



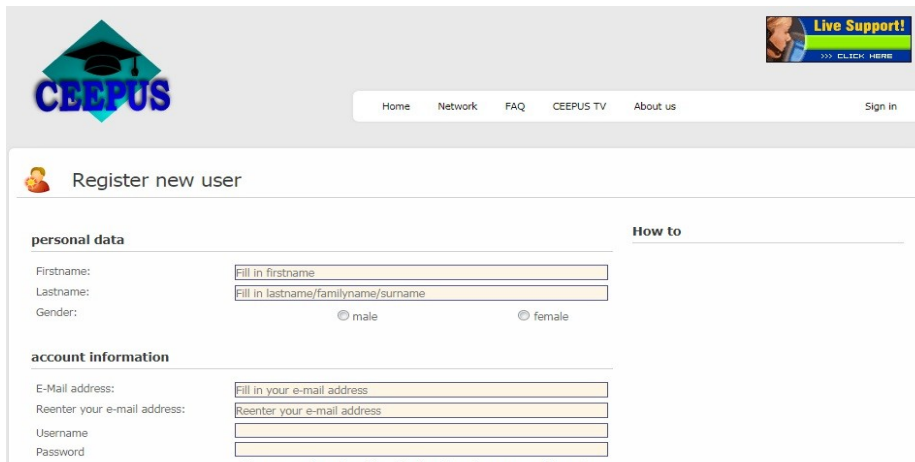
PROCEDURA PRIJAVLJIVANJA NASTAVNOG OSOBLJA NA KONKURS CEEPUS PROGRAMA

Za učešće na CEEPUS konkursu neophodna je saglasnost Šefa katedre i [odobrenje Dekana o odsustvu](#).

Potrebno je stupiti u kontakt i postići dogovor sa odgovornom osobom na Katedri gostujućeg fakulteta, dogovoriti datum odlaska i ustanoviti **Teaching plan** (Plan predavanja treba da sadrži minimum šest časova u radnoj nedelji, unosi se u aplikaciju nakon postignutog dogovora sa odgovornom osobom na Katedri gostujućeg fakulteta).

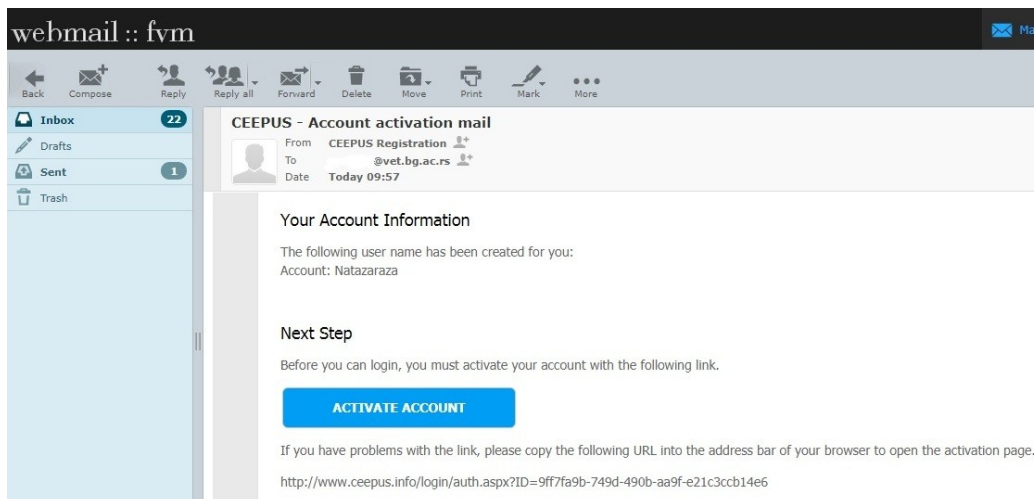
1. Prvi korak je registracija na [CEEPUS platformi](#)

2. Otvoriće Vam se prozor u čija polja unosite podatke (Ime, prezime, pol, imejl adresu, korisničko ime i lozinku)




The screenshot shows the CEEPUS website's registration page. At the top left is the CEEPUS logo, and at the top right is a 'Live Support!' button. A navigation menu includes 'Home', 'Network', 'FAQ', 'CEEPUS TV', 'About us', and 'Sign in'. The main heading is 'Register new user'. The form is divided into two sections: 'personal data' and 'account information'. The 'personal data' section includes fields for 'Firstname' (with a placeholder 'Fill in firstname'), 'Lastname' (with a placeholder 'Fill in lastname/familyname/surname'), and 'Gender' with radio buttons for 'male' and 'female'. The 'account information' section includes fields for 'E-Mail address' (with a placeholder 'Fill in your e-mail address'), 'Reenter your e-mail address' (with a placeholder 'Reenter your e-mail address'), 'Username', and 'Password'.

3. Nakon toga na unetu imejl adresu stiže mejl kojim aktivirate svoj nalog (**Account Activation mail**)



The screenshot shows an email interface for 'webmail :: fvm'. The email is titled 'CEEPUS - Account activation mail' and is from 'CEEPUS Registration' at '@vet.bg.ac.rs', dated 'Today 09:57'. The email content includes 'Your Account Information' stating that a user named 'Natazaraza' has been created. It then provides a 'Next Step' instruction: 'Before you can login, you must activate your account with the following link.' Below this is a blue button labeled 'ACTIVATE ACCOUNT'. At the bottom, it provides a URL for activation: 'http://www.ceepus.info/login/auth.aspx?ID=9ff7fa9b-749d-490b-aa9f-e21c3ccb14e6'. The email interface also shows a sidebar with folders: 'Inbox' (22), 'Drafts', 'Sent' (1), and 'Trash'. A toolbar at the top of the email view includes icons for 'Back', 'Compose', 'Reply', 'Reply all', 'Forward', 'Delete', 'Move', 'Print', 'Mark', and 'More'.

4. Pritisnite **Activate account** i na taj način izvršite aktivaciju svog naloga. Automatski ćete biti prebačeni u svoj nalog kako bi pristupili unošenju podataka.
5. Zapamtiti korisničko ime i lozinku radi ponovnog pristupanja nalogu.



Live Support!
 Offline
LEAVE A MESSAGE <<<

[Home](#) [Network](#) [FAQ](#) [CEEPUS TV](#) [About us](#) [Sign in](#)


Activation

Disclaimer

I agree to electronic processing of my data and I agree that my data may be made available to other user groups of CEEPUS.

I accept the terms and conditions

6. Pihvatite uslove korišćenja.



Live Support!
 Online
LEAVE A MESSAGE <<<

[Home](#) [Network](#) [FAQ](#) [CEEPUS TV](#) [About us](#) [Log out](#)

Natasa Stevic's Mob

Working Items

Please do not use the browser back button on every page. Please use the "Previous" button.

[personal settings](#)

Personal Information

[Change Password](#)

[Register for managing a CEEPUS](#)

further information

[Frequently Asked Questions](#)

[Forum](#)

Reasons for choosing CEEPUS

Dear CEEPUS Student,
Dear former CEEPUS Student,

Your kind help is needed! Please support CCO in preparing data for the 21st Meeting of the Joint Committee of Ministers by filling out this survey.
Thank you!

In order to progress through this survey, please use the following navigation buttons:

- Click the "Not Today" button if you want to leave the survey for today.
- Click the "Start Survey" button to begin with the survey.
- Click the "Next" button to continue to the next question.
- Click the "Previous" button to return to the previous question.
- Click the "Submit" button to submit your survey.
- Click the "Close" button at the bottom to leave the survey window without saving the survey.

Deadline: Mo, Jun 10, 2019.

application for 19/20 is for Winter Term is Jun 15,

will be possible at the end of June

Federation the following mobility for Winter Term, Oct 30 for Freemovers Applications received not be accepted: Universities Sarajevo, University of Zenica, University of Bihać, University of Mostar and Bijać Mostar


ad until April 30, 2025


into force on May 1, 2011 for a King that CEEPUS III will be for another 7 years and so on

7. Biće Vam ponuđen upitnik. Možete ga popuniti ili odložiti popunjavanje.



8. Otvoriće se prozor u kome postupak podnošenja prijave pokrećete pritiskom na Vašu aplikaciju za mobilnost (**Your mobility applications**).

9. U padajućem meniju odaberite školsku godinu u kojoj planirate mobilnost.





MyDesktop Home Network FAQ CEEPUS TV About us Log out

 CEEPUS Mobility Wizard


CEEPUS Mobility Wizard - Step 1

It is our pleasure to make applying as comfortable as possible for you. To this end, the CEEPUS Mobility Wizard will guide you through the process.

To get started, please choose one of the following answers and then click on the button "next step".

YES,
I know that both my home institution and the host institution, where I would like to study/ teach, belong to the same network and I also know the number of my CEEPUS Network (= CEEPUS Network Number, "CPNR").

NO,
I don't know whether my home institution and the host institution where I would like to study/teach belong to the same network OR I think I should apply as a Freemover.

cancel
next step

How To

Click the option "YES" if you know your CEEPUS Network and/or if you are searching for a "CEEPUS Network Mobility".

Click the option "NO" if you want to search for a "CEEPUS Network Mobility" or if you want to create a "CEEPUS Freemover Application".

Click th button "next step" to continue.


Here is a short explanation to assist you in choosing the correct answer:


Home Institution: this is the institution, where you are currently studying or teaching.

Host Institution: this is the institution abroad, where you would like to study or teach.



Network: a network is a CEEPUS project consisting of at least 3 universities (from at least 2 different CEEPUS countries) dedicated to certain objectives and exchange actions.

10. Pritisnite **YES** kao potvrdu da ste upoznati da FVM i institucija na kojoj ćete boraviti pripadaju istoj CEEPUS mreži.





MyDesktop Home Network FAQ CEEPUS TV About us Log out

 CEEPUS Mobility Wizard


CEEPUS Mobility Wizard - Step 2

I hereby confirm that this is my own account and that I am creating a mobility application for myself. Please note that it is **strictly forbidden to create mobility applications for other persons** from this account.

Academic Year:	Academic Year 2019/2020
CEEPUS Network Number:	CIII-HR-0107-13-1920
Home Country:	Serbia
Home Institution:	University of Belgrade, Faculty of Veterinary Medicine <small>University of Belgrade Faculty of Veterinary Medicine Prof dr Natalija Fratric</small>
Host Country:	Please select a host country
Host Institution:	Please select a host country
Mobility type:	Please select a host country

next step

How To

Please accept the disclaimer at the top and fill in your data.

Click the button "next step" to continue.

Here is a short explanation to assist you in choosing the correct answer:

Home Institution: this is the institution, where you are currently studying or teaching.

Host Institution: this is the institution abroad, where you would like to study or teach.

Network: a network is a CEEPUS project consisting of at least 3 universities (from at least 2 different CEEPUS countries) dedicated to certain objectives and exchange actions.

Unit: this can be a university department, faculty or center. We also call it "ppu" within a network which stands for "Participating Unit".

11. U padajućim menijima odaberite ponuđene opcije i broj CEEPUS mreže CIII-HR-0107-13-1920.

**Basedata**

CPNr.: CIII-HR-0107-13-1920
 Networkname: VetNEST (Veterinary Network for Student and Staff Transfer) - Extended
 Home Institution: University of Belgrade, Faculty of Veterinary Medicine

Host Institution: University of Zagreb, Faculty of Veterinary Medicine
 Avail. Mobility Type: Teacher

Possible mobility: 5 month(s).

From (DD.MM.YYYY): 18.11.2019
 To (DD.MM.YYYY): 13.12.2019

Important Notice:

Please make sure to choose the correct category:

Student: select this if you are a student and you want to stay for **AT LEAST** 3 months
Short Term Student: select this if you are a student and you want to stay for **LESS** than 3 months, e.g. for a regular excursion (min. 10 days) or if you are a thesis student
Teacher: if you are a teacher, please always choose **ONLY THIS** category, no matter for how long you want to stay
Short Term Excursion (min. 3 days): select this if you are a student and you want to participate in this special activity

Cancel

Save

How to

12. Unesite instituciju domaćina, tip mobilnosti (**Teacher**) i dogovorene datume mobilnosti.

**Mobility Application Form**

section	entries	min - max	
Basedata Basedata	1x	1	Edit
Personal Data Personal Data	1x	1	Edit
Address Address	1x	1 - 3	Edit
Field of Study What exactly are you studying? What is your field of interest?	0x	0 - 1	Edit
Motivation Students: Line out why you should be awarded a grant. Teacher: This is the place to enter your planned teaching/supervising assignment of 6 hrs per work week.	0x	1	Edit
Education Education	0x	1 - 9	Edit
Knowledge of Languages Knowledge of Languages	0x	1 - 9	Edit

How to

This is the top view of the network mobility application, divided in several sections.

To help you keep track of work still required on the application, the sections are color coded:

green all necessary data have been entered, nothing more to do.
 red not all necessary data have been entered yet.

Entries: shows you how many entries there currently are in your applications for this section.

min - max: this is to show you what is the minimum and what is the maximum amount of entries for a section.

You can edit any section by clicking the "Edit" button in the same row.

13. Sva polja treba popuniti nakon čega crvenom bojom obojena polja postaju zelena. Ne možete podneti prijavu ukoliko sva polja nisu popunjena (prebojena zelenom bojom).

Mobility: CIII-HR-0107-13-1920-M-unsubmitted

Open HTML PDF XML check&submit Delete

Mobility Application

Applicant: **Dr sci. vet. med. Natasa Stevic**

Home Inst.: **Serbia
University of Belgrade
Faculty of Veterinary Medicine
Prof dr Natalija Fratric**

Host Inst.: **Croatia
University of Zagreb
Faculty of Veterinary Medicine
Assist. Prof. Zoran Vrbanc**

Mobility Type: Teacher

VetNEST (Veterinary Network for Student and Staff Transfer) - Extended

Academic Year: Academic Year 2019/2020

Coordinator: **University of Zagreb
Faculty of Veterinary Medicine
Assist. Prof. Zoran Vrbanc**

How to

Here you can see a short overview of all your data. Note that you can always check what exactly has happened to your application by checking the entry next to "Status".

14. Nakon popunjavanja svih polja zelenom strelicom (u gornjem desnom uglu) vratite se u glavni meni gde pritiskom na **Check & Submit** šaljete aplikaciju CEEPUS koordinatoru, prof. Nataliji Fratrić, koja odobrava i prosleđuje Nacionalnoj CEEPUS kancelariji.

Message

Do you really want to execute the workflow: check&submit?

Legal Disclaimer!

I agree to electronic processing of my data in the framework of the CEEPUS administration.

Cancel OK

Mobility: CIII-HR-0107-13-1920-M-unsubmitted

Open HTML PDF XML check&submit Delete

Mobility Application

Applicant: **Dr sci. vet. med. Natasa Stevic**

Home Inst.: **Serbia
University of Belgrade
Faculty of Veterinary Medicine
Prof dr Natalija Fratric**

Host Inst.: **Croatia
University of Zagreb
Faculty of Veterinary Medicine
Assist. Prof. Zoran Vrbanc**

Mobility Type: Teacher

How to

Here you can see a short overview of all your data. Note that you can always check what exactly has happened to your application by checking the entry next to "Status".

15. U poslednjem koraku aplikacije otvoriće se prozor u kome treba da potvrdite da ste saglasni da se Vaši podaci koriste u okviru CEEPUS administracije.
16. Nakon prihvatanja od strane Nacionalne CEEPUS kancelarije u zemlji domaćinu na imejl adresu dobijate **CEEPUS Grant** i **General Info Package for CEEPUS Scholarship Holders**.
17. **Letter of Acceptance** (dokument u okviru CEEPUS grant-a) je neophodno potpisati, skenirati, mejlom i poštom (ukoliko je naglašeno) poslati u Nacionalnu CEEPUS kancelariju zemlje za koju se aplikuje.
18. Nakon potpisanog i poslatog Letter of Acceptance stiže potvrda o stipendiji, **Award**.

19. Tokom mobilnosti pratite proceduru zemlje/institucije domaćina (prijava boravka, isplata sredstava).
20. U okviru **General Info Package for Ceepus Scholarship Holders** nalazi se **Teachers Mobilty Report** sa listama koje potpisuju studenti tokom nastave.
21. Nakon održane nastave neophodno je odštampati i popuniti **Teachers Mobilty Report** i predati na potpis (potpisuju Dekan ili CEEPUS koordinator)
22. Nakon toga se dobija **Letter of confirmation**, dokument koji potpisuje Dekan na gostujućem fakultetu nekoliko dana pre završetka mobilnosti. Skeniran dokument dostaviti Centru za razvoj i međunarodnu saradnju.

Smeštaj organizuje Nacionalna Ceepus kancelarija zemlje domaćina.

Zdravstveno osiguranje treba obezbediti u Srbiji za period trajanja mobilnosti.

Mogu biti neophodna i dodatna dokumenta u zavisnosti od zahteva CEEPUS kancelarije zemlje domaćina.

Dodatne informacije o CEEPUS programu možete pronaći na sajtu ceepus.info

Zaposlenima u Centru za razvoj i međunarodnu saradnju možete se obratiti na e-mail diro@vet.bg.ac.rs ili nas posetiti svakog radnog dana od 08 do 14h u kancelariji 78, u glavnoj zgradi Fakulteta.