

## CHECK LIST – TEACHER MOBILITY

	Activiti	Deadline/Note
<b><i>Before the mobility</i></b>		
	Read detailed information about Ceepus mobility program in Croatia <a href="http://www.mobilnost.hr/en/sadrzaj/central-european-exchange-programme-for-university-studies-ceepus/">http://www.mobilnost.hr/en/sadrzaj/central-european-exchange-programme-for-university-studies-ceepus/</a> <a href="https://www.ceepus.info/public/nco/ncoinformation_main.aspx?Country=HR#nbb">https://www.ceepus.info/public/nco/ncoinformation_main.aspx?Country=HR#nbb</a>	Before applying for mobility
	Read detailed information about Ceepus mobility at FTHM ( your host institution) <a href="http://www.fthm.uniri.hr/index.php/ia-home">http://www.fthm.uniri.hr/index.php/ia-home</a>	Before applying for mobility
	Freemovers: Contact the NCO Croatia and enquire if the freemover applications will be approved for the academic year you are applying. <a href="https://www.ceepus.info/public/nco/ncoinformation_main.aspx?Country=HR#nbb">https://www.ceepus.info/public/nco/ncoinformation_main.aspx?Country=HR#nbb</a>	Beginning July
	Contact you Ceepus representative at the faculty/university and obtain the permission to apply for mobility.	Beginning July
	Contact Ceepus coordinator at the FTHM and send you Application form ( <a href="mailto:international@fthm.hr">international@fthm.hr</a> ). If the mobility is approved you will receive signed Letter of Acceptance (freemover)	Beginning July
	If you are accepted by the host institution – FTHM, apply for the grant online ( <a href="https://www.ceepus.info/">https://www.ceepus.info/</a> )	20.07. (winter semester) <sup>1</sup> 15.09 (summer semester)
	Monitor the status of nominations for the grant in Ceepus system	continuously
	Inform the Ceepus coordinator at the host institution (FTHM) if you have been awarded a Ceepus grant.	immediately after you accept a grant in the online system
	You will receive Information pack from NCO Ceepus Croatia. Study it carefully!	cca. 30 day before mobility
	You will receive via e-mail detailed information and documents you have to fill and send back to the faculty (OIB application)	cca. 20 day before mobility
	Inform the CEEPUS coordinator on exact dates of your arrival and departure. Ceepus Coordinator will book for you accommodation at Hotel Lovran (single room, B&B). Note: In special cases teacher can receive an allowance for accommodation with his grant. This mean he/she has do plane its own accommodation during the period of mobility. <a href="https://www.ceepus.info/public/nco/ncoinformation_main.aspx?Country=HR#nbb">https://www.ceepus.info/public/nco/ncoinformation_main.aspx?Country=HR#nbb</a>	cca. 15 days before mobility
	Make a European Health Insurance Card or traveling/medical insurance (valid for the whole duration of stay). Get your VISA (valid for the whole duration of stay).	Before mobility
	Check with hotel Lovran that you reservation has been made by the Ceepus coordinator. <a href="http://www.fthm.uniri.hr/index.php/ia-staff-ceepus/ia-staff-accommodation-ceepus">http://www.fthm.uniri.hr/index.php/ia-staff-ceepus/ia-staff-accommodation-ceepus</a>	7 days before mobility
	You will receive the program of your visit from a Ceepus coordinator	At least 7 days before mobility
<b><i>DURING THE MOBILITY</i></b>		

Attending a Welcome meeting.	Time and place in the program
Open a bank account – for more info see Guidelines	First day of mobility
Turn in the Request for the transfer of grant to your bank account. Sending the information about your bank account to the student office	First day of mobility
Take with you in the class the Attendance list	
Leave the Final report and the Attendance List in Student office	Before the end of mobility
Fill out the „Mobility Report“ online in the system and the „Letter of Confirmation“ – print it out	Before the end of mobility
Bring „Letter of Confirmation“ to the Ceepus coordinator at FTHM for signature	At least 1 days before the end of mobility
Close a bank account	After you received the last grant
<b>AFTER MOBILITY</b>	
Share your experience of studying at FTHM with us! (template)	continuously

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<sup>i</sup> FTHM does accept mobility of teachers in winter semester. The application for the grant should be done online no later than 20.07.2016. and it depends on available funds.