

3. Iznosi Erasmus+ stipendija

Svi učesnici koji su nominovani prema međuinstitucijskom ugovoru ostvaruju pravo na Erasmus+ stipendiju koja služi za pokrivanje životnih i putnih troškova. Studenti ne plaćaju školarinu, no manji iznosi – kao što su dokumenti za registraciju, članstvo u biblioteci i taksu za ispite – mogu biti primijenjeni.

3.1. Stipendija

3.1.1. Studenti

Iznosi stipendija za troškove života za studente (BA, MA, PhD) iz *partnerskih* zemalja (Univerzitet u Sarajevu, Bosna i Hercegovina) kreću se između **750 i 850 eura**, zavisno od troškova života u *programskoj* zemlji u koju student odlazi (pogledati tabelu ispod).

Grupa 1 Programske zemlje sa visokim troškovima života	Danska, Irska, Francuska, Italija, Finska, Švedska, Velika Britanija, Lihtenštajn, Norveška, Austrija
Grupa 2 Programske zemlje sa srednjim troškovima života	Belgija, Češka Republika, Njemačka, Grčka, Španija, Hrvatska, Kipar, Luksemburg, Holandija, Portugal, Slovenija, Island, Turska
Grupa 3 Programske zemlje sa niskim troškovima života	Bugarska, Estonija, Latvija, Litvanija, Mađarska, Poljska, Rumunija, Slovačka, BJR Makedonija, Malta

Od	Prema	Iznos
Partnerska zemlja	Programska zemlja iz grupe 1	850 eura mjesečno
	Programska zemlja iz grupe 2	800 eura mjesečno
	Programska zemlja iz grupe 3	750 eura mjesečno
Programska zemlja	Partnerska zemlja	650 eura mjesečno

Iznos stipendije za studente iz *programskih* zemalja koji dolaze u *partnerske* zemlje, odnosno na Univerzitet u Sarajevu, je **650 eura**.

3.1.2. Akademska/administrativno osoblje

Akademsko i administrativno osoblje iz *partnerskih* zemalja, odnosno sa Univerziteta u Sarajevu, ostvaruje pravo na dnevnicu za troškove života između 100 i 160 eura, zavisno od troškova života u *programskoj* zemlji u koju odlazi (pogledati tabelu ispod).

Programska zemlja	Akademsko/administrativno osoblje iz partnerske zemlje
Danska, Irska, Holandija, Švedska, Velika Britanija	160 eura dnevno
Belgija, Bugarska, Češka Republika, Grčka, Francuska, Italija, Kipar, Luksemburg, Mađarska, Austrija, Poljska, Rumunija, Finska, Island, Lihtenštajn, Norveška, Turska	140 eura dnevno
Njemačka, Španija, Latvija, Malta, Portugal, Slovačka, BJR Makedonija	120 eura dnevno
Estonija, Hrvatska, Litvanija, Slovenija	100 eura dnevno

Dnevnicu za troškove života za akademsko i administrativno osoblje iz *programskih* zemalja iznosi **160 eura**.

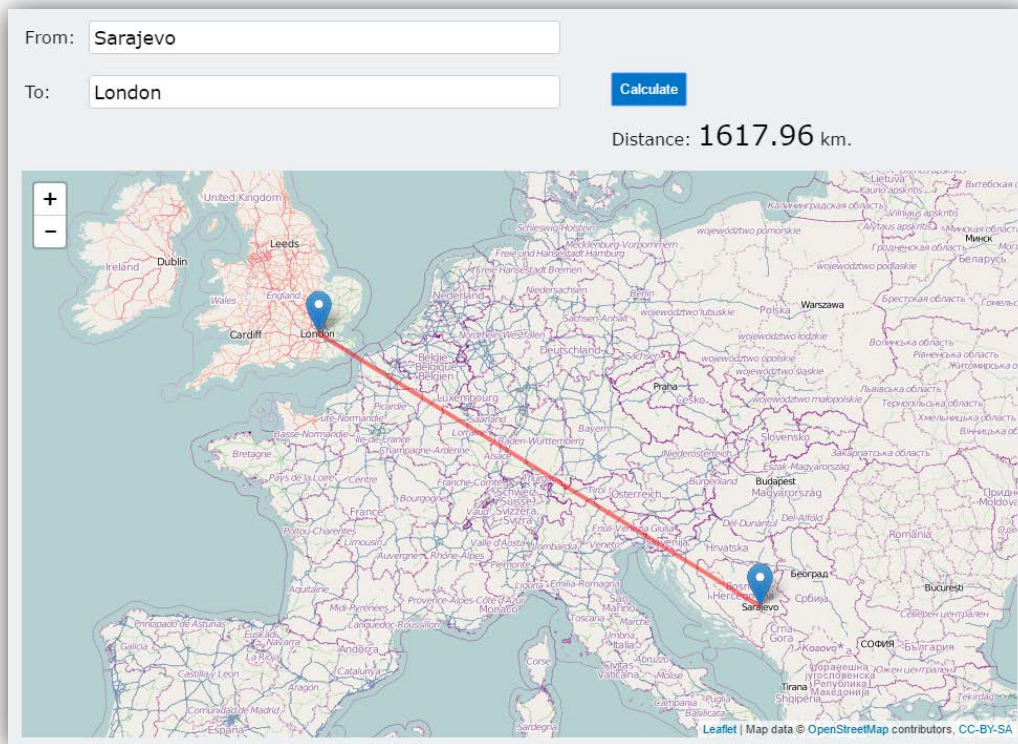
3.2. Putni troškovi

Putni troškovi su isti za sve stipendiste (studenti, akademsko i administrativno osoblje) i pokriveni su do određenog iznosa, zavisno od udaljenosti od matične institucije do institucije domaćina. Maksimalni putni troškovi su izračunati prema udaljenosti između dvije institucije, a iznosi su dati u tabeli ispod.

Udaljenost	Iznos
između 100 i 499 km:	180 eura po učesniku
između 500 i 1999 km:	275 eura po učesniku
između 2000 i 2999 km:	360 eura po učesniku
između 3000 i 3999 km:	530 eura po učesniku
između 4000 i 7999 km:	820 eura po učesniku
8000 km i više:	1.100 eura po učesniku

Putne troškove obično uplaćuju zajedno sa stipendijom, što znači da sami kupujete putnu kartu (za avion, voz, autobus), a onda vam se naknadno isplaćuje iznos. Ukoliko nije drugačije dogovoreno, realizaciju kupovine karata (putne troškove) također mogu obaviti institucije iz *programskih* zemalja. Iznosi su izračunati na osnovu kilometraže između institucija u *partnerskoj* i *programskoj* zemlji, koristeći isključivo „distance calculator” kao jedini priznati izvor informacija o udaljenosti.

Link: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm



1 Primjer „distance calculatora” i računanja udaljenosti

Napomena: za računanje kilometraže uzima se udaljenost od tačke A do tačke B u jednom smjeru (ne uzima se udaljenost u oba smjera).

3.3. Troškovi osiguranja i vize

Troškovi osiguranja i vize nisu uključeni u stipendiju i stipendista je dužan da se pobrine za te stavke u vlastitom aranžmanu. Njihovo osiguranje treba pokrivati minimalno: zdravstvenu njegu, te medicinski prevoz bolesne i povrijeđene osobe njihovoj matičnoj zemlji i ostalo. Ipak, neki EU univerziteti pokrivaju i troškove osiguranja, te je uputno provjeriti sa institucijom domaćinom da li postoji ta mogućnost.

3.4. Troškovi smještaja

Troškovi smještaja plaćaju se iz iznosa stipendije koji student odnosno akademsko/administrativno osoblje primi kao mjesečni iznos (dnevnicu). Ipak, potrebno je provjeriti sa univerzitetom na koji se odlazi o ponudi smještaja (studentski domovi) jer neki od njih nude besplatan smještaj (ali mali broj) ili pomoć u snalaženju smještaja.

3.5. Troškovi školarine

S obzirom da Erasmus+ međunarodna kreditna mobilnost ne podrazumijeva stipendiju za cijeli studij, već boravak u trajanju 1-2 semestra, školarina za taj period je pokrivena ugovorom te studenti nisu u obavezi da je plaćaju.



Higher Education Learning Agreement for Studies

Student's name
Academic Year 20.../20...

- ¹ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- ³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
- ⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
- ⁶ An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- ⁷ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- ⁸ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- ⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ¹⁰ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹¹ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹² **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

Fusnote sa objašnjenima pojedinih stavki u ugovoru o učenju.

Aneks 10 – ugovor o mobilnosti (Teaching)

GfNA-II-C-Annex IV-Erasmus+ HE Staff Mobility Agreement for teaching – 2015



Higher Education
Mobility Agreement form
Participant's name

STAFF MOBILITY FOR TEACHING¹ MOBILITY AGREEMENT

Planned period of the teaching activity: from [day/month/year] till [day/month/year]

Duration (days) – excluding travel days:

The teaching staff member

Last name (s)		First name (s)	
Seniority ²		Nationality ³	
Sex [M/F]		Academic year	20../20..
E-mail			

Unose se lični podaci kandidata.

The Sending Institution/Enterprise⁴

Name			
Erasmus code ⁵ (if applicable)		Faculty/Department	
Address		Country/ Country code ⁶	
Contact person name and position		Contact person e-mail / phone	
Type of enterprise: NACE code ⁷ (if applicable)		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

Unose se podaci o Univerzitetu u Sarajevu
odnosno članici Univerziteta.

The Receiving Institution

Name		Faculty/Department	
Erasmus code (if applicable)			
Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	

Unose se podaci o partnerskoj instituciji
domaćinu na koju kandidat odlazi.

For guidelines, please look at the end notes on page 3.

GFNA-II-C-Annex IV-Erasmus+ HE Staff Mobility Agreement for teaching – 2015



Higher Education
Mobility Agreement form
Participant's name

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Main subject field⁸:

Level (select the main one): Short cycle (EQF level 5) ; Bachelor or equivalent first cycle (EQF level 6) ; Master or equivalent second cycle (EQF level 7) ; Doctoral or equivalent third cycle (EQF level 8)

Number of students at the receiving institution benefiting from the teaching programme:

Number of teaching hours:

Language of instruction:

Overall objectives of the mobility:

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

Content of the teaching programme:

Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):

Ovdje kandidat ispunjava označena polja sa informacijama o očekivanjima od mobilnosti (**ciljevi, vrijednost mobilnosti** u odnosu na internacionalizaciju na univerzitetu, **plan i program rada**).

GrNA-II-C-Annex IV-Erasmus+ HE Staff Mobility Agreement for teaching – 2015



Higher Education
Mobility Agreement form
Participant's name

II. COMMITMENT OF THE THREE PARTIES

By signing⁹ this document, the teaching staff member, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

The teaching staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teaching staff member and the sending institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

The teaching staff member	
Name:	
Signature:	Date:

The sending institution/enterprise	
Name of the responsible person:	
Signature:	Date:

The receiving institution	
Name of the responsible person:	
Signature:	Date:

¹ In case the mobility combines teaching and training activities, the agreement should be adapted to fit both activity types.

² **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. 10-20 years of experience) or Senior (approx. > 20 years of experience).

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

⁴ All references to "enterprise" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

⁵ **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

⁶ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁷ The top-level NACE sector codes are available at http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_R_FV2&StrLanguageCode=EN

⁸ The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) (available at http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training.

⁹ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country).

Prilikom prijavljivanja na stipendiju **obavezni su potpisi kandidata i odgovorne osobe** sa članice Univerziteta u Sarajevu kao akademskog koordinatora koji podržava i daje saglasnost na unesene podatke.

Aneks 11 – ugovor o mobilnosti (Training)

GfNA-II-C-Annex-IV-Erasmus+ HE Staff Mobility Agreement for training – 2015



Higher Education
Mobility Agreement form
Participant's name

STAFF MOBILITY FOR TRAINING¹ MOBILITY AGREEMENT

Planned period of the training activity: from [day/month/year] till [day/month/year]

Duration (days) – excluding travel days:

The Staff Member

Last name (s)		First name (s)	
Seniority ²		Nationality ³	
Sex [M/F]		Academic year	20../20..
E-mail			

Unose se lični podaci kandidata.

The Sending Institution

Name		Faculty/Department	
Erasmus code ⁴ (if applicable)			
Address		Country/ Country code ⁵	
Contact person name and position		Contact person e-mail / phone	

Unose se podaci o Univerzitetu u Sarajevu
odnosno članici Univerziteta.

The Receiving Institution / Enterprise⁶

Name			
Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code	
Contact person, name and position		Contact person e-mail / phone	
Type of enterprise: NACE code ⁷ (if applicable)		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

Unose se podaci o partnerskoj instituciji
domaćinu na koju kandidat odlazi.

For guidelines, please look at the end notes on page 3.

GINA-II-C-Annex-IV-Erasmus+ HE Staff Mobility Agreement for training – 2015



Higher Education
Mobility Agreement form
Participant's name

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Language of training:

Ovdje kandidat ispunjava označena polja sa informacijama o očekivanjima od mobilnosti (**ciljevi, vrijednost** mobilnosti u odnosu na internacionalizaciju na univerzitetu, **plan i program** rada).

Overall objectives of the mobility:

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

Activities to be carried out:

Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):

GFNA-II-C-Annex-IV-Erasmus+ HE Staff Mobility Agreement for training – 2015



Higher Education
Mobility Agreement form
Participant's name

II. COMMITMENT OF THE THREE PARTIES

By signing⁸ this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the sending institution commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

The staff member	
Name:	
Signature:	Date:

The sending institution/enterprise	
Name of the responsible person:	
Signature:	Date:

The receiving institution	
Name of the responsible person:	
Signature:	Date:

¹ In case the mobility combines teaching and training activities, **template** should be used and adjusted to fit both activity types.

² **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

⁴ **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives.. It is only applicable to higher education institutions located in Programme Countries.

⁵ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁶ All references to "enterprise" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

⁷ The top-level NACE sector codes are available at http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_R_EV2&StrLanguageCode=EN

⁸ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country).

Prilikom prijavljivanja na stipendiju **obavezni su potpisi kandidata i odgovorne osobe** sa članice Univerziteta u Sarajevu kao akademskog koordinatora koji podržava i daje saglasnost na unesene podatke.

Aneks 12 – primjer nominacijskog pisma

(memorandum članice Univerziteta u Sarajevu)

No:
Sarajevo, date

**HOST UNIVERSITY
ADDRESS**

Subject: Nomination letter

To Whom It May Concern,

the **home faculty/academy/centre/institute** of the University of Sarajevo nominates **Name/Surname of the candidate** for his/her application at the **Host university**, in **Host country** through *Erasmus+ International Credit Mobility* in Academic year **20.../20...** in the area of **study programme**.


Name/Surname of the candidate is the student/employee at the **home faculty/academy/centre/ institute** and he/she has applied for **Credit/Teaching/Training Mobility** at the **host univeristy** in **host country**.

By this nomination letter, we support **his/her** application for Erasmus+ mobility exchange.

Sincerely,

[person(s) in charge]

Aneks 13 – Application form UNSA




University of Sarajevo Univerzitet u Sarajevu

APPLICATION FORM FOR INCOMING STUDENTS AND STAFF MEMBERS

Mobility Program: Choose an item.
Additional name of the program (if applicable): Click here to enter text.
Please state your status: Choose an item.

Arrival date: Departure:

Semester: Winter Summer Full Academic Year



(please upload your photo)

Personal Data

Family Name:	<input type="text"/>	First Name:	<input type="text"/>
Date of Birth:	<input type="text"/>	Place of Birth (city):	<input type="text"/>
Nationality:	<input type="text"/>	Email:	<input type="text"/>
Address:	<input type="text"/>	City:	<input type="text"/>
Postal code:	<input type="text"/>	Country:	<input type="text"/>

Sex: Male Female

Sending Institution

Home university:	<input type="text"/>
Department:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text"/>
Institutional code (Erasmus or PIC):	<input type="text"/>

University of Sarajevo | Application Form | Page 1/2



Receiving Institution at University of Sarajevo

Host department: Choose an item.

Study/Research/Work field [Click here to enter text.](#)

Language Knowledge

Native Language: [Click here to enter text.](#)

Other languages: Level:

Please enter the language. Choose an item.

Please enter the language. Choose an item.

DEPARTMENTAL COORDINATOR AT SENDING INSTITUTION

(filled by Departmental/Faculty Vice-dean/Coordinator/Mentor)

Family Name: [Click here to enter text.](#)

First Name: [Click here to enter text.](#)

Function: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

INTERNATIONAL RELATIONS COORDINATOR AT SENDING INSTITUTION – if exists

(filled by University Coordinator for International Relations)

Family Name: [Click here to enter text.](#)

First Name: [Click here to enter text.](#)

Function: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

I hereby declare that above mentioned data are correct:

	Departmental/Faculty/Academy coordinator or Mentor	International Relations Coordinator	Student/Staff
Name and Surname	Click here to enter text.	Click here to enter text.	Click here to enter text.
Signature			
Date			
Stamp			

Please send this clear scanned Application form with signatures and stamp along with other application documents to email: erasmus@unsa.ba.