



## GUIDELINES FOR INCOMING TEACHER MOBILITY

### STEPS BEFORE MOBILITY

#### Step 1: ENQUIRE ABOUT THE MOBILITY OPTION AT THE HOME INSTITUTION

All teachers should first contact the CEEPUS coordinator at their home institution to enquire about the number of available scholarships, available destinations and the selection procedure. When the respective CEEPUS coordinator has approved your scholarship, you should fill out the Application form.

**Freemovers:** Teachers should check the possibility of applying as a freemover in Croatia (contact NCO Croatia [ceepus@mobilnost.hr](mailto:ceepus@mobilnost.hr)).

Important dates:

- End of May (Letter of Award – information on available scholarship for the next academic year)
- Application for mobility in the Ceepus system. Deadline: Jun 15 (Mobility Nominations for Networks) – winter semester
- Application for mobility in the Ceepus system. Deadline: Oct 31 (Mobility Nominations for Networks) – summer semester
- Application for mobility in the Ceepus system. Deadline: July 15 (Mobility Applications outside the networks - freemover) - winter semester (if applicable)
- Application for mobility in the Ceepus system. Deadline: Nov 30 (Mobility Applications outside the networks - freemover) - summer semester

#### Step 2: APPLICATION FOR MOBILITY TO FTHM (host institution)

**Network mobility.** You should contact the CEEPUS coordinator at home institution and ensure that you will be nominated for the mobility.

**Freemover:** In order to apply for the admission at the Faculty you should prepare Application form. You should send the application via e-mail to [international@fthm.hr](mailto:international@fthm.hr).

You should submit your application for mobility to FTHM to the e-mail address [international@fthm.hr](mailto:international@fthm.hr). The following documents should be included in your application:

1. Application form
2. Europass CV
3. Letter for Acceptance - freemover teachers (only for “freemovers”)<sup>1</sup>

The CEEPUS coordinator at FTHM will inform you whether the submitted application was accepted or refused. If the teacher mobility has been approved by the FTHM CEEPUS coordinator, the teacher should initiate the online application procedure (<https://www.ceepus.info/>).

*Note: Teacher mobility longer than 2 weeks (15 days): Applicant is required to find ACADEMIC HOST STAFF MEMBER AT THE FTHM who will be willing to be there host and secure the necessary requirement (teaching hours).*

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<sup>1</sup> Freemovers: If your home and/or host institution do not participate in a CEEPUS network, you can still apply for a CEEPUS scholarship. You will need to upload a Letter for freemover teachers from FTHM (host institution). Bear in mind that scholarships for freemovers can only be approved after all the network mobility applications have been processed.

### Step 3: APPLICATION SUBMISSION ONLINE VIA CEEPUS WEBSITE BY TEACHER

Mobility applications are submitted online via the CEEPUS website (<https://www.ceepus.info/>). If you have not registered on the CEEPUS website, please register selecting the Mobility role. After you sign in, click on the link "your mobility application", choose the academic year, click "Action" and follow the instructions. If your institution is a member of a CEEPUS network, you do not have to upload any additional documents.

Mobility within the networks is a priority. There are two application rounds for network mobilities: **15 June** and **31 October**.

### Step 4: AWARDING CEEPUS SCHOLARSHIPS

Your online application first needs to be approved by your home institution (CEEPUS coordinator) and your home NCO. After that, the application is forwarded to FTHM (host institution) and is finally accepted by the host NCO. After you have been awarded a CEEPUS scholarship you will receive an automatically generated e-mail from CEEPUS. Accept your CEEPUS grant in the CEEPUS online software, by clicking the "accept" button in your application

**Freemover:** If you were granted a Ceepus grant please inform Ceepus coordinator at the host institution via e-mail to [international@fthm.hr](mailto:international@fthm.hr).

### Step 5: GENERAL INFO PACKAGE CONCERNING THE MOBILITY (NCO Croatia)

One month prior to your arrival, you will receive an e-mail from the Croatian CEEPUS Office containing some general information concerning your stay in Croatia as a CEEPUS scholarship holder, together with the necessary documentation. If you agree with the terms and conditions of the awarded scholarship, sign the **Letter of Acceptance** and send it to the Agency as soon as possible, at the latest by the deadline stated in the Provisional Letter of Award.

The competence in the English language - a minimum level of B2 or higher is a required. Enquire at the Croatian Embassy in your country regarding visa regulations between your country and Croatia (non-EU citizens). Verify the status of the health care agreement between Croatia and your home country (non-EU citizens) and take all necessary steps to secure health insurance during your stay in Croatia (info: <http://www.fthm.uniri.hr/index.php/ia-staff-info>). Accommodation will be provided for near the Faculty (info: <http://www.fthm.uniri.hr/index.php/ia-staff-accommodation>)

### STEP 6: CONTACT CEEPUS COORDINATOR AT FTHM (host institution)

One month prior to your arrival, once you have received an e-mail from the NCO Croatia containing the General info package (GIP), you should contact the CEEPUS coordinator ([international@fthm.hr](mailto:international@fthm.hr)) by e-mail.

The following documents should be included in your e-mail:

1. Application form
2. (Provisional) Letter of Award

You will receive an e-mail from CEEPUS coordinator at FTHM containing some general information concerning your stay at the Faculty.

### STEP 7: OBTAINING AN OIB AT THE TAX AUTHORITY (IMPORTANT!!!)

Ceepus Coordinator from FTHM will send you all necessary documents concerning the process of obtaining an OIB. You will receive all together 4 documents. Please fill all of them out (block letters, English and Croatian documents), signee and scan them. You have to send the documents **at least 15 days prior to your arrival** at FTHM to our Student office (Mrs. Rajka Bilanović, [rbilanov@fthm.hr](mailto:rbilanov@fthm.hr)). The following documents (6 of them) should be included in your e-mail:

1. (Provisional) Letter of Award – NCO Croatia (copied and scanned)
2. FORM OIB-HR (Filled and signed, scanned)
3. FORM OIB – ENG (Filled and signed, scanned)
4. Proxy statement – HR (Filled and signed, scanned)

5. Proxy statement – ENG (Filled and signed, scanned)
6. Passport or ID card (which states your address of residence and date of birth) (copied and scanned)

The Faculty will obtain your Personal Tax Number (in Croatian - OIB) number for you. You have to fill out the forms named OIB–HR and OIB–ENG. Use form OIB-ENG to help you fill out the form OIB-HR (it is the same document just in a different language). Fill out only section 1 Natural person (1.1. and 1.2.) Also, you need to fill out the Proxy statement-ENG and Proxy statement-HR. Use Proxy-ENG to fill out Proxy-HR form (it is same document just in a different language). We need these documents to be able to request your personal OIB number. You have to have this number in order to be able to open a giro bank account (žiro račun) in Croatia.

Some frequently asked questions related to forms that you need to fill out and regarding the OIB number:

- Why do I need to fill and send the Proxy statement-ENG? When you are applying for an OIB number you must appear in person at the tax office or you may provide a Proxy statement to someone who will apply for an OIB number in your place.
- Who is the person listed in the form (Dorijana Šneler) that I am authorizing to obtain an OIB for me? Dorijana Šneler is an employee of the Faculty of Tourism and Hospitality Management in charge of such matters.
- Why I must complete all these forms now? The procedure of obtaining an OIB number may take some time and you must appear in person at the tax office. Sometimes the whole process takes too long and can cause problems in the process of obtaining a scholarship.

#### **STEP 8: FINAL PLAN OF ACTIVITIES AT FTHM**

The CEEPUS coordinator at FTHM will send you an e-mail with the Plan of your activities at the Faculty. The teacher should inform the Ceepus coordinator in advance if they require a PC at the faculty.

Other useful links regarding your stay and study in Opatija: <http://www.fthm.uniri.hr/index.php/ia-staff-info>  
Accommodation: <http://www.fthm.uniri.hr/index.php/ia-staff-ceepus/ia-staff-accommodation-ceepus>

Note: On the first and last day of the awarded mobility scholarship the CEEPUS coordinator at FTHM will try not to plan any activities for the teacher (Monday/Friday).

#### **STEPS DURING THE MOBILITY**

##### **STEP 9: INCOMING WELCOME AND ACTIVITIES AT FTHM (host institution)**

The teacher should, in accordance with the Plan of Activities that was submitted by the FTHM Ceepus coordinator, arrive at FTHM and teach or supervise students. Please print out the Teacher Mobility Report (which is the integral part of the General Info Package you received from Croatian NCO) and fill it out during your stay. For each lecture in the Plan of activities teacher should have a printed LIST OF ATTENDANCE. If teacher will be a supervisor of students she/he should have a printed SUPERVISION REPORTS. List and report are integral part of the General Info Package you received from Croatian NCO.

##### **STEP 10: OPEN A BANK ACCOUNT AT A BANK AND GET THE SCHOLARSHIP FUNDS**

In order to receive your scholarship you will need to open a giro bank account (žiro račun) starting with the number 31, or a current account (tekući račun) starting with the number 32, at a Croatian bank immediately upon your arrival. **The opening of the bank account should be done urgently upon your arrival.**

To open your bank account you need your passport and personal tax number (OIB). Your personal tax number (OIB) will be given to you by the FTHM Ceepus coordinator. We recommend that you open a bank account at Zagrebačka banka in Opatija (Address: Ul. Maršala Tita 69, 51410, Opatija), but any other bank will also do.

Fill out and turn REQUEST FOR TRANSFER OF FUNDS CEEPUS PROGRAM as soon as possible. The Croatian Agency for Mobility and EU Programmes will transfer your scholarship to the account of the Faculty i.e. your host institution. The Faculty will transfer the complete amount of the scholarship to your account upon your arrival. Make sure you remember to close the bank account before departing for your home country.

Note: It usually takes one week after you have provided your account details for the host institution to receive the scholarship funds, thus we recommend that you secure sufficient funds to cover your needs for at least the first 10 days of your stay in Croatia.

## STEP 11: CONFIRMATION LETTER AND TEACHER REPORT

Reporting: Both the Mobility Report and the Letter of Confirmation will be filled in by the applicant online. The documents are then to be printed and signed/stamped by the host institution. Following this, the documents are to be uploaded by either the applicant or the host institution.

At the end of your stay you need to hand the Attendance List and/or the Supervising Report (these documents make an integral part of the Teacher Report).

## STEPS AFTER THE MOBILITY

### STEP 12. SHARING YOUR MOBILITY EXPERIENCE (optional)

Ceepus Scholarship holders are invited to share their experience by filling out the Form - MOBILITY EXPERIENCE AT FTHM.

#### **VERY IMPORTANT:**

**As it is stated in your Letter of Acceptance, you need to notify the National CEEPUS Office Croatia of any changes IMMEDIATELY (at the latest 14 calendar days before your arrival, at [ceepus@mobilnost.hr](mailto:ceepus@mobilnost.hr)). Failing to do so will mean that your accommodation and financing is no longer guaranteed.**

Example: if something goes wrong and you are unable to come on the date your scholarship is supposed to start, but you let us know on time, then we can re-book the accommodation. If you do not notify us about changes and you arrive later than planned, there will be no accommodation waiting for you and we cannot guarantee your accommodation.

Contact:

**Faculty of Tourism and Hospitality Management, University of Rijeka**

- KRISTINA ČRNJAR, Ph. D., Assistant Professor  
Vice Dean for International Affairs and CEEPUS Coordinator  
Tel: +385 (0)51 294-715, Office: 201, E-mail: [international@fthm.hr](mailto:international@fthm.hr)
- RAJKA BILANOVIĆ, Administrator in the Student Services Office  
Tel: +385 (0)51 294-207 E-mail: [rbilanov@fthm.hr](mailto:rbilanov@fthm.hr)

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