



Ured za međunarodne odnose i projekte

Sveučilište u Zagrebu
Agronomski fakultet
V. paviljon, 3. kat
umo@agr.hr

2. KRUG NATJEČAJA 2023/24 za mobilnost studenata u svrhu stručne prakse





Novi natječaj

Objavljen natječaj

- svibanj 2023. (1. krug)
- studenj 2023. (2. krug)
- ožujak 2024. (3. krug)

Duljina boravka

- trajanje:** najmanje 2 mjeseca, najdulje 12 mjeseci / do 30.9.2024.
- kombinirane (blended) mobilnosti: fizički najmanje 2 mjeseca + online po želji
- najraniji polazak:** 1,5 mjesec od objave parcijalnih rezultata
- (~ 15.09.2023. za 1. krug , 12.02.2024. za 2. krug natječaja)
- najkasniji polazak:** 1. krug 01.03.2024., 2. krug 01.08.2024.

Duljina boravka

Važno: Svi studenti koji se prijavljuju na natječaj Erasmus+ stručna praksa 2023./24. (2 krug) trebaju **dostaviti dokumentaciju barem 3 dana prije rokova propisanih u tablici ispod**, kako bi djelatnici Fakulteta stigli odraditi prijavnu dokumentaciju.

Datum dostave prijavne dokumentacije	Planirana objava parcijalnih rezultata	Najraniji mogući polazak na mobilnost	Najkasniji mogući polazak na mobilnost
do 30.11.2023.	do 22.12.2023.	najranije 12.02.2024.	01.08.2024.
01.12.-22.12.2023.	do 31.01.2024.	najranije 11.03.2024.	
23.12.2023-31.01.2024.	do 29.02.2024.	najranije 15.04.2024.	
01.02.-29.02.2024.	do 29.03.2024.	najranije 13.05.2024.	

Financiranje

Dvije kategorije

2 kategorije, ovisno o državi (650 ili 700 eur/ mjes.)

u odnosu na studijski boravak (SMS), ovi iznosi su u startu viši za 150 eur/ mjes.

Financiranje po danima ostvarene **fizičke** mobilnosti
(npr. 2 mjeseca i 12 dana)

Blended (kombinirane) mobilnosti: **online** period iz RH
se ne financira.



Primjer 1 Mobilnost u Poljskoj

SMS: 500 eur / mj.

SMP: 650 eur / mj.

SMP + dodatna potpora: 900 eur / mj.



Primjer 2 Mobilnost u Italiji

SMS: 550 eur / mj.

SMP: 700 eur / mj.

SMP + dodatna potpora: 950 eur / mj.

Dodatna potpora

Kategorije "studenti s manje mogućnosti"

Dodatna potpora: kategorije „studenti s manje mogućnosti”

- dodatnih 250 eur / mjes.
- kategorije prema uputama uz natječaj: npr. niži socioekonomski status,
- osobe s prebivalištem >30 km od mjesta studija, osobe s djecom, ...
(samo 1 kategorija se odobrava!); upute uz natječaj za 2023/24

VAŽNO: Ne prijavljivati se za dodatnu potporu za **studentice (ženski spol)** u **tehničkom području**, studenti (muški spol) u humanističkom području !

Provjeriti klasifikaciju znanosti



+250€
DODATNO

- Studenti s manje mogućnosti
- Dodatnih 250 eura mjesečno



+50€
GREEN TRAVEL

- Green travel dodatak
- Na kraju mobilnosti, prema dokumentaciji
- Jednokratno

Hodogram

Hodogram studentskih aktivnosti



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Potraga za praksom

02

Prijava

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Rezultati

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Potpisivanje Ugovora o stručnoj praksi

LEARNING AGREEMENT FOR TRAINEESHIPS (LAT)

Važno: Osiguranje od nezgode i odgovornosti

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Potpisivanje Ugovora o financiranju

Isplata prve rate

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Odlazak na praksu

Rad, učenje, zabava

07

Praksa

08

Povratak

09

Dostava završne dokumentacije

Isplata druge rate

Potraga za praksom

- Savjetovati se s voditeljem studija
- Savjetovati se s mentorom (profesorom) na matičnom fakultetu
- Savjetovati se s kolegama koji su odradili mobilnost u ranijim godinama
- Pretražiti ponude stručnih praksi na internetskim tražilicama (npr. erasmusintern.org)

GDJE SE SVE MOŽE OBAVITI STRUČNA PRAKSA

- tvrtke, ustanove, organizacije i ostali subjekti koji imaju status pravne osobe,
- na visokim učilištima koja imaju dodijeljenu Erasmus povelju za visoko obrazovanje ([Erasmus Charter for Higher Education](#))
- države članice EU-a te Sjeverna Makedonija, Srbija, Island, Lihtenštajn, Norveška i Turska
- Mobilnost nije moguće ostvariti u Švicarskoj niti u Ujedinjenom Kraljevstvu!



Prijava

Prijava na stručnu praksu

Nakon ispunjene online prijave studenti svu dokumentaciju dostavljaju putem maila na adresu umo@agr.hr

Dokumentacija koju je potrebno dostaviti:

- 0_Prijava
- a_suglasnost ECTS koordinatora
- b_prijepis ocjena
- c_životopis (EUROPASS)
- d_motivacijsko pismo
- e_acceptance confirmation (najvažniji dokument potpisuje mentor na prihv. Instituciji)
- f_dokaz o znjanju stranog jezika (MINIMALNO B1)
- h_studenti s manje mogućnosti (ako se prijavljuje)



Prijava

Napomene uz prijavu

Primjer naziva dokumenta:

- b_prijepis ocjena_ime i prezime

Napomene:

- ne slati suglasnost ECTS koordinatora niti ostalu dokumentaciju ECTS koordinatoru. Sva komunikacija se odvija preko Ureda za međunarodne odnose (umo@agr.hr)
- Svi dokumenti koji se prilažu dostavljaju se na hrvatskom jeziku, osim prijave (engleski)
- **Svi dokumenti se prilažu u PDF-u, izuzev "suglasnosti ECTS koordinatora" koja treba biti u wordu!!**
- Osnovni kriterij za odabir studenta su motivacijsko pismo, planirane aktivnosti studenta i očekivani rezultati.
- za 1. krug (prijave tijekom proljeća i ljeta 2023.), dovoljna je potvrda o upisu 2022/23. –
- naknadno, za studente odabrane natječajem, za potpis ugovora o financiranju trebat će potvrda o upisu u zimski/ljetni semestar, ili u cijelu ak. god. (2023/24.)

Savjeti za pisanje motivacijskog pisma



”

Motivacijsko pismo

Motivacijsko pismo se šalje na hrvatskom jeziku i uključuje i opis plana aktivnosti na priloženom obrascu (do 400 riječi)



Česte pogreške:

- obraćanje poslodavcu umjesto Sveučilištu
- „želim ići u Italiju / Španjolsku /”
- “idem na studentsku razmjenu”
- “idem na praksu” – kamo? zašto?
- nedostaje okvirni plan rada, motivacija

Potpisivanje Ugovora o stručnoj praksi

Learning Agreement for Traineeships (LAT)

Prije potpisivanja javiti UMO-u način priznavanja stručne prakse:

- Kao praksa koja je sastavni dio studijskog programa - kurikuluma (3 ECTS)
- Volonterska praksa (3 ECTS)
- Praksa u statusu nedavno diplomirane osobe (recent graduate) (0 ECTS)

Ako je praksa koja je sastavni dio studijskog programa već odrađena, tada će praksa biti označena kao volonterska

- Za stručnu praksu na visokim učilištima: nije dozvoljeno slušati kolegije
- Radno opterećenje na praksi: najmanje 30-40 sati tjedno



Embedded in the curriculum

3 ECTS



Voluntary

3 ECTS



Recent graduate

0 ECTS

 Erasmus+

Higher Education
Learning Agreement for
Traineeships

 Academic Year 2022/2023

The student is responsible for filling in the GREEN boxes. The sending institution is responsible for filling in the YELLOW boxes. The receiving institution is responsible for filling in the BLUE boxes.

Please fill in all the required fields electronically. For more detailed guidelines, please look at the Annex IV: Guidelines.

Trainee	Last name(s):		Study cycle ¹ : ☐ bachelor or equivalent first cycle (EQF level 6)	
	First name(s):		☐ master or equivalent second cycle (EQF level 7)	
	Date of birth: / / (dd/mm/yyyy)		☐ doctorate or equivalent third cycle (EQF level 8)	
	Sex: M ☐ F ☐ undefined ☐		☐ integrated bachelor and master study	
	Nationality ³ :		Field of education ² :	
Sending Institution	Name: University of Zagreb		Faculty/ Department:	
	Erasmus code ⁴ : HR ZAGREB01		Address (street, city):	
	Country: Croatia		email:	
	Contact person name ⁵ :		phone:	
Receiving Organisation /Enterprise	Name of Organisation/ Enterprise:		Department (if applicable):	
	Country:		Address (street, city, postal code):	
	website:		Size: ☐ < 250 employees ☐ > 250 employees	
	Contact person ⁶	name, surname:	e-mail:	
		position:	phone:	
	Mentor ⁷	name, surname:	e-mail:	
		position:	phone:	

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the physical mobility: from [month/year] / to [month/year] / . If applicable, planned period(s) of the virtual mobility: from [month/year] / to [month/year] / .	
Traineeship title:	Number of working hours per week ⁸ : h/week
Detailed programme of the traineeship ⁹ : 	
Traineeship in digital skills ¹⁰ : Yes ☐ No ☐	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes) ¹¹ : 	
Monitoring plan ¹² : 	
Evaluation plan ¹³ : 	

 Erasmus+

Higher Education
Learning Agreement for
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 Academic Year 2022/2023

The level of competence¹⁴ in language: [indicate here only one, main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐

Table B - Sending Institution Please use only one of the following three boxes: ¹⁵	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ☐ ECTS credits (or equivalent) ¹⁶	Give a grade based on: Traineeship certificate ☐ Final report ☐ Interview ☐
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐	
2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes ☐ No ☐	If yes, please indicate the number of credits:
Give a grade: Yes ☐ No ☐	If yes, please indicate if this will be based on: Traineeship certificate ☐ Final report ☐ Interview ☐
Record the traineeship in the trainee's Transcript of Records: Yes ☐ No ☐	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐	
3. The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes ☐ No ☐	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (highly recommended): Yes ☐ No ☐	
Accident and liability insurance for the trainee	
The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise) Yes ☐ No ☐	The accident insurance covers: - accidents during travels made for work purposes: Yes ☐ No ☐ - accidents on the way to work and back from work: Yes ☐ No ☐
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☐ No ☐	

Table C - Receiving Organisation/Enterprise	
The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No ☐	If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐ If yes, please specify:	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐	The accident insurance covers: - accidents during travels made for work purposes: Yes ☐ No ☐ - accidents on the way to work and back from work: Yes ☐ No ☐
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐	

The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.

Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment	Name, Surname	Email	Position	Date	Signature (handwritten) and stamp (if applicable) ¹⁷
Trainee			Trainee		
Responsible person ¹⁸ at the Sending Institution			Faculty ECTS coordinator		
Supervisor ¹⁹ at the Receiving Organisation					

¹ **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

² **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-isc-ed_en) available at http://ec.europa.eu/education/international-standard-classification-of-education-isc-ed_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

⁵ **Contact person at the Sending Institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

⁷ **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

⁸ The traineeship should normally consist of a **minimum of 30** working hours per week.

⁹ **The detailed programme** of the traineeship period should include the **tasks/deliverables** to be carried out by the trainee, with their associated timing.

¹⁰ **Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

¹¹ The Traineeship Programme should indicate which **knowledge, intellectual and practical skills and competences (Learning Outcomes)** will be acquired by the end of the traineeship, e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.

¹² **The monitoring plan** should describe **how and when** the trainee will be monitored during the traineeship by the Receiving Organisation/Enterprise, the Sending Institution, and, if applicable, a third party.

¹³ **The evaluation plan** should describe the **assessment criteria** that will be used to evaluate the traineeship and the learning outcomes.

¹⁴ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

¹⁵ **There are three different provisions for traineeships:**

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

¹⁶ **ECTS credits or equivalent:** in countries where the “ECTS” system is not in place, “ECTS” needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

¹⁷ Please provide official stamps of the Sending Institution (faculty or academy), and stamp of the Receiving Organisation. **Only in case that the stamp is not being in use by the Receiving Organisation, please provide a separate official statement explaining this issue.**

¹⁸ **Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

¹⁹ **Supervisor at the Receiving Organisation:** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Potpisivanje Ugovora o stručnoj praksi

Napomene

- LAT se popunjava na engleskom jeziku
- Popunjava se u wordu / ne popunjavati rukom / predaja i potpisi u PDF-u
- Obavezno navesti ime i prezime u zaglavlju
- Navesti točan planirani period – točne datume (paziti da početak i završetak stručne prakse ne padaju na vikende i nacionalne praznike)
- Zdravstveno osiguranje – u većini zemalja se prihvaća Europska kartica (EKZO)
- Fakultet osigurava studente od nezgode i odgovornosti



LAT After Mobility

info



• **LAT JE OBAVEZNO DOSTAVITI – radi isplate ostatka stipendije (2. rata)**

• **Mjesečna izvješća nije obavezno dostavljati od akademske godine 2023./24.**

- LAT After Mobility je isto što i Traineeship Certificate
 - LAT ispunjava i potpisuje poslodavac
 - Treba navesti konkretne ostvarene datume
 - Poslodavac treba navesti što je ostvareno / naučeno na praksi?
 - Poslodavac treba navesti preciznu ocjenu ostvarenog (evaluacija)
-
- Česta greška: copy-paste plana rada iz dokumenta „before mobility” („the student will do... it is expected to learn...”)

Završna dokumentacija

Protokol



1. Student UMO-u dostavlja LAT After Mobility (Traineeship Certificate)

2. UMO pregledava Traineeship Certificate i prosljeđuje dokument na priznavanje



3. Nakon priznavanja student od UMO-a prima prijepis ocjena s priznatom stručnom praksom



4. Student sam šalje Sveučilištu završnu dokumentaciju (Traineeship Certificate i prijepis ocjena nakon priznanja)



Korisni linkovi

[Opći i posebni dio natječaja za ak. godinu 2023/24](#)

[Natječaj za ak. godinu 2023/24](#)

[Važne poveznice i obrasci](#)

[Česta pitanja](#)

[Dodatak - studenti s manje mogućnosti](#)



HVALA

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