

UPUTE ZA ISPUNJAVANJE PRIJAVNOG OBRASCA ZA KA171 PROJEKTE, POZIV 2023.

Prijavni obrasci dostupni su na [službenim internetskim stranicama Europske komisije za programe Erasmus+ i Europske snage solidarnosti](#).

SAVJET! Iako je krajnji rok za prijavu 23. veljače 2023. do 12:00 sati prema briselskom vremenu, kako biste izbjegli moguće tehničke poteškoće zbog preopterećenosti platforme savjetujemo da podnošenje prijave započnete pravovremeno te da prijavu predate nekoliko dana prije službenog roka za podnošenje.

Platformi za ispunjavanje prijavnog obrasca pristupate EU Login računom.

Za pristup prijavi za KA171 projekte odabirete *Erasmus+ Opportunities → Mobility of higher education students and staff supported by external policy funds (KA171-HED)*.

The screenshot shows the homepage of the Erasmus+ and European Solidarity Corps website. The left sidebar has a dark blue background with white text and icons. It includes links for HOME, ORGANISATIONS, OPPORTUNITIES, PROJECTS, SUPPORT, and RESOURCES. The main content area has a white background with a dark blue header bar. The header bar contains the European Commission logo, the text "Welcome to Erasmus+ and European Solidarity Corps page!", and a "Register or login" button. Below the header, there is a section titled "More information" with links to the programme home page and the European Youth Portal. There is also a "Looking for support or have further questions?" section with links to the Support menu and the European Youth Portal. At the bottom, there are two boxes under the "OPPORTUNITIES" heading. The left box is for "Erasmus+" and the right box is for "European Solidarity Corps". Both boxes contain a megaphone icon, the programme name, a brief description, and a blue "Opportunities" button. The "Opportunities" button in the Erasmus+ box is highlighted with a red border.

Erasmus+ and European Solidarity Corps

Welcome EN

Opportunities for Erasmus+

Filter by
You can filter your content but you must login to be able to apply

Status
 All Open Upcoming

Fields
 All Adult Education
 Vocational Education and Training
 School Education Higher Education
 Youth Sport

Key Actions
 Learning Mobility of individuals
 Partnerships for cooperation and exchanges of practices

Open Calls

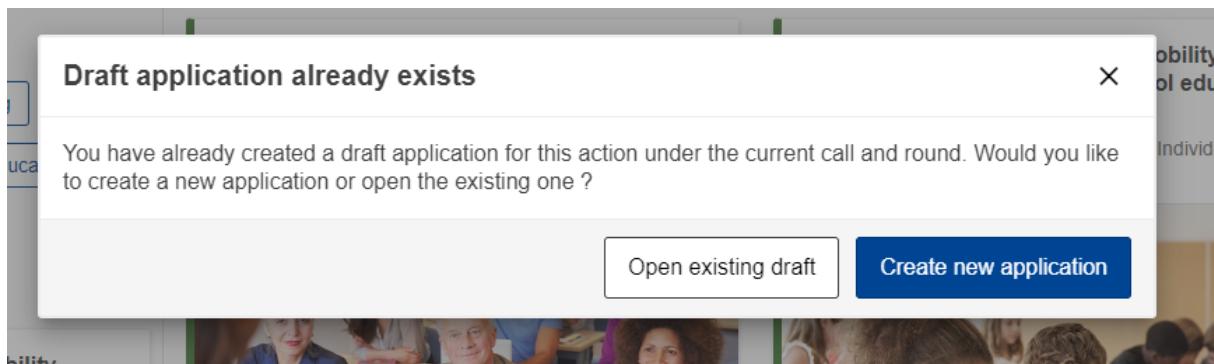
Mobility of higher education students and staff supported by external policy funds (KA171-HED)
Call 2023 | Learning Mobility of Individuals | Higher Education

This action supports physical and blended mobility of higher education students and staff from third countries not associated to Erasmus+. Students in all study fields and cycles can take part in a study period or traineeship abroad. Higher education teaching and administrative staff can take part in professional development activities abroad, as well as staff from the field of work in order to teach and train students or staff at higher education institutions.

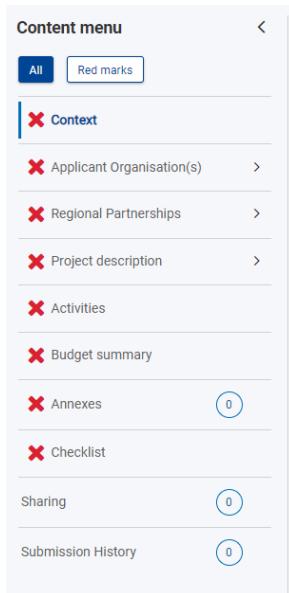
Deadline for Submission: 23-02-2023 12:00:00 (Brussels time)
Remaining days: 60

Application Forms | version 2.1.0-14 - 2022-11-16T10:50:29Z | Privacy statement

Tijekom ispunjavanja obrazac će automatski sačuvati promjene i bit će vam vidljive pri sljedećem pristupanju prijavnog obrascu. Prijavni obrazac omogućuje nastavljanje ispunjavanja ranije započete prijave odabirom opcije *Open existing draft*:



S lijeve strane obrasca nalazi se sadržaj sastavljen od 8 stavki. Tijekom ispunjavanja obrasca, ispravno popunjene stavke bit će označene zelenom kvačicom, a crvena oznaka **x** upozoravat će vas ako stavka još nije popunjena ili nije ispravno popunjena.



Tijekom ispunjavanja, pojavit će se nove stavke u sadržaju za detaljnije upisivanje podataka (primijetit ćete pojavu tipke za padajući izbornik). Valja redom prolaziti po stavkama i ispunjavati tražene podatke.

U gornjem desnom uglu ekrana u svakom trenutku možete preuzeti .pdf dokument s podacima koje ste dotada unijeli u obrazac. U istom uglu će, pritiskom na tipku *Submit*, na kraju ispunjavanja biti omogućena predaja prijave. Nakon predaje, obrazac za prijavu će se zatvoriti i bit će preusmjereni na zaslon *My Applications* gdje ćete moći vidjeti svoju prijavu sa statusom *Submitted*. *E-mail* s potvrdom podnošenja prijave bit će poslan kontakt osobama navedenima u prijavi, kao i pravnim predstvincima sudjelujućih organizacija. Potvrda će sadržavati okvirne informacije o vašoj prijavi.

SAVJET! Preporučujemo da prije konačnog podnošenja prijave sačuvate .pdf dokument finalne verzije prijave kako biste, u slučaju tehničkih poteškoća, i naknadno imali pristup sadržaju.

Prilikom ispunjavanja pojedinih stavki, obratite pažnju na upute koje će se u glavnom dijelu ekrana pojaviti ispod naslova stavke koju u tom trenutku ispunjavate. Pažljivo pročitajte upute u svakoj fazi prijave.

Slijedi opis stavki sadržaja:

1. *Context*

Odaberite trajanje projekta (24 ili 36 mjeseci), čime će se automatski upisati datum završetka projekta.

Obratite pozornost da odaberete ispravnu nacionalnu agenciju prilikom ispunjavanja: HR01 - Agency for Mobility and EU Programmes / Agencija za mobilnost i programme Europske unije (AMPEU).

Odaberite jezik ispunjavanja obrasca - hrvatski ili engleski jezik.

Ukoliko odaberete hrvatski jezik, pojavit će se pitanje: „Would you like to switch the language of the questions and other parts of the form to the same language?“

2. Applicant Organisation(s)

U predviđeno polje upišite OID organizacije. Na temelju OID broja obrazac automatski povlači podatke o vašem visokom učilištu dostupne na ORS platformi:

To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.
If your organisation has previously participated in Erasmus+ with a PIC number, an OID has been assigned to it automatically. In that case, you must not register your organisation again. Follow this link to find the OID that has been assigned to your PIC: Organisation Registration System
You can also visit the same page to register a new organisation that never had a PIC or an OID, or to update existing information about your organisation.

Applicant organisation

Organisation ID	Legal name	Country	Actions
[Redacted]	[Redacted]	Croatia	[Red, Green, Blue icons]

Are you applying on behalf of a mobility consortium? Yes No

Odgovorite na pitanje: „Are you applying on behalf of a mobility consortium?“.

Ako primijetite da je neki od automatski učitanih podataka netočan, molimo da podatke ažurirate u profilu svoga visokog učilišta na [ORS platformi](#).

Pritisnite stavku koja se pojavila u sadržaju (na lijevoj strani ekrana) – naziv visokog učilišta. Informacije o tipu ustanove, akreditaciji i Erasmus ID broju automatski će se ispuniti.

Is the organisation a non-profit?
 Yes No

Type of Organisation *
Higher education institution (tertiary level)

Associated persons

Please complete this information about key persons in your organisation who will be implementing the project.
The **legal representative** is the person with authorisation to represent the organisation in legal agreements and contracts.
The **Primary contact person** is the first contact point for everything that has to do with implementation of project activities. You can also add other contact persons.
If needed, one person can have more than one role. For example, a legal representative can also be the primary contact person. However, you need to name at least two different persons to make sure it is always possible to contact the organisation even if one of them is not available.

Please note that information related to Associated Persons will automatically be transferred to your National Agency but is not available in PDF.

Validation messages:

- You need to name at least two different persons to make sure it is always possible to contact your organisation even if one of them is not available.
- At least one and at most one associated person must be a Primary Contact Person.
- You need to choose one person to be the dedicated contact person for Online language support. You cannot select more than one person for this role.
- You need to include the organisation's legal representative

+ Add associated person Search on my contact list

Upišite podatke o pridruženim osobama (*Associated persons*). Navedeni podaci će se povući i u druge alate (npr. u *Beneficiary Module*) i Agencija će ih voditi kao kontaktne podatke za projekt, ali oni neće biti vidljivi u .pdf inačici vaše prijave, kao ni u konačno predanoj prijavi.

SAVJET! Preporučujemo koristiti se generičkim *e-mail* adresama jer je u tom slučaju znatno lakši prijenos pristupa alatima u slučaju promjene Erasmus+ koordinatora unutar vaše ustanove.

i ✖ You need to name at least two different persons to make sure it is always possible to contact your organisation even if one of them is not available
✖ At least one and at most one associated person must be a Primary Contact Person.
✖ You need to choose one person to be the dedicated contact person for Online language support. You cannot select more than one person for this role.
✖ You need to include the organisation's legal representative

Incomplete

Title	Position
Please complete...	Please complete...
Last name *	First name *
Please complete...	Please complete...
Telephone *	Email Address *
<input type="text"/> *	<input type="text"/> Please complete...
<input type="checkbox"/> Legal representative	<input type="checkbox"/> Primary contact person
	<input type="checkbox"/> Contact person for Online language support

+ Add associated person Search on my contact list

Obavezno je označiti jednu osobu kao kontakt za OLS (*Online language support*).

3. Regional Partnerships

Partnerstvima se pristupa na regionalnoj razini (ne pišete prijavu za partnersku zemlju, već za regiju). Popis trećih (partnerskih) zemalja dostupan je u [Vodiču kroz program Erasmus+](#) (EN), str. 34 – 35.

Također voditi računa o ograničenjima za odlazne studentske mobilnosti nižih razina studija (Vodič (EN), str. 63; popis zemalja dostupan na [ovoj poveznici](#).

Izaberite regiju u padajućem izborniku te svaku sljedeću regiju pritiskom na tipku **Add region**:

Be aware that the provided answers for each region will be assessed separately.

List of selected countries : - Number of organisation : 1

Label	Value	Required
Region	<input type="text"/> Please select a region	Mandatory
Number of organisation	<input type="text"/> Please select a region	Mandatory
List of selected countries	<input type="text"/> Please select a region	Mandatory
Total grant (EUR)	<input type="text"/> Please select a region	Not mandatory

+ Add region

Prilikom pisanja prijave potrebno je upisati visoka učilišta s kojima želite surađivati, ali kasnije, tijekom provođenja projekta, bit će moguće dodati partnerska visoka učilišta unutar pojedine partnerske zemlje.

Pritisom na detalje (*Details for cooperation with region XY*) ili na plavu tipku u desnom dijelu ekrana dodajete detalje o odabranim partnerskim ustanovama.

U fazi prijave potrebno je upisati OID broj partnerske ustanove. Ako partnerska ustanova nema OID broj, može ga otvoriti na [ORS platformi](#).

U polje *Organisation ID* upišite OID partnerskog visokog učilišta s kojim u ovoj regiji želite sudjelovati. Ime visokog učilišta i zemlje automatski će se ispuniti, a *email* adresu kontakt osobe upisujete sami.

Partnersko visoko učilište možete izbrisati pritiskom na tipku **x** koja se nalazi desno od *email* adrese.

Svako iduće partnersko visoko učilište unutar iste regije dodajte pritiskom na tipku *Add Organisation*.

The screenshot shows the 'Regional Partnerships' section of the application form. On the left is a content menu with various sections like 'Context', 'Applicant Organisation(s)', 'Regional Partnerships', and 'Project description'. The 'Regional Partnerships' section is expanded, showing a table titled 'Organisations found'. One row is visible, showing 'Organisation ID' (redacted), 'Legal name' ('Bosutiskole u Mostaru'), 'Country' ('Bosnia And Herzegovina'), and 'Email address of contact person' ('test@proba3@ampeu.hr'). A red box highlights the 'Add Organisation' button at the top right of the table area.

4. Project description

U kvalitativnome dijelu prijavnog obrasca slijede pitanja: *Quality of project design and cooperation arrangements, Relevance of the strategy i Impact and dissemination*.

Kriterij *Quality of project design and cooperation arrangements* (Kvaliteta projektnog plana i sporazuma o suradnji) obuhvaća 2. i 3. kvalitativno pitanje iz prošlog programskog razdoblja.

Na pitanje *Quality of project design and cooperation arrangements* odgovarate **jednom za cijeli projekt**. Maksimalan broj znakova za odgovor na ovo pitanje je 12 000, a u uglu je prikaz odbrojavanja preostalih znakova na raspolaganju. Obratite pažnju na upute koje se u glavnom dijelu ekrana nalaze ispod naslova pitanja *Quality of project design and cooperation arrangements*. Pitanje se odnosi na faze projekta (prije, tijekom i nakon mobilnosti) te na podjelu uloga i zadaća između partnerskih ustanova itd.

The screenshot shows the 'Project description' section of the application form. On the left is a content menu with sections like 'Context', 'Applicant Organisation(s)', 'Regional Partnerships', and 'Project description'. The 'Project description' section is expanded, showing a text area with the heading 'Quality of project design and cooperation arrangements'. Below the heading is a list of instructions and bullet points. In the bottom right corner of the text area, there is a red box containing the number '12999', indicating the remaining character count.

Na pitanja *Relevance of the strategy* (Relevantnost strategije) i *Impact and dissemination* (Učinak i diseminacija) odgovarate jednom za **svaku pojedinu regiju** (bez obzira na broj partnerskih ustanova unutar pojedine regije). Vaš odgovor na svako pitanje treba se odnositi na vaše visoko učilište i vaše partnere u određenoj regiji. Maksimalan broj znakova za odgovor na ova pitanja je 10 000, a u uglu je prikaz odbrojavanja preostalih znakova na raspolaganju.

Content menu

- All
- Red marks
- Context
- Applicant Organisation(s)
 - Western Balkans (Region 1)
 - Regional Partnerships
 - Details for cooperation with Western Balkans (Region 1)
 - Details for cooperation with Latin America (Region 10)
- Project description**
 - Quality of project design and cooperation
 - Western Balkans (Region 1)
 - Latin America (Region 10)
- Activities
- Budget summary
- Annexes
- Checklist
- Sharing
- Submission History

Project description

Details for cooperation with Western Balkans (Region 1)

Please answer the following quality questions for every region you intend to cooperate with. Your answer to each question should refer to your higher education institution and your partners in the given region.

Relevance of the strategy

Present your planned project with this region and explain how it is related to the internationalisation strategy of all the higher education institutions involved.*

You may refer to the specific type(s) of mobility that you plan to organise, the subject areas, as well as any other specific element about the expected cooperation arrangements with international partners in this region that you could not describe appropriately in the "Project management" section.

Detail your previous experience of cooperation with higher education institutions in these Third countries not associated to the Programme, if any. Explain how you expect that this project will contribute to new cooperation in education and/or research in the region.

Please complete... [10000]

Impact and dissemination

Explain the desired impact of the mobility project on participants, beneficiaries, international partners and at local, regional and national levels. Describe the measures which will be taken in your cooperation with this region to disseminate the results of the mobility project at faculty and institution levels, and beyond where applicable. Pay special attention to the Third countries not associated to the Programme.*

Please complete... [10000]

Details for cooperation with Latin America (Region 10)

Please answer the following quality questions for every region you intend to cooperate with. Your answer to each question should refer to your higher education institution and your partners in the given region.

5. Activities

U prijavnom obrascu potrebno je specificirati tip mobilnosti (studenti / osoblje) i smjer (dolazni / odlazni). Ne zatražuju se specifične aktivnosti (mobilnosti studenata u svrhu studija / stručne prakse; mobilnosti osoblja u svrhu poučavanja / osposobljavanja).

Novost u 2023. je da pri prijavi nije potrebno zatražiti green travel već se navedeno planira tijekom provedbe projekta.

Pritiskom na padajući izbornik u stavci *Activities* pojavit će se regije. Pritiskom na odgovarajuću regiju na lijevoj strani ekrana (ili na zelenu tipku na desnoj strani ekrana), otvorit će se izbornik za upis zemlje.

Content menu

- All
- Red marks
- Context
- Applicant Organisation(s)
 - Western Balkans (Region 1)
 - Regional Partnerships
 - Details for cooperation with Western Balkans (Region 1)
 - Details for cooperation with Latin America (Region 10)
- Project description
 - Quality of project design and cooperation
 - Western Balkans (Region 1)
 - Latin America (Region 10)
- Activities**
 - Western Balkans (Region 1)
 - Latin America (Region 10)
- Budget summary
- Annexes
- Checklist
- Sharing
- Submission History

Activities

While introducing your activities and flows for each of your Third countries not associated to the Programme, the required EU grant to perform these activities will be automatically calculated. Please be aware that:

- you will be required to introduce an activity as Learner or Staff Mobility at this stage. Later during implementation, you will be able to specify the activity category (studies/ traineeship/ teaching/ training).
- for learner mobility, the related EU grant will be calculated on the basis of the total duration indicated in each flow taking the monthly rate for learners' long-term mobility (2-12 months). Applicants planning to perform short-term student mobilities should reflect the costs for these mobilities inserting the equivalent in monthly rates.

Region	Country	Total number of participants	Total grant (EUR)	Actions
Western Balkans (Region 1)	Bosnia And Herzegovina	0	0,00	
Latin America (Region 10)	Argentina	0	0,00	

Pod *Country* odabirete zemlju, a pod *Activity category* imate opciju odabira za *Learner mobility* ili *Staff mobility*.

Za dodavanje dodatnih aktivnosti potrebno je pritisnuti *Add activity*.

U sadržaju, pritiskom na padajući izbornik uz regiju, pojavit će se zemlje.

Odabirom određene partnerske zemlje u sadržaju (lijeva strana ekrana) prikazuje se pregled aktivnosti u središnjem dijelu ekranra.

The screenshot shows the 'Activities' section for the Western Balkans (Region 1) - Bosnia And Herzegovina. It includes two tables for learner mobility and staff mobility, both requiring country, activity category, and total grant information. A summary at the bottom shows 0 participants and 0 total grant.

Activity	Label	Value	Required
Learner mobility	Country	Bosnia And Herzegovina	Not mandatory
Staff mobility	Country	Bosnia And Herzegovina	Not mandatory
Total Grant (EUR)	Value	0	Mandatory

Total of activities for Bosnia And Herzegovina:
Sum of number of participants: 0 Sum of Total Grant: 0,00 €

U sadržaju, pritiskom na padajući izbornik uz zemlju, pojavljuje se popis upisanih tijekova mobilnosti. Pritiskom na pojedini tijek otvara se izbornik u kojem upisujete detalje tijeka mobilnosti.

The screenshot shows the 'List of flows for Learner mobility/Bosnia And Herzegovina' section. It includes fields for flow ID, direction (Incoming or Outgoing), origin and destination countries, total participants, and duration. The 'Incoming' direction is selected.

Flow id	Value	Required
Flow id	1	Mandatory
Incoming / Outgoing	<input checked="" type="radio"/> Incoming <input type="radio"/> Outgoing	Mandatory
Country of origin		Not mandatory
Country of destination		Not mandatory
Total No. of Participants		Mandatory
No. of Participants with fewer opportunities (out of Total number of participants)		Mandatory
Distance band	Please select.	Mandatory
Total Duration for all participants (full months)		Mandatory

U izborniku označite radi li se o dolaznoj ili odlaznoj mobilnosti (sto će automatski odrediti *Country of origin* i *Country of destination*) te upišite procijenjeni broj sudionika za navedeni tijek mobilnosti.

Upišite procijenjeni broj sudionika s manje mogućnosti (*fewer opportunities*). Ovo polje mora biti ispunjeno (moguće je upisati nulu ako procjenujete da ovih sudionika neće biti).

Prijavitelji koji planiraju provoditi kratkoročne studentske mobilnosti trebaju troškove tih mobilnosti prikazati kao ekvivalent mjesecnih stopa, tj. procijenjeni broj sudionika na kratkoročnoj studentskoj mobilnosti i trajanje ovih mobilnosti iskazati u mjesecima, a prilikom označavanja imati na umu više iznose za ovakve mobilnosti (detaljnije o iznosima provjerite u Vodiču kroz program Erasmus+ (EN), str. 71 – 72)

Odaberite odgovarajući *Distance band* služeći se kalkulatorom za izračun udaljenosti (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>). U polje *Total duration (full months)* upišite procijenjeno ukupno trajanje mobilnosti u tom tijeku mobilnosti.

Tijekom unosa svih navedenih vrijednosti, iznosi potpore na dnu ekrana automatski se računaju.

Sljedeće tijekove unosite pritiskom na tipku *Add flow*.

6. Budget summary

Pritiskom na ovu stavku, sažetak proračuna izračunava se automatski. Pritiskom na padajući izbornik uz pojedinu regiju (desna strana ekrana), otvara se detaljniji prikaz proračuna te regije.

The screenshot shows the 'Budget summary' section of the application. On the left, a content menu lists various project components like 'Project description', 'Activities', and 'Annexes'. The 'Budget summary' section is expanded, showing a table of grants and a detailed breakdown by region. Two specific tables are highlighted with red circles: one for 'Western Balkans (Region 1)' and another for 'Latin America (Region 10)'. These tables show financial details such as Travel, Organisational support, Individual support, and Total Grant amounts.

7. Annexes

Izjavu časti preuzimate direktno iz prijavnog obrasca, a nakon potpisa zakonskoga predstavnika i ovjere pečatom ustanove ponovno je učitavate u obrazac. Izjavu časti je obavezno učitati, a po potrebi možete učitati i dodatne priloge.

The screenshot shows the 'Annexes' section. It includes a declaration on honour form with a 'Download Declaration On Honour' button, which is highlighted with a red box. Below it is a 'Documents uploaded' section with a table and a '+ Add Document' button. Further down is another 'Documents uploaded' section with a table and a 'Total Size (kB)' field showing '0'. The left sidebar contains the same content menu as the previous section.

8. Checklist

Prije konačnog podnošenja prijave, pažljivo pročitajte izjave u ovoj stavci i provjerite jesu li zadovoljeni svi navedeni elementi.

x Checklist 



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

- It fulfills the eligibility criteria listed in the [Programme Guide](#). 
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: HR01 - Agency for Mobility and EU Programmes Agencija za mobilnost i programme Europske unije (AMPEU)

PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect your [personal data](#) 

Please also keep in mind the following:

You may submit only one application form for all your mobility activities between EU Member States and third countries associated to the Programme and Third countries not associated to the Programme as individual HEI. If you submit more than one as individual HEI, please note that only the last one sent within the deadline will be processed.

Dodatno (ispod sadržaja), dostupne su i opcije *Submission History* za pregled verzija obrasca te *Sharing* za podjelu prijave s drugim kolegama ili partnerima (za navedenu opciju potreban je registrirani EULogin račun uz odgovarajuću *e-mail* adresu partnera koju unosite u obrazac).

Upute za prijavitelje i korištenje Erasmus+ i ESC platforme na stranicama Europske Komisije:
<https://wikis.ec.europa.eu/display/NAITDOC/Applicant+Guides+-+Submission+phase>

U slučaju dodatnih pitanja, slobodno nam se javite za pomoć i podršku na erasmus@ampeu.hr.

Stojimo vam na raspolaganju i želimo puno sreće s prijavom!