





## PROCEDURA PRIJAVLJIVANJA ZA STUDENTE/DOKTORANDE NA KONKURS CEEPUS PROGRAMA

Za učešće na CEEPUS konkursu neophodno je obaviti intervju sa CEEPUS koordinatorom, prof. Dr Natalijom Fratrić i nakon odobrenja za mobilnost i dodelu stipendije od strane CEEPUS koordinatora treba stupiti u kontakt i postići dogovor sa odgovornom osobom na Katedri gostujućeg fakulteta i dogovoriti datum odlaska.

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).





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### Register new user

**personal data**

Firstname:

Lastname:

Gender:  male  female

**account information**

E-Mail address:

Reenter your e-mail address:

Username:

Password:

**How to**

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

webmail :: fvm
Mail

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Back Compose Reply Reply all Forward Delete Move Print Mark More

**Inbox** 22

Drafts

**Sent** 1

Trash

**CEEPUS - Account activation mail**

From: CEEPUS Registration

To: @vet.bg.ac.rs

Date: Today 09:57

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**Your Account Information**

The following user name has been created for you:  
Account: Natazaraza

**Next Step**


Before you can login, you must activate your account with the following link.


[ACTIVATE ACCOUNT](#)

If you have problems with the link, please copy the following URL into the address bar of your browser to open the activation page.

<http://www.ceepus.info/login/auth.aspx?ID=9ff7fa9b-749d-490b-aa9f-e21c3ccb14e6>

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





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### 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

[Submit](#)

## 6. Prihvatite uslove korišćenja.

The screenshot shows a survey interface for CEEPUS. The main content area is titled "Reasons for choosing CEEPUS" and contains the following text:

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.

At the bottom, there are two buttons: a red button labeled "NO, not today" and a green button labeled "YES, start the survey".

The left sidebar contains the CEEPUS logo and a user profile for "Natasa Stevic's Mob". Below this are sections for "Working Items" (with a warning not to use the browser back button), "personal settings" (including Personal Information, Change Password, and Register for managing a CEEPUS), and "further information" (including Frequently Asked Questions and Forum).

The right sidebar features a "Live Support! Offline" button, a "Log out" link, and a "Network mobility application for 19/20 is enabled, deadline for Winter Term is Jun 15, 2019" notice. Below this is a "Notice für BIH" and a "CEEPUS III renewed until April 30, 2025" notice.

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

The screenshot shows the "Mobility Desktop" interface. At the top, there is a navigation bar with links for "MyDesktop", "Home", "Network", "FAQ", "CEEPUS TV", "About us", and "Log out".

The main content area is divided into several sections:

- Working Items:** A warning message: "Please do not use the browser back button for back navigation in the mobility application. There is a green internal back button on every page. Please use this button only for back navigation. Thank you!"
- personal settings:** Includes "Personal Information", "Change Password", and "Register for managing a CEEPUS network".
- mobility applications:** This section is circled in red and contains the text "your mobility applications" and "Current Registrations: Read more...".
- News:** Contains two news items:
  - Network mobility application for 19/20 is enabled, deadline for Winter Term is Jun 15, 2019:** "Freemover applications will be possible at the end of June".
  - Notice für BIH:** "Please note that in the Federation the following mobility deadlines apply! Jun 15 for Winter Term, Oct 30 for Summer Term, Nov 10 for Freemovers Applications received after the deadlines cannot be accepted! Universities affected: University of Sarajevo, University of Zenica, University of Tuzla, University of Bihać, University of Mostar and University of Džemal Bijedić Mostar".
  - CEEPUS III renewed until April 30, 2025:** "CEEPUS III has entered into force on May 1, 2011 for a period of 7 years. Following that CEEPUS III will be renewed automatically for another 7 years and so on".
- downloads:** A section for downloading documents, with a link for "FREEMOVER LETTER OF ACCEPTANCE for mobility students".

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

**CEEPUS**

MyDesktop Home Network FAQ CEEPUS TV About us Log out

**Your Mobility Applications**

Period: Academic Year 2019/2020

Filter Action

Academic Year 2005/2006  
Academic Year 2006/2007  
Academic Year 2007/2008  
Academic Year 2008/2009  
Academic Year 2009/2010  
Academic Year 2010/2011  
Academic Year 2011/2012  
Academic Year 2012/2013  
Academic Year 2013/2014  
Academic Year 2014/2015  
Academic Year 2015/2016  
Academic Year 2016/2017  
Academic Year 2017/2018  
Academic Year 2018/2019  
Academic Year 2019/2020

**How to**

**How to create a new mobility**

Click the "Create a new mobility" button in the "Action" panel and follow the instructions on the next pages.

**How to edit a mobility**

Select the appropriate "Academic Year" from the dropdownlist.

Click the "Edit" button in the mobility list.

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

**CEEPUS**

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

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

**CEEPUS** 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  
University of Belgrade  
Faculty of Veterinary Medicine  
Prof dr Natalija Fratric

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.

**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  
University of Belgrade  
Faculty of Veterinary Medicine  
Prof dr Natalija Fratric

Host Country: Croatia

Host Institution: University of Zagreb, Faculty of Veterinary Medicine  
University of Zagreb  
Faculty of Veterinary Medicine  
Assist. Prof. Zoran Vrbancac

Mobility type: Student

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".

12. Unesite instituciju domaćina, tip mobilnosti (Student, Short-Term Student, Short-term excursion) i dogovorene datume mobilnosti.

Studenti koji žele da budu uključeni u semestralnu mobilnost čije je minimalno trajanje 3 meseca biraju status **Student**.

Studenti koji žele da sprovedu istraživanja za završni rad (disertaciju) u trajanju od najduže 3 meseca biraju status **Short-term student**.

Učesnici kratke grupne mobilnosti poput letnje škole biraju status **Short-term excursion**.

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

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

**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).

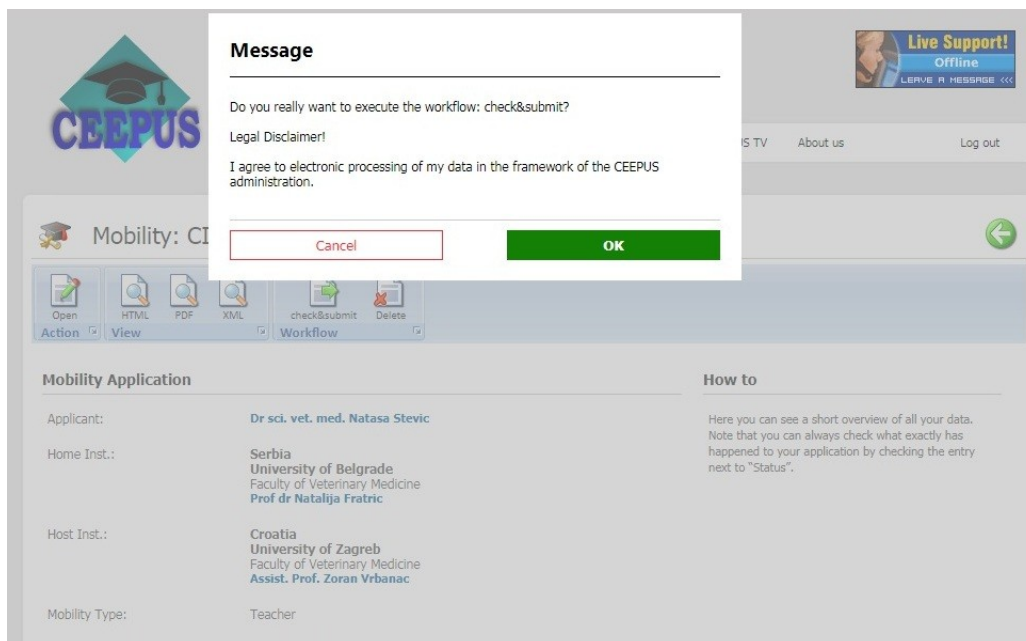
 Mobility: CIII-HR-0107-13-1920-M-unsubmitted 

 Open
 HTML
 PDF
 XML
 check&submit
 Delete

Mobility Application	How to
<p>Applicant: <b>Dr sci. vet. med. Natasa Stevic</b></p> <p>Home Inst.: <b>Serbia</b> <b>University of Belgrade</b> Faculty of Veterinary Medicine <b>Prof dr Natalija Fratric</b></p> <p>Host Inst.: <b>Croatia</b> <b>University of Zagreb</b> Faculty of Veterinary Medicine <b>Assist. Prof. Zoran Vrbanc</b></p> <p>Mobility Type: Teacher</p>	<p>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".</p>
<b>VetNEST (Veterinary Network for Student and Staff Transfer) - Extended</b>	
Academic Year: Academic Year 2019/2020	
Coordinator: <b>University of Zagreb</b> Faculty of Veterinary Medicine <b>Assist. Prof. Zoran Vrbanc</b>	

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 Fratric, koja odobrava i prosleđuje Nacionalnoj CEEPUS kancelariji.





15. U poslednjem koraku aplikacije otvoriće se prozor u kome treba da potvrdite da ste saglasni da se Vaši podaci koriste u okviru CEEPUS administrativne mreže.
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, mailom 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 **Student Mobility Report**.
21. Nakon mobilnosti neophodno je odštampati i popuniti **Student Mobility 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.
23. **Uslovi za korisnike stipendije:**
  - Prednost imaju studenti viših godina
  - Prosek ocena najmanje 8
  - Znanje stranog jezika (engleski, za Austriju obavezan nemački)
24. **Dodatni kriterijumi:**
  - Prethodno učešće u CEEPUS programu
  - Motivaciono pismo
  - Intervju sa kandidatima
25. **Potrebna dokumentacija:**
  - [Learning/Training Agreement](#)
  - Language Certificate (ukoliko institucija domaćin zahteva)
  - [Potvrda FVM-a o priznavanju predmeta/ispita/stručne prakse](#)

26. Rok za prijavu za zimski semestar je 15. jun, a za letnji semestar 31. oktobar.

**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](http://ceepus.info) .

Zaposlenima u Centru za razvoj i međunarodnu saradnju možete se obratiti na imeil [diro@vet.bg.ac.rs](mailto:diro@vet.bg.ac.rs) ili nas posetiti svakog radnog dana od 08 do 14h u kancelariji 78, u glavnoj zgradi Fakulteta.