

## Zagreb School of Economics and Management

Erasmus ID Code: HR ZAGREB06

# COMPETITION FOR financial support for study exchange (SMS) WITHIN THE Erasmus+ program for the academic year 2019/.20

On the basis of the concluded Erasmus+ bilateral agreements with foreign higher education institutions

COMPETITION FOR financial support for study exchange (SMS) within the Erasmus+ program for the academic year 2019/2020.

The competition refers to the student residence of ZSEM students at a foreign partner institution with which ZSEM has signed the Erasmus+ Collaboration and Student Exchange Agreement for the academic year 2019/2020.

An entry for a study place may include a combination of study and professional practice. Study stay and professional practice can't be performed simultaneously or one after other, exceed a total duration of 12 months.

Erasmus+ students are exempt from paying tuition fees at foreign higher education institutions but are obliged to settle / pay ZSEM's tuition fees. Students remain enrolled at ZSEM for the entire duration of the student exchange, (this is not the case for professional practice where a student may graduate during the course). During the duration of their mobility, they are obliged to continue paying the tuition at ZSEM, ie to settle any debt to the institution prior to the exchange.

Erasmus+ exchange may take a minimum of 3 months and a maximum of 12 months. There are a variety of combinations of exchanges and practices, but together they must not exceed 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 report the number of months of study enrollment required by the Erasmus+ contract with a foreign university for which they wish to apply. Study stay can last for at least 3 months and up to 12 months.

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

The monthly Erasmus+ financial support for student exchange during the academic year 2019/2020 will amount 400 Euro, 450 Euro or 500 Euro per month, depending on the country of exchange (countries are classified as countries 1,2 or 3). Assigned funds will be paid in Kunas equivalent to the rate determined by the Agency for Mobility and EU Programs.

The number of grants awarded by ZSEM to student mobility depends on the number of months reported as well as on the availability of funds. One semester (4 months of support) and two semesters (8 months of support). In ac. year 2019/20.

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.

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

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 expenses. The same rules apply to them as well as Erasmus+ support students. This means that Erasmus+ students without financial grant (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 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 is true for students with a lower social and economic status (more specifically on the Mobility Agency website).

#### 4. Criteria for Selecting candidates

The first criteria for student selection will be the overall grade rating so far. For graduate students (master) the level of the overall average makes all grades of graduate level, if they are applying before getting to finish the first semester of studies, the GPA that will be considered is the one gotten in the bachelor program. Advantage is given to students with a better average.

The minimum average required is 3.5 (total or at least in the last semester). All students who meet the first criteria (overall grade rating) take precedence over those who meet only the second criteria, ie an average of 3.5 or more only at the last semester before the exchange.

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

Student must fill in, sign and submit application form to ZSEM International Office until May 25, 2019. In case the funds are not used, the competition remains open. The report can be accessed on the Internet site <http://international-office.zsem.hr/>

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.

The report must be enclosed:

- a) Application form (on the International Office website)
- b) Copy / scan of ID card (both sides of the ID card)
- c) Copy / scan EU health card or private insurance covering mobility
- d) Transcript of the passed exams and assessment of the achieved ECTS credits certified by the Student Service.
- e) Copy of the bank account (žiro account) at Privredna banka Zagreb (PBZ)

(or other banks, but then with the confirmation that the student is the owner of that account).

- f) Filled OIB table (in excel format)

For students with disabilities - 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/>

## 6. 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 web site 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: 2019./2020.

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

## 7. 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 possible subsequent conclusion 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, 05. 04 2019.

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International Office ZSEM