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Reg. no: 359-04/3-15-11

General Info Package for CEEPUS Scholarship Holders

Academic Year 2014/15

Dear ~~XXXXXXXXXX~~ Aida Kavežović,

we are pleased to inform you that your application in the framework of the CEEPUS programme has been successful and you have been awarded a CEEPUS grant.

Please find further information on how to proceed in the following enclosed documents.

- 1. Instructions and further details on your stay in Croatia**
- 2. Letter of Acceptance**
- 3. Final Report**

All information on what you are expected to do before, during and after your stay in Croatia can be found in this document.

In order to avoid any difficulties please read this document very carefully. If you have any additional questions, do not hesitate to contact the National CEEPUS Office Croatia at ceepus@mobilnost.hr

We wish you a pleasant and fruitful stay in Croatia.

Best regards,

National CEEPUS Office Croatia

INSTRUCTIONS AND FURTHER DETAILS ON YOUR STAY IN CROATIA

Dear scholarship holder,

Please read carefully the Instructions and further details on your stay in Croatia. The following lines will tell you what to do with each document and who to send it to.

Step 1: CHECK THE PROVISIONAL LETTER OF AWARD ENCLOSED TO THE GENERAL INFO PACKAGE AND SEND THE SIGNED LETTER OF ACCEPTANCE (VERY IMPORTANT!!)

PROVISIONAL LETTER OF AWARD

Check the awarded period of mobility, dates of arrival and departure (from-to), host institution and your details (your name and family name) specified in the Provisional Letter of Award enclosed to the General Info Package.

→ If there is a mistake, **immediately contact** the Agency for Mobility and EU Programmes - National CEEPUS Office (ceepus@mobilnost.hr).

LETTER OF ACCEPTANCE

→ Letter of Acceptance makes an integral part of this document. Please print it out and if all the data are correct, sign the Letter of Acceptance **on both sides**, by which you confirm that you have read and checked the documents and that you agree with what is stated in it. **Send the Letter of Acceptance at the latest by the deadline stated in Provisional letter of Awarding the month of your arrival**, scanned by e-mail to ceepus@mobilnost.hr AND by regular mail to the following address:

Agency for Mobility and EU Programmes
National CEEPUS Office
Frankopanska 26
10000 Zagreb
CROATIA
“CEEPUS Incoming Scholarships”

VERY IMPORTANT! READ IT CAREFULLY.

If you do not return a signed copy of the Letter of Acceptance within the stated deadline (deadline is stated in Provisional Letter of Award), we will assume you do not accept the scholarship terms and your scholarship will be cancelled.

If you decline the scholarship, you have to inform the National CEEPUS Office Croatia about your decision in the written form by e-mail to ceepus@mobilnost.hr as soon as possible and by the first day of the month preceding the month of your arrival at the latest.

If all the conditions and obligations are not met in due time, the scholarship holder can lose all rights arising from the Provisional Letter of Award and Letter of Acceptance. (The awarded

scholarship grant and the accommodation reservation can be cancelled).

Step 2: WORK REGISTRATION CERTIFICATE / POTVRDA O PRIJAVI RADA

EU CITIZENS

Since Croatian accession to the European Union **EU citizens are not obliged** to apply for the work registration certificate (*potvrda o prijavi rada*). Nevertheless, **they can** submit a request for the work registration certificate to the Foreigners' Office of the local police directorate, according to the location of your mobility (*Odsjek za strance, Policijska uprava*).

Citizens of **EU member states which Croatia entered into an employment restriction agreement with are obliged to apply** for the work registration certificate at the Foreigners' Office of the local Police Administration Office (*Odsjek za strance, Policijska uprava*). This concerns the scholarship holders from the following EU member states participating in CEEPUS: **Austria, Slovenia**. Please find below the list of Police Administration Offices, the list of required documents and the information on the payable administration fees.

NON-EU CITIZENS

Upon your arrival in Croatia you have to register your address in Croatia at the Foreigners' Office of the local Police Administration Office (*Odsjek za strance, Policijska uprava*) within 48 hours. For scholarship holders who are staying at student dormitories (or hotels) the address is automatically registered.

As a non-EU citizen **you can apply for the work registration certificate**. If you would like to apply, you should submit a request to the Foreigners' Office of the local Police Administration Office (*Odsjek za strance, Policijska uprava*). Please find below the list of Police Administration Offices, the list of required documents and the information on the payable administration fees.

The list of Police Administration Offices:

- **Zagreb** Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava Zagrebacka*), Petrinjska 30, 1st floor, Ms Karolina Grgić, tel. 01/4563 642, or Ms Lidija Malarić, tel. 01/4563 622.
- **Opatija, Rijeka**, Primorsko-goranska Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava*), Žrtava fašizma 3, Ms Silvana Kladnik, tel. 051/430-512.
- **Split**, Splitsko-dalmatinska Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava Splitsko-Dalmatinska*), Trg hrvatske bratske zajednice 9, Ms Branka Družić, 021/307 322.
- **Osijek**, Osječko-Baranjska Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava Osječko-baranjska*), Trg Lavoslava Ružičke 1, Ms Branka Briški, tel. 031/237 254.
- **Zadar** Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava Zadarska*), Andrije Hebranga bb, Ms Ana Ivuša, tel. 023/345 348.
- **Slavonski Brod**, Brodsko-posavska Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava Brodsko-posavska*), Ivana Mažuranića 9.

- **Pula**, Istarska Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava Istarska*), Trg Republike 1, Ms Kristina Lončar, tel. 052/532 587.
- **Dubrovnik**, Dubrovačko-neretvanska Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava Dubrovačko-neretvanska*), Dr. Ante Starčevića 13, Ms Božena Špetić, tel. 020/443 244.

The required documents for the work registration certificate:

- 1) Application for Issuance of the Work Registration Certificate - a document in the Croatian language (*Zahtjev* - read below).
- 2) Original and photocopy of the passport/or ID card (for EU citizens).

The Agency for Mobility and EU Programmes will prepare *Zahtjev* upon your request received by email at ceepus@mobilnost.hr no later than 30 days prior to your arrival. Scholarship holders who are staying in Zagreb can obtain it at the Agency for Mobility and EU Programmes, Frankopanska 26, on any workday day between 09.00 -16.00, and those staying outside of Zagreb can obtain it from their CEEPUS coordinator at the host institution.

Administration fee

The administration fee for granting the work registration certificate is 150,00 HRK (approximately 20,00 EUR), and the administration fee for issuance of a certificate is 20,00 HRK (approximately 3,00 EUR). You should pay the administration fees when submitting the request for the certificate.

Step 3. VISA INFORMATION

For the most current information regarding entry and visa regulations between your country and Croatia, please enquire at the Croatian Embassy in your country or at the national ministry of foreign affairs. Any visa related costs are not covered by the scholarship grant.

Step 4: HEALTH INSURANCE AND MEDICAL CARE

During your stay in Croatia, as an international teacher you must have health insurance.

Non-EU countries with health care agreements with Croatia

If there is a signed bilateral health care agreement between your home country and Croatia, ask for the bilingual form (*tiskanica*) to be filled in and stamped by your health insurance company. The form should then be presented at the Croatian Health Insurance Company (*Hrvatski zavod za zdravstveno osiguranje*, http://www.hzzo-net.hr/02_04.php), which will issue a health insurance document valid in Croatia (*bolesnički list*).

Croatia has entered into agreements on social security with the following non-EU countries participating in CEEPUS: **Bosnia and Herzegovina, Macedonia, Montenegro and Serbia.**

The European Health Insurance Card (EHIC)

International teachers who have the European Health Insurance Card may use health care services upon presentation of the card and submission of the printout copy of the card, if other instructions are not given according to the Croatian legislation in force.

Countries without health care agreements with Croatia and without the European Health Insurance Card

Teachers from the countries that do not have bilateral health care agreements with Croatia or that do not use the European Health Insurance Card are obliged to organise and cover the costs of health care services by themselves. In the academic year 2014/2015 Kosovo is the only country in this category. Any health insurance expenses for scholarship holders from these countries not covered

by the scholarship grant.

Step 5: ACCOMMODATION

The accommodation will be arranged for you in a student dormitory for the period of the awarded mobility grant and it is **paid by the Agency for Mobility and EU Programmes**.

Below is the list of the student dormitories:

- **Osijek:** Student Dormitory Osijek, Kralja Petra Svačića 1c,
- **Rijeka (accommodation in Rijeka is also arranged for scholarship holders staying at the faculty in Opatija):** Student Dormitory "Ivan Goran Kovačić", Čandekova Street 4, Rijeka,
- **Slavonski Brod:** Student Centre Slavonski Brod, P. Svačića bb,
- **Split:** Hostel Spinut, Spinutska bb,
- **Zadar:** Student Dormitory of the University in Zadar, Ulica dr. Franje Tuđmana 24d. Please note that the dormitory in Zadar requires 2 photos (3x3cm) and a medical certificate of satisfactory health condition, which you have to obtain in your home country before your arrival to Croatia.
- **Zagreb:** Student Dormitory "Ante Starčević", Zagrebačka avenija 2, Zagreb.

You can pick up your key at the entrance 24 hours a day.

The room will be available from the date of your arrival stated in the Letter of Acceptance. **If you arrive before that date without prior notification, you will not be able to enter student dormitory. If you arrive later than the agreed date without prior notification, the room will no longer be available.**

Scholarship holders staying in Pula:

For all the details concerning your accommodation, please contact Ms Ivona Peternel (ivona.peternel@unipu.hr).

Step 6: HOST INSTITUTION

Get to know your host institution and Croatia prior to your arrival: check the internet sites and consult your CEEPUS coordinator at the host institution if you have any questions regarding your teaching assignment. You do not have to send any documents to your host institution; however you **MUST** contact your CEEPUS coordinator at the host institution before you arrive in Croatia. Also, after you arrive and check in, please contact your host institution.

Step 7: HOW TO GET THE SCHOLARSHIP FUNDS

The awarded scholarship includes a monthly allowance of 2.400,00 HRK for mobilities of 5 to 14 days and 3.600,00 HRK for mobilities of 15 to 30 days (for short-term excursions the daily allowance amounts to 200,00 HRK) to cover the subsistence costs during the mobility period. As of the academic year 2013/2014, CEEPUS teachers are no longer entitled to a student card for subsidized meals at student restaurants. Agency for Mobility and EU Programmes will pay your scholarship to the account of the Faculty i.e. your host institution. The scholarship will be paid out to you by the Faculty upon your arrival.

TYPICAL PROCEDURE TO GET THE SCHOLARSHIP FUNDS

In order to receive your scholarship you will need to open a **giro bank account (*žiro račun*) starting with the number 31, or a current account (*tekući račun*) starting with the number 32**, at a Croatian bank immediately upon your arrival.

To open your bank account you should first request a personal tax number (**OIB**) at the Central Tax Administration (*Porezna uprava*). You will need your passport and the Request Form http://www.porezna-uprava.hr/en/EN_obrasci/Documents/PINrequest.pdf. The Application has to be submitted in person and the OIB can be issued immediately. This is a straightforward procedure, free of charge.

- **In Zagreb:** the Central Tax Administration is at Avenija Dubrovnik 32, Zagreb, 5th floor, room 529.
- **In other cities** you should contact the CEEPUS coordinator or the International Relations Office of the host institution for further information on the location of the Central Tax Administration.
- At the following web site you can find list of Tax offices in Croatia: <http://www.porezna-uprava.hr/kontakt/adresar.asp?id=b07d1>.

Make sure you close the bank account before departing for your home country.

After you obtain your OIB, you should open a bank account at a bank as specified above and provide your CEEPUS coordinator at the host institution with the account information and IBAN number as soon as possible.

It usually takes one week after you give the account details to the host institution to get the scholarship funds, thus we recommend that you secure sufficient funds to cover your needs for **at least first 10 days** of your stay in Croatia.

VERY IMPORTANT: As it is stated in your Letter of Acceptance, you need to notify National CEEPUS Office Croatia of any change IMMEDIATELY (by the first day of the month preceding the month of your arrival at the latest) at ceepus@mobilnost.hr. Failing to do so will mean that your accommodation and financing is not guaranteed any longer. Example: if something goes wrong and you are unable to come on the date your scholarship starts but you let us know about that, we can re-book the room. If you do not notify us about changes and you arrive later than planned, there will be no room waiting for you and we cannot guarantee you an accommodation.

National Holidays in the Republic of Croatia:

Tuesday	01/01/2014	New Year
Sunday	06/01/2014	Epiphany
Sunday	20/04/2014	Easter
Monday	21/04/2014	Easter Monday
Wednesday	01/05/2014	Labour Day
Thursday	19/06/2014	Corpus Christi (60 days post Easter)
Saturday	22/06/2014	Anti-Fascism Day
Tuesday	25/06/2014	Statehood Day
Monday	05/08/2014	Victory and Homeland Gratitude Day
Thursday	15/08/2014	Assumption
Tuesday	08/10/2014	Independence Day
Friday	01/11/2014	All Saint's Day
Wednesday	25/12/2014	Christmas
Thursday	26/12/2014	St. Stephen's Day (Boxing Day)

The academic calendar in the Republic of Croatia:

The academic year in Croatia starts on the **1st of October** and lasts until the **30th of September next year**. For further details on winter/summer semester dates please contact your host institution.

Below is a checklist of „to-dos“ to help you keep on track:

Before your arrival:

- *if you agree with the terms and conditions of the awarded scholarship, sign the **Letter of Acceptance**, including the Obligations of the Scholarship Holder, and send it to the Agency as soon as possible, by the first day of the month preceding the month of your arrival at the latest.*
- ***Accept your CEEPUS grant in the CEEPUS online software**, by clicking the “accept” button in your application*
- *Enquire at the Croatian Embassy in your country or at the national Ministry of Foreign Affairs for the most current information regarding entry and visa regulations between your country and Croatia (non EU citizens)*
- *Verify the status of the health care agreement between Croatia and your home country (non-EU citizens) and take all necessary steps to secure health insurance during your stay in Croatia*
- *Contact your CEEPUS coordinator at the host institution*

After your arrival:

- *Obtain **OIB** at the Tax Authority*
- *Open a bank account at a bank and give the account details to your contact person/CEEPUS coordinator at the host institution*
- *If you requested the document required to apply for the work registration certificate (Prijava), pick it up at the Agency (if staying in Zagreb), or from the CEEPUS coordinator at the host institution (in other cities)*
- *Print out the Teacher Mobility Report which makes an integral part of this document and fill it out during your stay*

At the end of your stay:

- *Return the dorm room key*
- *Close the bank account*
- *Have your **Confirmation Letter** signed and stamped and sent to the Agency for Mobility and EU Programmes within two weeks of your departure*
- *Submit your **Teacher Mobility Report** to the Agency for Mobility and EU Programmes*

After your return home:

- *fill out the **online Mobility Report** at www.ceepus.info, within two weeks of your departure*

For further information on living in Croatia, please look at the following web sites:

<http://www.hr-eu.net/index.php?lang=2>
<http://www.justlanded.ch/english/Croatia/Croatia-Guide>
<http://www.euraxess.hr/>

Contact for your stay in Croatia:

Agency for Mobility and EU Programmes
National CEEPUS Office
Frankopanska 26
HR-10000 Zagreb
e-mail: ceepus@mobilnost.hr
tel: +385 (0)1 5005 635

What to do in case of emergency

Please note: "emergency" refers to accidents or serious injuries.
Please contact the Agency for Mobility and EU Programmes.
Additionally, please find some important telephone numbers:
Emergency service +385 112
Ambulance +385 94
Police +385 192
Fire department +385 93

We wish you a pleasant and fruitful stay in Croatia!

Ministry of Science, Education and Sports
Agency for Mobility and EU Programmes

LETTER OF ACCEPTANCE

CEEPUS MOBILITY GRANT Academic year 2014/2015

(Sign the Letter of Acceptance **including** the Obligations of the Scholarship Holder and send it back to the Agency for Mobility and EU Programmes!)

XXXXXXXXXXXX
Arda Kavazovic

Signed herewith I declare to accept
the awarded CEEPUS Mobility grant

from the Ministry of Science, Education and Sports and
the Agency for Mobility and EU Programmes

in the period **from 01.04.2015. to 17.04.2015.**
at the University of Zagreb, Veterinary Faculty

within the framework of CEEPUS III Network no. CIII-HR-0107-08-1415-M-82515

and I understand and accept the conditions and obligations of the scholarship holder and the Instructions and further details on my stay in Croatia related to the awarded CEEPUS scholarship.

Scholarship holder Signature:

Date: _____

Name Surname

Place: _____

Obligations of the Scholarship Holder

General obligations arising from the CEEPUS III Agreement and the Work Programme:

- Using the awarded grant only in accordance with the CEEPUS III Agreement
- Holding minimum 6 teaching or supervising hours per each week of stay (minimum 6 teaching hours for mobilities of 5 to 9 days, minimum 12 teaching hours for mobilities of 10 days)
- Entering Mobility Report via the CEEPUS III software within 14 days after the end date of mobility
- Submitting the Letter of Confirmation specifying the duration of your stay, signed and stamped by the CEEPUS coordinator at the host institution, to the NCO of the home country (Agency for Mobility and EU Programmes) within 14 days of your departure (either scanned by email to ceepus@mobilnost.hr or by regular mail to the address of the Agency)

Specific obligations of scholarship holders in Croatia::

- arrange visa and similar requirements where applicable
- where applicable, arrange and cover the cost of health care insurance for the period of your stay, according to the Croatian legislation in force
- take all steps specified in the General Information Package and as required by your host institution to obtain your scholarship funds
- submit the Teacher Mobility Report to the NCO-HR, in accordance with the provided instructions

NOTE:

If you do not return a signed copy of the Letter of Acceptance by the first day of the month preceding the month of your arrival at the latest, we will assume you do not accept the scholarship grant and your scholarship will be cancelled. If you decline the scholarship, you have to inform the Agency of your decision in the written form by e-mail to ceepus@mobilnost.hr by the first day of the month preceding the month of your arrival at least.

If the conditions and obligations are not met in due time, the scholarship holder will lose all rights arising from the Provisional Letter of Award and the Letter of Acceptance. The awarded scholarship and the accommodation reservation will be cancelled and scholarship refund can be claimed.

The grant holder herewith confirms that he/she is NOT receiving any other international mobility grant for the period of time covered by the CEEPUS grant.

By signing the Letter of Acceptance the scholarship holder confirms that the above data is correct and agrees to notify the Agency for Mobility and EU Programmes of any changes as soon as they occur.

Scholarship holder: _____ Place and date:

TEACHER MOBILITY REPORT

CEEPUS MOBILITY GRANT Academic year 2014/2015

According to Action 2 of CEEPUS III Work Programme “*Scholarships shall also be awarded to faculty (i.e., teaching, research and/or artistic staff of a given higher education programme) provided that they contribute to transnational university cooperation and/or appropriate training measures. Faculty members shall carry a workload of at least six teaching or supervising hours a week at the host university, as laid down in their mobility application.*”

At the end of your stay at the Croatian higher education institution please fill out this Teacher Mobility Report and enclose the Lists of Attendance and/or the Supervision Report proving that you carried the minimum workload prescribed by the CEEPUS III Work Programme. These lists should be also initialed by the CEEPUS coordinator from the host institution. This report will also provide the Agency for Mobility and EU Programmes with valuable information and will contribute to the continued improvement of the programme.

Please fill in and sign this report. A duly signed and stamped copy of the report and the lists should be delivered to the Agency for Mobility and EU Programmes (National CEEPUS Office) within 14 calendar days following your mobility at the latest. You can send the requested documents either scanned via e-mail to ceepus@mobilnost.hr or by regular mail to the address of the Agency for Mobility and EU Programmes. If you fail to submit this report as instructed, the NCO Croatia may request the reimbursement of the transferred funds from your host institution. **The Teacher Mobility Report can also be downloaded at http://www.mobilnost.hr/prilozi/05_1386157355_CEEPUS_Teacher_Mobility_Report.doc.**

Your name and surname: _____

CEEPUS network number: _____

Host institution: _____

Mobility period: _____

Your function at the home institution: _____

Please answer the following questions regarding your evaluation of the realized mobility.

1) Have you visited the same institution before? How many times?

2) What was the primary purpose of the mobility?

3) Have you achieved your goals and realized all of the planned activities? If not, why not?

4) Have you encountered any serious problems during your mobility period? If yes, which?

5) How would you evaluate the contribution your visit had to the cooperation between your home institution and the host institution? How did the students of the host institution benefit from your visit?

6) Which aspects of the scholarship were you most satisfied with? Which aspects do you think need improvement (e.g. the scholarship amount, payment, accommodation etc.)?

7) Did you receive adequate support from your host/home institution before and during your mobility period?

8) Did you receive adequate support from the home National CEEPUS Office before, during and after your mobility period?

9) Did you receive adequate support from the host National CEEPUS Office before, during and after your mobility period?

10) Other comments regarding your study period in Croatia:

Thank you for your time! Please complete the following statement.

I hereby confirm that during my stay at the host institution I have held _____ teaching and _____ supervising hours (enter the number of hours).

In support of this statement I enclose ___ Lists of Attendance and ___ Supervision Reports (tick as appropriate).

(Scholarship holder's signature)

CEEPUS III LIST OF ATTENDANCE

TEACHER: _____

DATE: _____

TOPIC: _____

NUMBER OF TEACHING HOURS: _____

NAME	LEVEL OF STUDY (BA, MA, PhD)	E-MAIL ADDRESS	SIGNATURE

NAME	LEVEL OF STUDY (BA, MA, PhD)	E-MAIL ADDRESS	SIGNATURE

(Scholarship holder signature): _____

CEEPUS coordinator (initials):

CEEPUS III SUPERVISION REPORT

TEACHER: _____

DATE: _____

TOPIC OF SUPERVISION:

NUMBER OF SUPERVISION HOURS: _____

STUDENT'S NAME: _____

STUDENT'S E-MAIL ADDRESS: _____

LEVEL OF STUDY: _____

STUDENT'S SIGNATURE: _____

TEACHER'S SIGNATURE: _____

CEEPUS coordinator (initials):