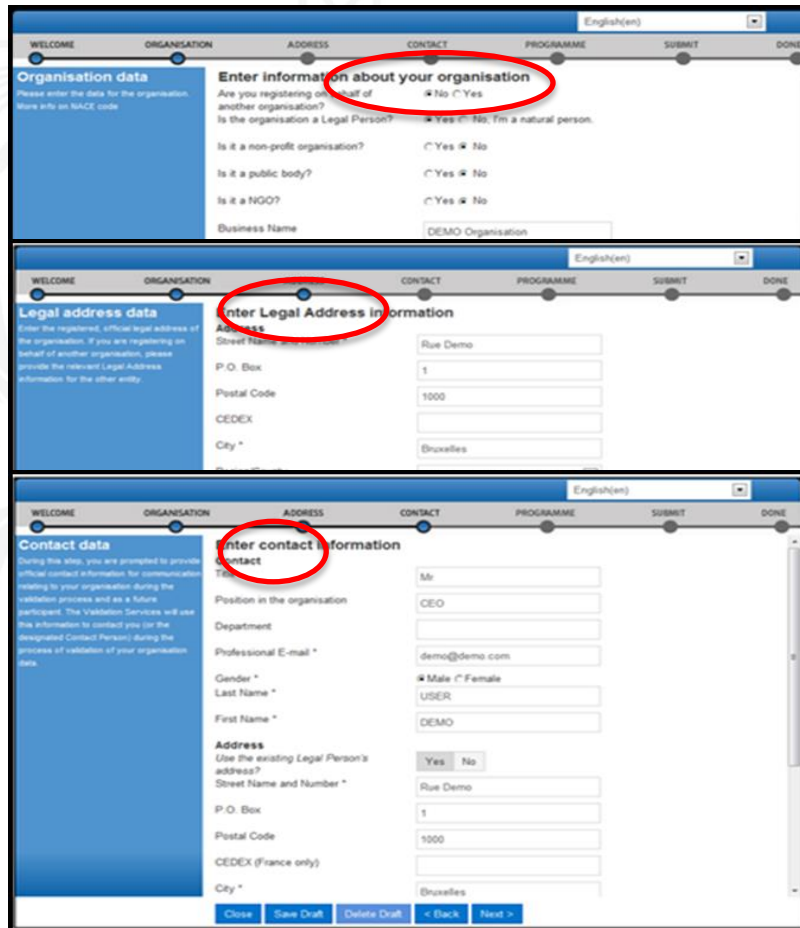
Showing 1 to 1 of 1 entries. Navigation buttons: PREVIOUS, 1, NEXT.

© European Communities

- Ako imate PIC potrebno je samo ažurirati podatke – klikom na ikonu MO (Modify Organisations)

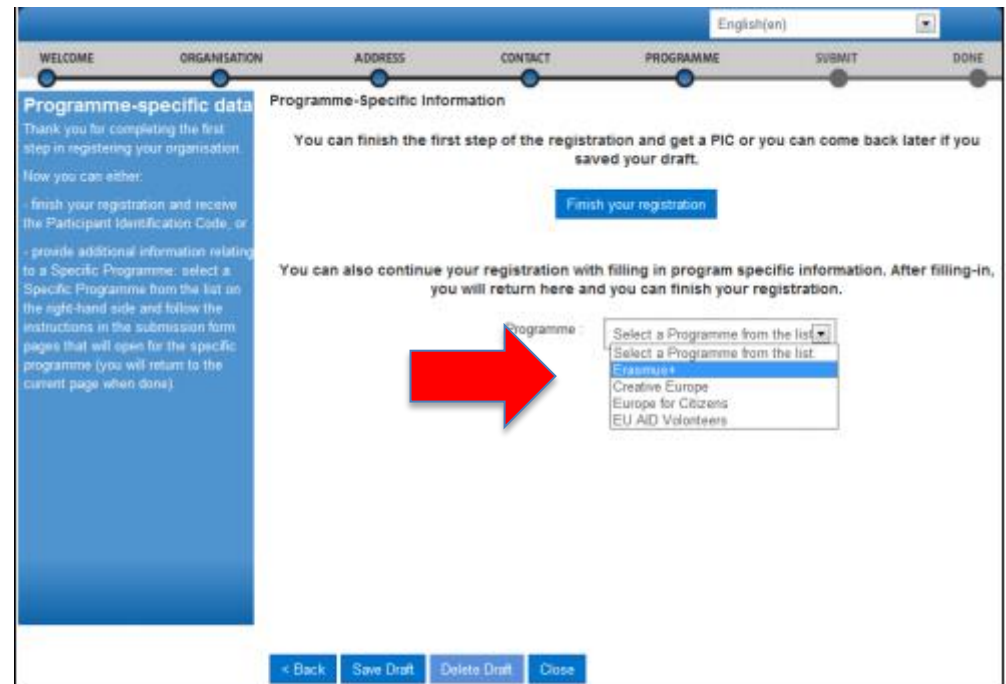
Postupak prijave

- Potrebno unijeti sljedeće podatke:



The screenshots show the following sections:

- Organisation data:** Includes questions about the type of organisation (Legal Person, non-profit, public body, NGO) and a field for Business Name (DEMO Organisation).
- Legal address data:** Includes fields for Street Name (Rue Demo), P.O. Box (1), Postal Code (1000), CEDEX, and City (Bruxelles).
- Contact data:** Includes fields for Title (Mr), Position in the organisation (CEO), Department, Professional E-mail (demo@demo.com), Gender (Male), Last Name (USER), First Name (DEMO), and Address (Rue Demo, 1, 1000, Bruxelles).



The screenshot shows the 'Programme-specific data' section. It includes a dropdown menu for selecting a programme from a list. The list contains: Erasmus, Creative Europe, Europe for Citizens, and EU AID Volunteers. A red arrow points to the dropdown menu.

PIC



Postupak prijave

English(en) 

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Next steps

You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.

You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.

You have registered the following data for this organisation:

Legal Name	Organisation D
Legal Address	, Avenue Louise 1, Brussels, Belgium
VAT	BE-VAT-123
Business Registration Number	BE-BIZ
EAC/EACEA - specific information	
Organisation type	VET provider associations
Is it a Small Medium Enterprise (SME)?	No
Organisation description	My organisation is active in the areas of ...

PIC number: 948425746

Thank you for using the Participant Portal

Print Close



Postupak prijave



Application Form – Call: 2015

KA1 - Learning Mobility of Individuals

VET learner and staff mobility

Form version: 0.1 Adobe Reader Version: 10.104

Erasmus+

Participating organisation(s)

Applicant Organisation

Role	APP - Applicant Organisation
PIC	☐ Check PIC
Full legal name (National language)	
Full legal name (Latin characters)	
Acronym	
National ID (if applicable)	
Department (if applicable)	
Address	
Country	
Region	
P.O. Box	
Post Code	
CEDEX	
City	
Website	
Email	
Telephone 1	
Telephone 2	

→ podaci o organizaciji se automatski popunjavaju onima unesenima u URF portal

PIC



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Postupak prijave – dodavanje dokumenata

Nakon dobivanja PIC broja, a najkasnije do trenutka podnošenja prijave, potrebno dodati obrasce o:

→ **Pravnoj osobi**
(trgovačko društvo i javni subjekt)

→ **Financijskoj identifikaciji**



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Postupak prijave – dodavanje dokumenata

Welcome **DEMO USER**, you can view Demo Organisation **949701296**

English(en)

MessagesDocumentsOrganisationLegal AddressContact PersonLEAR

Documents

On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.

Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.

Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).

Add a new document

!

No documents have been submitted for this organisation yet.

To add a supporting document, click the 'Add new document' button above.

Choose your Framework Program

Reset filter

Quit

User manual

Postupak prijave – dodatni uvjeti

- ako zatraženi iznos financijske potpore premašuje **60.000,00 EUR**, a prijavu podnosi **privatna organizacija**, potrebno je dodati i račun dobiti i gubitka te bilancu za posljednju dostupnu godinu
- novoosnovana tijela – umjesto navedenih dokumenata dostavljaju financijsku izjavu ili izjavu o osiguranju u kojoj je navedeno da profesionalni rizici podnositelja mogu zamijeniti navedene dokumente
- ako zatraženi iznos financijske potpore premašuje **75 000 EUR**, može se tražiti izvješće o reviziji (ovlašteni vanjski revizor)

**VODIČ KROZ
PROGRAM
ERASMUS+**

Elektronski prijavni obrasci

- prijavni obrasci bit će dostupni **na mrežnim stranicama** Nacionalne agencije (AMPEU) i Europske Komisije
- svi obrasci i svi dokumenti dostavljaju se **isključivo online**
- odabir odgovarajuće Nacionalne agencije vrši se u prijavnom obrascu
- podaci o organizaciji ne unose se u obrazac, unosi se samo **PIC broj**
- popratni dokumenti** prilažu se u obrazac
- može se priložiti **do 10 dodataka**



Erasmus+
Application Form
Call 2014
KA1 - Learning Mobility of Individuals

A. General Information
The application form consists of the following main sections:
- Context: this section asks for general information about the type of project proposal you want to submit and about the Agency that will receive, assess and select your proposal;
- Participating organisation(s): this section asks for information about the applicant organisation and - if relevant - about any other organisation involved as partners in the project;
- Description of the project: this section asks for information about all the stages of the project: preparation, implementation of main activities, presenting the mobility activities and follow-ups;
- Budget: in this section you will be asked to give information about the amount of the EU grant you request;
- Check List Data Protection Notice/Declaration of Honour: in these sections, the applicant is made aware of important conditions linked to the submission of the grant request;
- Annexes: in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application.
Please bear in mind that this form will adapt to the type of project you wish to apply for according to the choices you will make in this first page - or in the following parts - some sections/questions of this application form will appear or disappear.
For more information on how to fill in this application form, you can read the eForm Guidance.

B. Context

Programme	Erasmus
Key Action	Learning Mobility of Individuals
Action	Mobility of Learners and Staff
Action Type	STT teacher and staff mobility
Call	2014
Round	Round 1
Deadline for Submission (dd-mm-yyyy)	17-02-2014 23:59:59
Language used to fill in the form	

C. Project Information

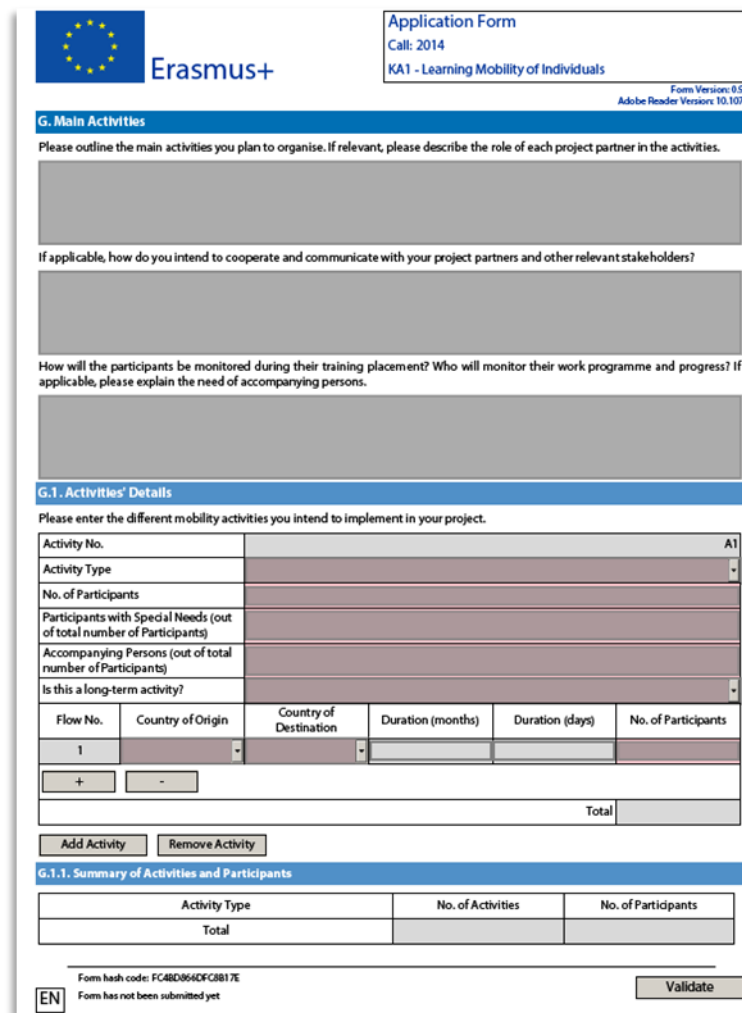
Project Title	
Project Acronym	
Project Start Date (dd-mm-yyyy)	
Project End Date (dd-mm-yyyy)	
Project Total Duration (Days)	

Elektronski prijavni obrasci

• Dijelovi obrasca:

- kontekst
- organizacije partneri
- Europski razvojni plan
- opis projekta
- proračun
- sažetak projekta
- popis za provjeru, izjava o zaštiti podataka, izjava o točnosti i istinitosti podataka
- prilozi

 **podnošenje prijave**



Application Form
Call: 2014
KA1 - Learning Mobility of Individuals

Form Version: 8.9
Adobe Reader Version: 10.107

G. Main Activities

Please outline the main activities you plan to organise. If relevant, please describe the role of each project partner in the activities.

If applicable, how do you intend to cooperate and communicate with your project partners and other relevant stakeholders?

How will the participants be monitored during their training placement? Who will monitor their work programme and progress? If applicable, please explain the need of accompanying persons.

G.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

Activity No.	Activity Type	No. of Participants	Participants with Special Needs (out of total number of Participants)	Accompanying Persons (out of total number of Participants)	Is this a long-term activity?
1					
					Total

Flow No. Country of Origin Country of Destination Duration (months) Duration (days) No. of Participants

1 - - - - -

+

-

Total

Add Activity Remove Activity

G.1.1. Summary of Activities and Participants

Activity Type	No. of Activities	No. of Participants
Total		

Form hash code: FC4BD964DFC8B17E
Form has not been submitted yet

EN Validate

Elektronski prijavni obrasci – dodatni dokumenti



KA1: Mobilnost pojedinaca u području obrazovanja i osposobljavanja

- Izjava o časti (Declaration of Honour)
- Punomoć (Mandate)



KA2: Strateška partnerstva

- Izjava o časti (Declaration of Honour)
- Punomoć (Mandate)
- Vremenski plan projektnih aktivnosti i rezultata (Timetable for project activities and outputs)



KA1: Mobilnost pojedinaca u području obrazovanja i osposobljavanja

- 4. ožujka 2015.



KA2: Strateška partnerstva

- 31. ožujka 2015.



AMPEU

strukovno@mobilnost.hr

- za pitanja o Erasmus+ aktivnostima koje provodi Nacionalna agencija



EACEA

EACEA-PORTAL-ERASMUSPLUS@ec.europa.eu

- za pitanja o Erasmus+ aktivnostima koje provodi Izvršna agencija za obrazovanje, audiovizualne medije i kulturu



EC RESEARCH IT HELPDESK

EC-RESEARCH-IT-HELPDESK@ec.europa.eu

- tehnička podrška

Priručnici i upute

- ECAS priručnik
- http://www.mobilnost.hr/prilozi/05_1391612230_05_1389948514_ECAS_prirucnik.pdf
- URF priručnik
- http://www.mobilnost.hr/prilozi/05_1392633896_URF_prirucnik_final.pdf
- Upute za ispunjavanje prijavnih obrazaca
- http://ec.europa.eu/programmes/erasmus-plus/documents/eform-technical-guide_en.pdf

Vodič kroz program Erasmus+

- http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf

Dodatne informacije

- www.mobilnost.hr



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PROGRAME EU

**Hvala na
pažnji!**

kontakt:
strukovno@mobilnost.hr