

## Zagreb School of Economics and Management

Erasmus ID Code: HR ZAGREB06

### **COMPETITION FOR financial support for internships (SMP) WITHIN THE Erasmus+ program for the academic year 2022/23.**

The competition refers to the professional practice( internship) of ZSEM students at a foreign institution/company for the academic year 2022/23.

Applying for mobility may include a combination of a study stay and a professional internship. Study stay and professional practice cannot be performed simultaneously or together to exceed a total duration of 12 months.

Erasmus + students are exempt from paying tuition fees at foreign higher education institutions, but they are obliged to settle/pay the debt, ie the tuition fees of ZSEM.

Students remain enrolled at ZSEM for the duration of the student exchange, which means that they are not allowed to complete their studies during the exchange. During the mobility, they are obliged to continue paying tuition fees at ZSEM, ie to settle any debt to the institution before going on an exchange. In case the internship is arranged before graduation, the student can do the same after graduation but must complete it within 12 months after graduation.

An Erasmus + internship can last 2 months and a maximum of 12 months. Various combinations of the duration of the exchange and the internship are possible, but together they must not exceed the duration of 12 months within the undergraduate or graduate cycle of study.

#### **1. Who can apply?**

Regular and extraordinary undergraduate or graduate students of ZSEM can submit to the competition.

The right to financial support for study mobility (exchange or / + practice) within the framework of the Erasmus+ program can be achieved in a total duration of 12 months during the entire duration of the study (12 months undergraduate and 12 months at the graduate level), regardless of the ratio between exchange and practice).

#### **2. How long can a stay last?**

Students apply for the number of months of study internship prescribed by the Erasmus + contract with the foreign institution/company in which they want to do the internship. The internship can last a minimum of 2 months and a maximum of 12 months.

#### **3. How much is the monthly financial grant?**

The monthly Erasmus+ financial support for student professional practice in Europe during the academic year 2022/2023 is 700 or 650 Euro per month for outgoing students, depending on the selected program country for exchange (groups of countries 1-3) or the selected partner countries (regions 1-14).

Students without travel support based on distance band calculation have a green travel allowance: an additional EUR 50 and up to 4 additional travel days can be financed ( total for the return trip)

The Assigned funds will be paid in Kunas equivalent to the rate determined by the Agency for Mobility and EU Programs.

The number of financial grants that ZSEM will award for student mobility depends on the number of registered months, as well as on the availability of funds.

Students can't receive this financial support if they are receiving at the same time any other sort of EU funds at the same time. The national or local scholarships that the student receives are not considered as double funding.

Students who apply and meet all the terms of the competition and do not enter the circle of students who receive financial support can go to the exchange at their own expense. The same rules apply to them as well as Erasmus+ support students. This means that Erasmus+ students without financial grants (zero-grant students) can't, in the future, compete for Erasmus+ financial support within the same academic (undergraduate/graduate) cycle if they have already used their 12 months of mobility within the undergraduate/graduate cycle.

Students with fewer opportunities and disabilities have the right to receive an increased amount of financial support depending on the degree of disability. It is also necessary to enclose with the application a certificate from the authorized institution showing the degree of disability (detailed instructions will be published with the results of the competition). The same applies to students with lower social and economic status (more specifically on the Mobility Agency website).

#### 4. Criteria for Selecting candidates

The only criteria for selecting students is the deadline for submission of the signed Learning/traineeship agreement between the employer and the student with the submission of all other necessary documentation.

In the case of an equal academic process, the priority is given to the students of fewer opportunities.

The selection of candidates is carried out by the Commission for selection at the level of higher education institution appointed by the Dean, in accordance with the available resources.

#### 5. Application process

The student should fill in, sign, and send the application to the International Office of ZSEM. In case all the allocated funds are not used, the competition remains open

All required documentation should be submitted electronically to: [amali@zsem.hr](mailto:amali@zsem.hr)

Within a maximum of one week, you will receive a confirmation of receipt.

#### 6. The application must enclose:

- a) Application form (on the International Office website)
- b) Copy/scan of ID card for applying within the EU and copy/scan passport (both sides)
- c) A copy/scan of an EU health card (for within the EU) or private insurance (for outside the EU) covering mobility.

For practice, additional insurance against accidents at work and against liability is also mandatory. If the company does not cover the same, the student will have to take out private insurance himself.

The private health insurance policy (must cover at least till 30000 €) for the applications outside the EU.

- d) Signed Learning / Traineeship agreement between student and employer
- e) Copy of the bank account (žiro account with the confirmation that the student is the owner of that account).

f) Filled OIB table (in excel format)

For students with disabilities and fewer opportunities - with all the above mentioned and a certificate from an authorized institution showing the degree of disability. Similarly, for students with lower socio-economic opportunities. More information on the Mobility Agency website: <http://www.mobilnost.hr/hr/>

## 7. Publication of the results of the competition

The results of the competition will be published one week after the closing date for the competition on the website of the International Bureau and on the notice board in the premises of the ZSEM according to the Agency's Mobility Agency and EU programs on the number of approved places or months for study stay.

Selected students must follow the regulations given in the International Mobility Ordinance for the period of time and in return for mobility: 2022./2023.

By signing up for the contest, candidates agree to publish their names on the list.

## 8. Appeal procedure

An appeal to the legal service of ZSEM may be filed against the decision on the selection of candidates within 8 days of the announcement of the results of the competition. The appeal shall be submitted in writing. The Commission shall decide on the appeal.

All the personal data of the candidates given in the application as well as in the process that follows the application will be processed for the purpose of carrying out the relevant tender, including evaluation of submitted applications. The results of the competition are publicly announced in order to raise the transparency of the procedure itself. The basis for the processing of personal data is the application of the applicant - processing of personal data is necessary for taking the actions preceding the conclusion of the contract as well as for the possible subsequent conclusions of the contract. The European Commission is the head of personal data processing in the part where processing is carried out for the Erasmus + program. More information on the processing can be found at [http://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement\\_en](http://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en). "

Zagreb, 28. 04. 2022.

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International Office ZSEM