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FLOWCHART OF ACTIVITIES DURING THE APPLICATION PROCEDURE FOR THE COMPETITION – Student Mobility Competition – Erasmus+ Internship

Dear students,

This document provides brief and general instructions for the application procedure and the collection of documentation for the upcoming Student Mobility Placement – Erasmus+ Internship. Candidates for internships, volunteering, or recent graduates may apply for the competition announced by the University of Zagreb. The competition is usually announced twice a year: the first round in May/June for the following academic year (for planned mobility departures from late summer or autumn of the same calendar year), and the second round in November (for planned mobility departures from as early as winter of the following calendar year, February/March).

The competition for student mobility ERASMUS+ Internship will be publicly available on the University of Zagreb website, on the ERASMUS+ activities page of the Faculty of Veterinary Medicine (News and Competitions). The Notice and the open call will also be sent to all students via the official faculty email addresses.

While preparing the competition documentation, students are required to read all items in the call, which is available at the University of Zagreb link. The text of the Competition clearly states the items for which students may apply.

Activity Flowchart

1. **Confirm with the Erasmus+ activity coordinator** the possibility of undertaking a professional internship within the framework of **"External Practical Training (EPT)"** with entitlement to recognition of 10 ECTS credits. For students in the 6th year of study, the approved period will be defined with the Vice-Dean for English Studies, with the starting date in April or May 2026 (to be determined). Alternatively, a professional internship within the framework of **volunteering is available for students from the 2nd to 5th year of study, or later as graduate students (so-called mobility with a focus on volunteering)**, according to the area of interest. Students in the 5th year and below are approved for mobility only during the summer period (the start date of mobility is the first day after the summer exam period plus the next 60 days, e.g. 15/7 to 16/9), for a minimum duration of two months, subject to prior consultation and approval based on a review of the student's status and exam obligations.



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2. To begin the procedure, the **student personally contacts the institution where they wish to undertake the mobility** by e-mail (calculate the number of days using the calculator provided in the invitation – the minimum duration of mobility is 60 days; it is advisable to allow an extra day or two when determining and agreeing on the dates). However, the nomination for the partner university or faculty from the list (Bilateral Agreements) <https://www.vef.unizg.hr/en/international-cooperation/bilateral-agreements/> will be carried out by the faculty. With the consent of the ERASMUS+ coordinator, the student may request information from the Office regarding the country of interest or the clinic where they wish to undertake the professional internship or volunteering (send the request to avranesic@vef.unizg.hr or erasmu@vef.unizg.hr

3. All student inquiries must be sent from the official faculty email address with the domain @vef.hr; do not use a private email address. A few recommendations:

4. When **introducing yourself as a candidate**, emphasize your year of study, your goals, and your interest in professional practice or volunteer work, specifically your motivation for mobility. It is also advisable to mention that you are a student at a faculty accredited by EAEVE until 2030, and that your mobility costs will be covered by the ERASMUS+ program (including a monthly scholarship during the mobility period). State that health and accident insurance will be arranged for the duration of your mobility (to be contracted privately at your own expense). Attach a **CV in the Europass format**, limited to one and a half pages, to your email. The introduction email should be concise, taking approximately 15 to 20 seconds to read.

5. After receiving a positive response to your email, submit an **Acceptance Confirmation Letter** to the employer (the form is available on the Competition page via the publicly visible call). The employer should complete the Acceptance Confirmation Letter (an example of a completed ACL can be found on the Student Mobility for Traineeship <https://www.vef.unizg.hr/en/international-cooperation/student-mobility-for-traineeship/> using the provided form, ensuring the signature is accompanied by a visible stamp. The completed document should be returned by email in PDF format, which should then be forwarded to the Erasmus+ coordinator's email address erasmus@vef.unizg.hr It is recommended that the student prepare the data for the Acceptance Letter for the institution themselves (if known), and ensure that the name of the institution matches exactly the name on the official stamp of the receiving institution. Errors and complaints from the University often arise due to handwritten and illegible data from the receiving institution. Please use only English as the official language; if another language is specified, it is necessary to provide



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proof of language proficiency with official documentation. If the student has a B2 level based on passed exams, use a certificate from the faculty and indicate this, i.e. cross out the B2 level in the Acceptance Letter.

6. Also, in the meantime, after receiving the Competition the Official call, you should familiarize yourself with the instructions for the online application and begin entering or registering data in the **MoveOn system**, which is accessible via the Competition link.

7. During data entry, the application must not be locked without consulting the Erasmus+ coordinator. The application remains available, and updates and changes are continuously possible – **NEVER LOCK THE APPLICATION – EXCEPT WITH THE SUBMIT PROCEDURE** (in the final step). If you are a student of lower socioeconomic status, you should begin collecting documentation if you fall into the category: **STUDENT WITH FEWER OPPORTUNITIES**. In this case, you must complete the Declaration available on the Competition page.

For example, if the **student with fewer opportunities** option is selected, students studying in a location other than their place of residence must submit a travel planner using the HAK distance calculation option. **For students in the English study program, a copy of the passport or ID is sufficient as a document of recognition.**

8. **After receiving the Acceptance Confirmation Letter**, students are required to request confirmation from the **Student Affairs Office** using the designated form. The form, titled "**Request for Issuance of Documentation**," can be downloaded from the ERASMUS+ activities page – Student Mobility for the Purpose of Professional Practice – or a printed copy can be collected from the International Relations Office. The student then collects the requested documents and delivers them to the International Relations Office, where they are stored in the student's application file.

It is necessary to request:

- Confirmation of enrollment in the semester and a certified transcript of exams and grades passed so far and ECTS credits achieved (in English) – for all study levels
- Proof of knowledge of English, or the language in which the student will do the internship. The requirement is a minimum B1 level of knowledge according to the Common European Framework of Reference for Languages (CEFR) (please state level B2 on the certificate issued by the Faculty of Veterinary Medicine)



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It is also necessary to start filling out the CV using the Europass template. The link to create the CV is available on the page, in the text of the Announcement.
<https://europass.cedefop.europa.eu/hr/documents/curriculum-vitae>

9. Motivation letter (*if required – as specified in the call*) – The document to be completed should be downloaded from the Competition link. According to the instructions, the motivation letter must be no more than 400 words. Students are reminded of the importance of writing a motivation letter, as it is a key document for the assessment and evaluation of candidates for mobility. Additionally, a separate Word document with a brief description of the internship, up to 200 words, is required for the ECTS approval document. This is mandatory. Students should not complete the ECTS approval form themselves; the Erasmus+ coordinator will enter the required information. The brief description of the internship may also be sent by e-mail to the Erasmus+ coordinator at erasmus@vef.unizg.hr

10. In addition to the above, you must attach a **colour copy of your ID card** (you can photocopy the document at the International Relations Office; the copy must be signed). From the e-citizen system, you must obtain a Certificate of Residence and send the PDF document to avranesic@vef.unizg.hr or erasmus@vef.unizg.hr submit it to the International Relations Office.

11. The student will review the completed online (MoveOn) application for the Competition with the Erasmus+ coordinator. Based on the collected documentation, the student will sign all documents required by the Competition call at the International Relations Office. After approval by the Erasmus+ coordinator, the documents will be submitted to the University of Zagreb according to the instructions in the Competition. **THE STUDENT DOES NOT SEND INDEPENDENTLY COLLECTED DOCUMENTATION.**



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IMPORTANT!

Students must contact the ERASMUS+ coordinator after they have:

- 1. Received an acceptance letter from the host institution (Acceptance Confirmation Letter).*
- 2. Written a CV in Europass format according to the instructions in the Competition.*
- 3. Submitted a short description of the internship in Word (up to 200 words).*
- 4. Obtained confirmation of enrolment for the semester and a certified transcript of exams and grades passed so far, including ECTS credits achieved (in English) – for all study levels, from the Student Office.*
- 5. Provided proof of knowledge of English, or the language in which the internship will be conducted. The requirement is a minimum B1 level according to the Common European Framework of Reference for Languages (CEFR) (please state level B2 on the certificate issued by the Faculty of Veterinary Medicine).*
- 6. Submitted a scanned copy of their ID card.*
- 7. Provided a certificate of residence from the e-Citizens system.*
- 8. Submitted the required documentation for the item STUDENT WITH DISADVANTAGES, according to the instructions from the Competition.*

Note: Students must adhere to the prescribed deadlines and instructions from the Competition and thoroughly familiarise themselves with the text of the call. Communication regarding the Competition will be conducted via the student's official e-mail address @vef.hr (private messages from @gmail and other student addresses will not be answered).