

VODIČ ZA ONLINE PRIJAVU MOBILNOSTI

Studenti Sveučilišta u Dubrovniku od ožujka 2024. svoje prijave za studentsku mobilnost mogu podnositi putem novog, online sustava: DREAM APPLY!

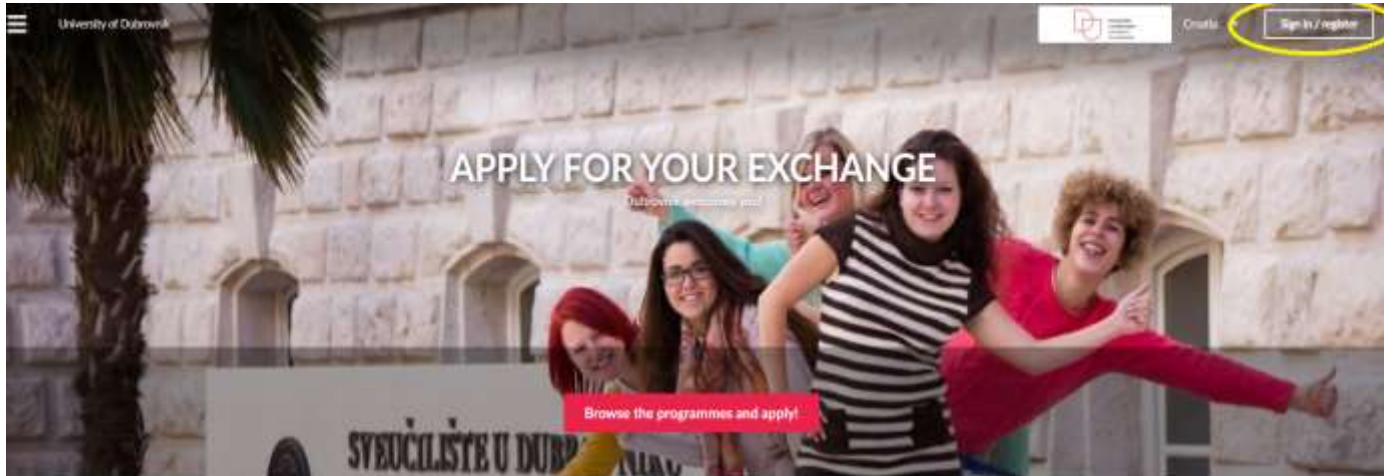
Na sljedećim stranicama možete naći opis koraka kroz aplikaciju za uspješnu prijavu.

Link na web stranicu:

<https://exchange.unidu.hr/>

Registriraj se

Na početnoj stranici, u gornjem desnom kutu, kliknite na "Sign in / register":



Browse Programmes

Exchange

OUTGOING EXCHANGE FOR SHORT TERM STUDIES

Exchange, full time

OUTGOING EXCHANGE FOR STUDIES

Exchange, full time

OUTGOING EXCHANGE FOR TRAINERSHIP

Exchange, full time



Welcome to a New,
Online Application
System for Outgoing
Students



Tips for Outgoing
Students - What to do
Before Applying



SVEUČILIŠTE
U DUBROVNIKU
UNIVERSITY
OF DUBROVNIK



Hello!

< cancel

Please type your email address to register:



user@example.com

Register →

On the next page, you will receive a verification message to this email address that allows you to continue the registration process.

Unesite svoju e-mail adresu kao korisničko ime.

Sistem će vam poslati poveznicu za jednokratnu prijavu na vašu adresu e-pošte. Idite u svoju e-poštu, pronađite poruku i kliknite na poveznicu kako biste nastavili proces registracije.

Complete your registration:
mpendo@unidu.hr

[< cancel](#)

Please fill in this form to complete your registration and continue logging in.

Your full name

Please provide your full name exactly as it appears in your passport (or national ID card, if applicable).

Choose a password

[Show](#)

Please choose a strong password to protect your personal data.

[Register →](#)

Upišite svoje puno ime i prezime (kao što je navedeno u Vašim službenim dokumentima).

Izaberite lozinku i spremite je!

Please fill in the following fields to finish creating your applicant account.

Your full name *

✓

Your e-mail *

✓

Your mobile phone *

Your citizenship *

Sistem će automatizmom ispuniti ranije unesene podatke kao što su Vaša imena, prezimena i e-mail adresa.

Unesite broj Vašeg mobitela uključujući i pozivni broj za Hrvatsku (npr. +385 98 123456).

Unesite Vaše državljanstvo.

☒ I agree to the terms and conditions of data processing *
https://drive.google.com/file/d/1yDC6LXXGhaxGqTw2m_ZvPCULyao3DzFO/view?usp=sharing

Zaštita osobnih podataka

Zaštita osobnih podataka pojedinca uređena je Općom uredbom o zaštiti podataka (EU, 2016/679) i Zakonom o zaštiti podataka (NN, 42/2018).

Opća uredba o zaštiti osobnih podataka ili GDPR (General Data Protection Regulation) uredba je 2016/679 Europskog parlamenta i Vijeća od 27. travnja 2016. godine, a odnosi se na zaštitu pojedinaca u vezi s obradom njihovih osobnih podataka i slobodnom kretanju takvih podataka. Navedena Uredba stupila je na snagu 25. svibnja 2018. godine i izravno se primjenjuje u svim državama članicama EU.

[Open in a new tab...](#)

[Continue >](#)

Kliknite na kvadratić "I agree to the terms and conditions of data processing".

Kliknite kvadratić "Continue"

Odaberi vrstu mobilnosti

Trenutno u ponudi imamo 3 vrste mobilnosti:

1. OUTGOING EXCHANGE FOR SHORT-TERM STUDIES / *Kratkoročna studijska mobilnost*
2. OUTGOING EXCHANGE FOR STUDIES / *Dugoročna studijska mobilnost*
3. OUTGOING EXCHANGE FOR TRAINEESHIP / *Mobilnost u svrhu stručne prakse*

(S desne strane ekrana se nalazi odjeljak s novostima/člancima, koje preporučamo da pročitate.)

1. KORAK:

U svrhu ovog vodiča, odabrati ćemo vrstu "OUTGOING EXCHANGE FOR STUDIES / Dugoročna studijska mobilnost".



Browse Programmes

Exchange

OUTGOING EXCHANGE FOR SHORT-TERM STUDIES

● Exchange, full-time

OUTGOING EXCHANGE FOR STUDIES

● Exchange, full-time

OUTGOING EXCHANGE FOR TRAINEESHIP

● Exchange, full-time



Welcome to a New, Online Application System for Outgoing Students

13 May 2024

The University of Dubrovnik is Proud to Announce a New and User Friendly System for Online Mobility Application!

[Read more...](#)



Tips for Outgoing Students - What to do Before Applying

13 May 2024

In the following text you'll be able to find a few important steps before sending your application.

[Read more...](#)

2. KORAK:

U ovom koraku možete naći kratki pregled uvjeta koje morate ispunjavati kako biste se mogli prijaviti na mobilnost (detaljnije uvjete ćete naći u tekstu Natječaja).

S desne strane ekrana imate 3 izbora perioda mobilnosti, a vi se morate odlučiti za jedan:

1. Winter semester / *Zimski semestar*
2. Summer semester / *Ljetni semestar*
3. Full academic year / *Cijela akademska godina*



OUTGOING EXCHANGE FOR STUDIES
University of Dubrovnik
Croatia, Dubrovnik

Type

Exchange, full-time

Current student of the University of Dubrovnik

Entry qualification

The entry qualification documents are accepted in the following languages:
English / Croatian.

Often you can get a suitable transcript from your school. If this is not the case, you will need official translations along with verified copies of the original.

Language requirements

English
Accepted proof of proficiency: FCE or CAE, IELTS 5.5+ or TOEFL 69+

If the language of instructions is other than English you need to provide proof of at least B1 proficiency of the specified language.

Other requirements

A motivation letter must be added to your application.

Transcript of records is required for all study cycles!

Apply now!
Winter semester 2024/25

 **Application deadline**
8 Apr 2024, 23:59:59
Central European Time

Apply now!
Summer semester 2024/25

 **Application deadline**
8 Apr 2024, 23:59:59
Central European Time

Apply now!
Full academic year (2 semesters) 2024/25

 **Application deadline**
8 Apr 2024, 23:59:59
Central European Time

 Save to my wishlist

Share on:   

U svrhu ovog vodiča, odabrati ćemo "Winter semester 2024/2025 / *Zimski semestar 2024/2025*" i kliknuti na kvadratić

Apply now!
Winter semester 2024/25

 **Application deadline**
8 Apr 2024, 23:59:59
Central European Time

Popuni prijavni obrazac

S lijeve strane ekrana se nalazi "menu" s različitim sekcijama prijavnog obrasca, dok se s desne strane prikazuju detalji vezani za odabranu sekciju.

1. KORAK: Sekcija „PRIORITIES“

Odaberite ponuđenu opciju (sistem automatizmom u sekciju „Priorities“ navodi Vaš prvotni izbor vrste mobilnosti).

The screenshot shows a web interface for a registration form. On the left is a vertical menu with the following items: Priorities (highlighted), Profile, Contacts, Host university, Education, Motivation, Documents, Checklist, and Signature. The main content area is titled 'Priorities' and contains the instruction: 'Please move your choices up and down so that they accurately reflect your current priorities.' Below this is a single choice card for 'OUTGOING EXCHANGE FOR STUDIES'. The card includes a house icon, the title 'OUTGOING EXCHANGE FOR STUDIES', and details: 'Exchange, full-time' with a clock icon and 'Deadline: 8 Apr 2024' with a warning triangle icon. Below the card is a link '+ Add more choices'. At the top right of the form, there are buttons for 'Save as a draft' and 'Submit'. A tooltip above the 'Submit' button indicates 'Time until deadline: in 3 weeks'. At the bottom of the form, there are navigation buttons: '< Next page >' and 'Save as a draft' and 'Submit'.

Kliknite kvadratić „Save as a draft“ na dnu prozora i idite na sljedeću sekciju „Profile“.

2. KORAK: Sekcija „PROFILE“

Unesite sve tražene podatke („National identification number“ je Vaš OIB!).

Priorities

Profile

Contacts

Host university

Education

Motivation

Documents

Checklist

Signature

Given name *

Johnny

Middle name

Christopher

Family name *

Depp

Please write your name exactly as shown in your passport.

Gender *

male

Nationality

Croatia

Citizenship *

Croatia

Country of residence

Croatia

National identification number

999666888777

Your national identification, identity or insurance number, as appropriate. [More information.](#)

Birth

Date of birth *

2000-06-09

Country of birth

United States

Place of birth

New York

< Next page >

Save as a draft

Submit

Kliknite kvadratić „Save as a draft“ na dnu prozora i idite na sljedeću sekciju „Contacts“.

3. KORAK: Sekcija „CONTACTS“

U lijevom dijelu prozora sekcije „CONTACTS“ će informacije dijelom biti unesene automatski (prema ranije unesenim podacima), a neke informacije ćete morati dodatno unijeti.

Nemojte preskakati niti jedno pitanje!

S desne strane prozora ćete morati unijeti i podatke kontakt osobe za hitne slučajeve.

U većini primjera, radi se o roditelju. Ovdje također pod broj telefona unesite i pozivni broj (+385 98 654321).

Priorities

Profile

Contacts

Host university

Education

Motivation

Documents

Checklist

Signature

Email *

mpendo@unidu.hr

This email address has been verified

Change my email address

Address

Street address *

Ulica Brijestova 6

City, province, region *

Springwoodu

Postal code *

46556

Country *

Croatia

Telephone

Please include the country code, e.g +372 12345678

Mobile

+385 98 123456

Emergency contact

Please be aware that it is your responsibility to inform your emergency contact that his/her personal information will be stored and processed here.

Name *

Ime i prezime kontakta za hitne slučajeve

Telephone *

Kontakta za hitne slučajeve

Relation to you

Unesite vašu vezu s kontaktom (mama, tata,...)

You should explain here, how are you related: parent, sibling, spouse, fiancée, friend etc.

Next page >

Save as a draft

Submit

Kliknite kvadratić „Save as a draft“ na dnu prozora i idite na sljedeću sekciju „Host University“.

4. KORAK: Sekcija „HOST UNIVERSITY“

U ovoj sekciji iz padajućih izbornika odaberite Vaša Top 3 izbora stranih sveučilišta/institucija gdje biste željeli ostvariti mobilnost.

(U slučaju da vas vaš prvi izbor stranog sveučilišta ne može prihvatiti, nominirati ćemo vas na drugi, a ako ni drugi izbor ne bude moguć, tada vas nominiramo na vaš treći izbor).

Priorities

Profile

Contacts

Host university

Education

Motivation

Documents

Checklist

Signature

A detail information about the host university (field of cooperation, contacts, links etc.) is on the red background to your left.

Official name of school / university - priority #1 *

Please choose

Official name of school / university - priority #2

Please choose

Official name of school / university - priority #3

Please choose

< Next page >

Save as a draft

Submit

Kliknite kvadratić „Save as a draft“ na dnu prozora i idite na sljedeću sekciju „Education“.

5. KORAK: Sekcija „EDUCATION“

U ovoj sekciji ćete morati unijeti podatke o vašem školovanju.

- Pod „Programme name“ trebate unijeti vaš studijski program (npr. Poslovna ekonomija smjer IT menadžment)
- Pod „Mode of study“ unosite informaciju jeste li redovni student (full time) ili izvanredni student (part time)
- Pod „GPA / Average grade“ trebate unijeti Težinski prosjek ocjena
- Odaberite vašu trenutnu godinu studija
- Odaberite vrstu studija (stični ili sveučilišni studij)
- Odgovorite na pitanje jeste li do sada ikada sudjelovali na Erasmus+ mobilnosti, te ako jeste kada i gdje (semestar, akademska godina, naziv stranog sveučilišta/institucije, država stranog sveučilišta)

Priorities

Profile

Contacts

Host university

Education

Motivation

Documents

Checklist

Signature

Enter details of your current study program at University of Dubrovnik.

Move up Move down Delete

Programme name *

Mode of study *

Please choose

GPA / Average grade *

+ insert new block here

Current year of study *

☐ 1st year Bachelor

☐ 2nd year Bachelor

☐ 3rd year Bachelor

☐ 1st year Master

☐ 2nd year Master

☐ 1st year PhD

☐ 2nd year PhD

☐ 3rd year PhD

Type of Studies *

☐ Professional studies (stručni studij)

☐ University studies (sveučilišni studij)

Have you already participated in an Erasmus+ mobility? If yes, describe when and where. *

Save as a draft Submit

Kliknite kvadratić „Save as a draft“ na dnu prozora i idite na sljedeću sekciju „Motivation“.

6. KORAK: Sekcija „MOTIVATION“

Motivacijsko pismo kratki je esej u kojem navodite što namjeravate postići tijekom Erasmus+ studija/prakse i zašto mislite da ste najbolji kandidat za dobivanje bespovratnih sredstava.

Motivacijsko pismo važan je element prijavne dokumentacije u kojem imate priliku komisiji za odabir pokazati svoje osobine, razloge odlaska kao i svoja očekivanja od programa.

Smjernice za pisanje motivacijskog pisma:

1. Opišite svoje razloge odlaska na inozemnu instituciju. Oni bi trebali predstavljati logičan nastavak vašeg prethodnog obrazovanja i dati značajan doprinos vašoj budućoj karijeri.
2. Opišite svoja očekivanja od boravka u inozemnoj instituciji kao i potencijalnu vrijednost i značaj tog iskustva za vas.
3. Zašto mislite da ste prikladan kandidat za odlazak na inozemnu instituciju u okviru programa ERASMUS+?
4. Kako planirate širiti/dijeliti svoje Erasmus+ iskustvo nakon povratka kući sa studija/prakse u inozemstvu (npr. sudjelovat ćete na Info danima i predstaviti svoje iskustvo, pridružiti ćete se ESN-u i promovirati Erasmus+ među ostalim studentima, napisati ćete esej o vašem Erasmus+ itd.)?

Esej mora sadržavati minimalno 400 riječi, odnosno maksimalno 1000.

The screenshot displays the Erasmus+ application portal interface. On the left is a vertical navigation menu with the following items: Priorities, Profile, Contacts, Host university, Education, Motivation (highlighted with a blue border), Documents, Checklist, and Signature. The main content area is titled 'Motivation letter for: OUTGOING EXCHANGE FOR STUDIES'. Below the title, a light blue box indicates 'You have currently typed 0 words'. A text instruction states: 'Please write at least 400 words, but not more than 1000 words.' followed by a red asterisk. A large, empty text input area is provided for writing the motivation letter. At the bottom of the page, there are three buttons: a 'Next page' button with left and right arrows, a 'Save as a draft' button with a clock icon, and a red 'Submit' button with a paper plane icon.

Kliknite kvadratić „Save as a draft“ na dnu prozora. **Preskočite sekciju „Documents“** i idite na sljedeću sekciju „Checklist“.

7. KORAK: Sekcija „CHECKLIST“

U ovoj sekciji ćete morati učitati razne dokumente, koji su potrebni da biste kompletirali svoju prijavu, a sve prema uputama u Natječaju;

- dokaz o znanju engleskog jezika
- prijepis ocjena
- dokazna dokumentacija ukoliko se prijavljujete za dodatnu financijsku potporu
- potvrda o članstvu u ESN-u

a) Kliknite na: **Proof of language proficiency**

Student je dužan informirati se o jeziku na kojem se održava nastava na inozemnoj instituciji te o potrebnjoj razini znanja tog jezika.

Ukoliko već posjedujete potvrdu o znanju stranog jezika (TOEFL ili IELTS), odaberite opciju „*I have attached sufficient proof of my language level*“, te učitajte potvrdu na dnu prozora.

Ukoliko ne posjedujete potvrdu o znanju stranog jezika, odaberite opciju „*I will take the language test at the University of Dubrovnik*“ (Sveučilište u Dubrovniku će održati provjeru znanja stranog jezika na kojem će se održavati nastava, te naknadno javiti datum ispita).

Ukoliko ponuđeni odgovori ne reflektiraju vašu konkretnu situaciju, odaberite „*I have NOT uploaded my documents yet*“, te u produžetku u „malom prozoru“ objasnite detalje.

Proof of language proficiency.

Please attach relevant proof of language proficiency - for the language in which you will follow the lectures at the host institution.

OUTGOING EXCHANGE FOR STUDIES:

English

Accepted proof of proficiency: FCE or CAE, IELTS 5.5+ or TOEFL 69+

If the language of instructions is other than English you need to provide proof of at least B1 proficiency of the specified language.

Please choose one of the options below to best reflect your preference or current situation.

- ☒ I have NOT uploaded my documents yet.
- ☐ I have attached sufficient proof of my language level
- ☐ I will take the language test at the University of Dubrovnik.
The test dates will be announced later.

If the above statuses don't fully reflect your current situation, please add additional comments below:

Additional comments

If you have been instructed to attach documents to this task you can do so below:



Click to select documents or simply drop them here

b) Kliknite na: **Transcript of Records**

Molimo da učitajte vaše Prijepise ocjena (sa svih razina; prijediplomska, diplomatska, doktorska) i odaberete opciju „I have uploaded my Transcripts“.

Sustav dozvoljava učitavanje više dokumenata.

Transcript of records

Please upload your current Transcript of records and if you are a Masters or PhD student also add Transcripts from lower study cycles.

Please choose one of the options below to best reflect your preference or current situation.

- ☒ I have not uploaded my Transcripts.
- ☐ I have uploaded my Transcripts

If you have been instructed to attach documents to this task you can do so below:



Click to select documents or simply drop them here

c) Kliknite na: **Top up (additional financial support)**

Ukoliko ispunjavate uvjete za dodatnu financijsku potporu onda je potrebno učitati dokument koji to potvrđuje (prema specifikacijama naznačenim u tekstu Natječaja) na dnu ovog prozora.

Top up (additional financial support)

Please upload a document that confirms your eligibility for top up (additional financial support). If you qualify for the Top up amount under the category "lower socioeconomic status" you need to fill in the form "IZJAVA O ČLANOVIMA ZAJEDNIČKOG KUĆANSTVA": https://docs.google.com/document/d/1h5YISr49493ElsbUfUvPOrQUaTw5wk7/edit?usp=drive_link&oid=117135107054685099093&rtfpof=true&sd=true and upload it into this task.

Please choose one of the options below to best reflect your preference or current situation.

- ☒ I haven't decided yet.
- ☐ I don't want to apply for a top up.
- ☐ I qualify for a top up and have uploaded sufficient proof.
- ☐ I qualify for the Inclusion support due to my disability and I attached the proof
Participants whose personal, physical, mental or health condition is such that their participation in mobility would not be possible without additional financial or other types of support, and due to possible increased costs during the realization of the mobility period, can request support for inclusion

If you have been instructed to attach documents to this task you can do so below:



Click to select documents or simply drop them here

!! Pažnja:

Sustav NE dozvoljava da odaberete više odgovora (npr. „I qualify for a top up and have uploaded sufficient proof“ + „I qualify for the Inclusion support due to my disability and I attached the proof“).

Ako ispunjavate uvjete za obje kategorije, onda odaberite opciju „I qualify for the Inclusion support due to my disability and I attached the proof” i učitajte dokument koji potvrđuje ovu kategoriju. Dokument kojim potvrđujete drugu kategoriju „I qualify for a top up and have uploaded sufficient proof”, unjet ćete u prethodnu sekciju koju smo ranije preskočili „DOCUMENTS”.

Ukoliko ispunjavate uvjete za dodatnu financijsku potporu pod kategorijom „Studenti slabijeg socioekonomskog statusa” potrebno je ispuniti obrazac "[IZJAVA O ČLANOVIMA ZAJEDNIČKOG KUĆANSTVA](#)". Molimo da obrazac preuzmete s navedenog linka, ispunite, te učitate.

d) Kliknite na: **ESN Member**

Ukoliko ste član ESN organizacije, molimo da učitate potvrdu/dokument i odaberete odgovor „I have uploaded ESN confirmation letter”.

ESN member

Please upload a document that confirms you are ESN member. This gives you extra credits.

Please choose one of the options below to best reflect your preference or current situation.

- ☒ I'm not a member of ESN.
- ☐ I have uploaded ESN confirmation letter.

If you have been instructed to attach documents to this task you can do so below:



Click to select documents or simply drop them here

Kliknite kvadratić „Save as a draft” na dnu prozora. **Vratite se na prijašnju sekciju „Documents”.**

8. KORAK: Sekcija „DOCUMENTS“

Ako želite učitati dokument koji ne spada ni u jednu kategoriju iz sekcije „CHECKLIST“, to možete napraviti ovdje.

Također, ako pod „Top up (additional financial support)“ spadate u dvije kategorije, onda dodatnu dokumentaciju učitajte u ovoj sekciji.

Priorities

Profile

Contacts

Host university

Education

Motivation

Documents

Checklist

Signature

Please carefully study the requirements in the [CHECKLIST](#), scan original documents and upload them. If you want to upload a document that doesn't fall in any of the above mentioned categories you can upload it here



Click to select documents or simply drop them here

You can only upload files up to **10 MiB** in size each from the following types: **JPEG, GIF, PNG, PDF** . Please make sure that the image is not blurry or distorted and has plenty of contrast. Remember that they should be legible when printed out. **The documents must be upright (not upside down) and in portrait mode (taller than wider).**

Other common office file formats (Word, Excel, PowerPoint) are supported as well.

< Next page >

Save as a draft

 Submit

Kliknite kvadratić „Save as a draft“ na dnu prozora i idite na sljedeću sekciju „Signature“.

9. KORAK: Sekcija „SIGNATURE“

U ovoj sekciji unosite svoj potpis ili putem PC-a ili mobilnog telefona skenirajući QR kod.

Svojim potpisom potvrđujete sljedeće izjave:

- nisam korisnik neke druge stipendije koja potječe iz sredstava Europske unije, a koja se dodjeljuje u svrhu mobilnosti za koju se prijavljujem
- sam suglasan/suglasna da se moji gore navedeni osobni podaci mogu koristiti u svrhu provedbe Erasmus+ natječaja te u svrhu kontaktiranja za potrebe provedbe različitih istraživanja
- sam prije podnošenja prijave na natječaj pročitao/la tekst natječaja
- su svi podaci navedeni u prijavi istiniti i svi priloženi dokumenti autentični

The screenshot shows the 'SIGNATURE' section of an application form. On the left is a vertical sidebar with menu items: Priorities, Profile, Contacts, Host university, Education, Motivation, Documents, Checklist, and Signature (which is highlighted). The main content area has a heading 'By submitting this Application Form I confirm:' followed by the same four statements listed in the previous block. Below this is a note about signing: 'To sign the application draw your signature on the pad below. This works best on a tablet like an iPad. If you are on a desktop computer, you can also use your touchscreen phone to draw the signature.' There are two buttons: 'Sign on the pad below' and 'Sign with your phone'. The 'Sign on the pad below' button is active, showing a large digital signature 'Johnny' on a drawing pad. To the right of the signature is a QR code and instructions: 'Scan the QR code on the left with your smartphone. It will open a page in your mobile phone browser where you can draw the signature with your finger. If you do not have a QR code reader on your phone, search for "qr code" in the app store. The signature will appear below for you to confirm.' Below the QR code is a text box with the message: 'If you are happy with the signature, please save changes on this page.' At the bottom of the page are navigation links: '< First page >', 'Save as a draft', and a red 'Submit' button.

Provjerite još jednom sve sekcije i ukoliko nešto nedostaje, kliknite na kvadratić „Save as draft“ kako biste prijavu mogli dalje ažurirati.

Ukoliko ste sve kompletirali, kliknite na crveni kvadratić „Submit“ i time je Vaša prijava na Natječaj predana!