

INSTRUCTIONS FOR SUBMITTING APPLICATION FOR THE SHORT-TERM PROGRAMME (COURSE OR EXCURSION) TO CROATIA

Selected candidates who have received approval from their home higher education institution submit applications via the CEEPUS system - www.ceepus.info

Before applying for mobility, it is necessary to read the general instructions from the CEEPUS platform, which are available at <https://www.ceepus.info/content/apply>.

Financing

Available funds for the participants of the short-term programmes in Croatia are following:

a) Scholarship rates for incoming grant holders in Croatia:

Students 26,00 EUR per day + free accommodation in the student dormitory (double rooms)

PhD Students 30,00 EUR per day + free accommodation in the student dormitory (single rooms)

Teachers 34,00 EUR per day + free accommodation in the student dormitory (single rooms)

b) Travel costs refund

Some of the CEEPUS countries also pays outgoing scholarship holders travel expenses upon return from mobility, according to the [procedure for reimbursement of travel expenses](#) .

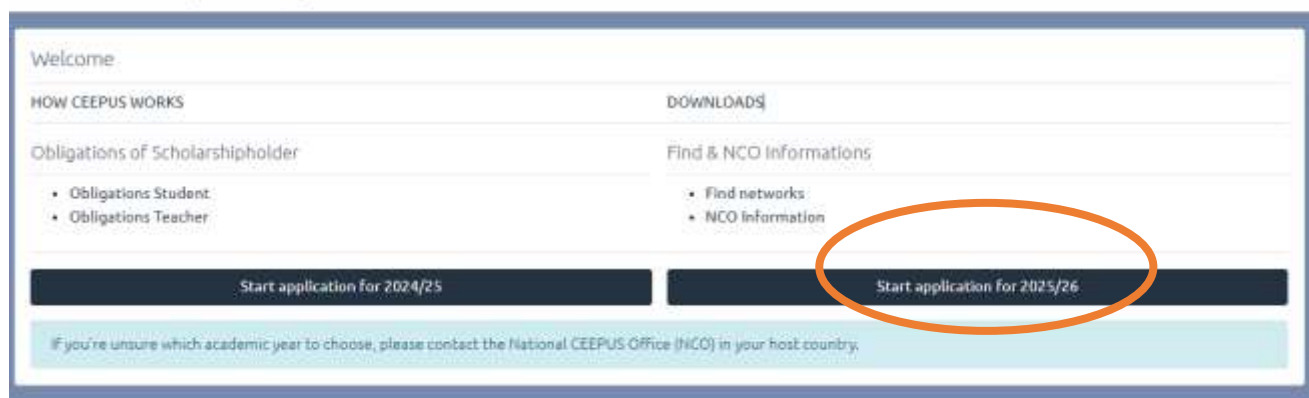
All interested candidates should inform themselves in a timely manner about the amounts that will be available to them and plan their mobility financing accordingly.

Registering as a new user in the CEEPUS system and starting the application for mobility

Candidates who have not used CEEPUS before should register as new users at www.ceepus.info (fill in the personal data) by clicking on the MyCEEPUS icon in the upper right part of the CEEPUS interface.

After verifying the new user, the application process can be started by clicking on Start application (as shown below):

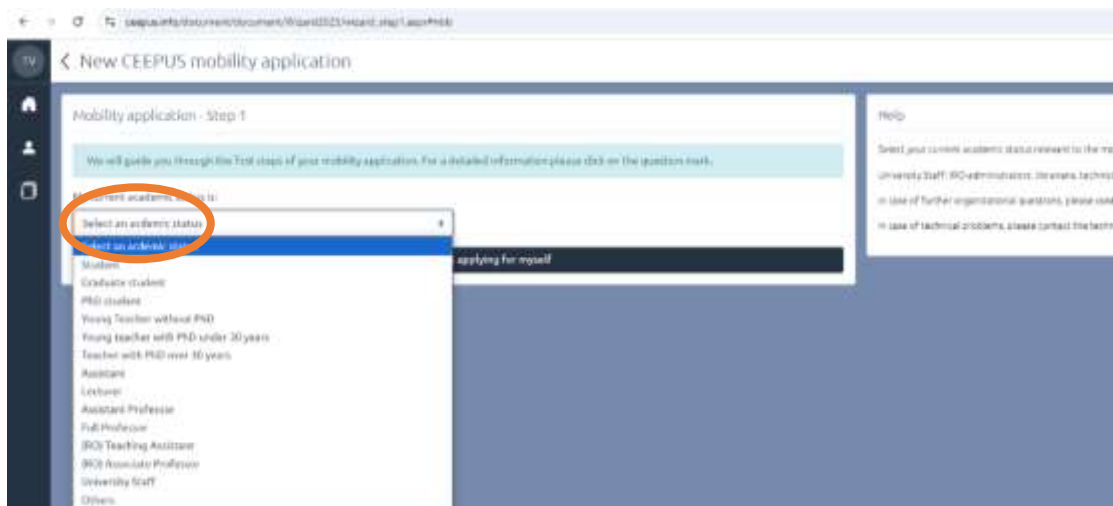
CEEPUS Mobility Desktop



- ❖ Tip: Instructions for completing the application are available in the CEEPUS system by clicking on the questionnaire icon in the upper right part of the CEEPUS interface. It is necessary to "pin" the instructions so that they remain available at all times while completing the application by clicking on the pin icon, as shown below.



1. **Step 1 – Select your academic status** (e.g. student, doctoral candidate, teacher, international relations office employee) as shown below. There are many categories of teachers, and some overlap, so we advise you not to waste too much time and to choose the category that you consider most similar to your academic status.



2. **Step 2 – choosing the mobility type / mobility period / mobility category** (network or freemover)

If you are a student, please select ONLY between following two categories:

- c) **Short Term Excursion** – professional visits (e.g. field trips) lasting at least 3 days
- d) **Short Term Intensive Course** – intensive courses (e.g. summer schools) lasting at least 6 days

Short-term group mobilities such as Short Term Excursion and Short Term Intensive Course can also be completed by first-year students. At the time of submitting the application for the winter semester (in April or May), students do not have to have passed all the exams, but at the time of departure for mobility, coordinators should check whether the candidate has successfully completed the first two semesters.

Teachers select **Teacher** as the mobility type, even when it comes to applications for short group mobilities, unless they are participating in a CEEPUS network meeting, when they select **Short Term Network Meetings** (lasting 1 to 3 days).

Mobility application - Step 2

I want to apply as:

Student Teacher Short Term University Staff Short Term Network Meetings

Type of stay:

Student (3-10 months) Short Term Students Short Term Excursion Short Term Intensive Courses

Student: regular stays up to 10 months, short term stays, intensive courses and excursions

I want to stay from: mm/dd/yyyy for: Choose your duration

Find a network **I know the network number** Create a freemover application

Selection of mobility period and mobility category (network / freemover) - candidates applying for mobility within the CEEPUS network should select the network number or search for it by clicking on *Find a network*. [CEEPUS coordinators](#) must refer their candidates to the network number (eg HR-0306-18-2526). Candidates applying for mobility outside the CEEPUS network (so-called *freemover* mobility) select *Create a freemover application*.

3. Step 3 - Select network, home institution and host institution

After entering the network number, you need to select your home country and institution, as well as your host country and host institution, and finally click on **Create application**.

!! When selecting an institution, you will be given the option to select another department of your home faculty or another constituent of your home university. Incoming candidates to Croatia are not allowed to apply for network mobility if they are not studying or employed at a constituent of a higher education institution that participates in the CEEPUS network as a partner.

Mobility application - Step 3, select a network

You are applying as a Student (3-10 months) from 02.10.2025 for 5 months in the academic year 2025/2026.

CEEPUS Network Number
AT-0037-21-2526 - Slavic Philology and its Cultural Contexts

Home Country: Croatia Home Institution: University of Zagreb, Faculty of Humanities

Host Country: Slovenia Host Institution: University of Maribor, Faculty of Arts

Back Create application

4. Step 4 – Motivational letter

In the motivational letter, candidates describe why they are applying for mobility at a foreign institution and describe their activity plan.

- In addition to the description of motivation, teaching staff should also enter the titles of the courses with the corresponding number of hours. The course plan must contain at least 6 hours of lectures per week.

| Week of stay | Teaching hours | Course title |
|--------------|----------------|--------------|
| 1 | 2 | |
| 1 | 2 | |
| 1 | 2 | |

Add another course

Please fill in your motivation / supervision assignment (min. 500 characters)

- if teachers who are also CEEPUS coordinators at their higher education institutions apply to participate in the CEEPUS network coordination meeting, they should include the plan (agenda) of the coordination meeting with a timetable in the motivation
- non-teaching staff, along with a description of the motivation, also include a plan of activities by day

| Day of stay | Description |
|-------------|-------------|
| 20.01.2026 | |
| 21.01.2026 | |
| 22.01.2026 | |
| 23.01.2026 | |

Please fill in your motivation / supervision assignment (min. 500 characters)

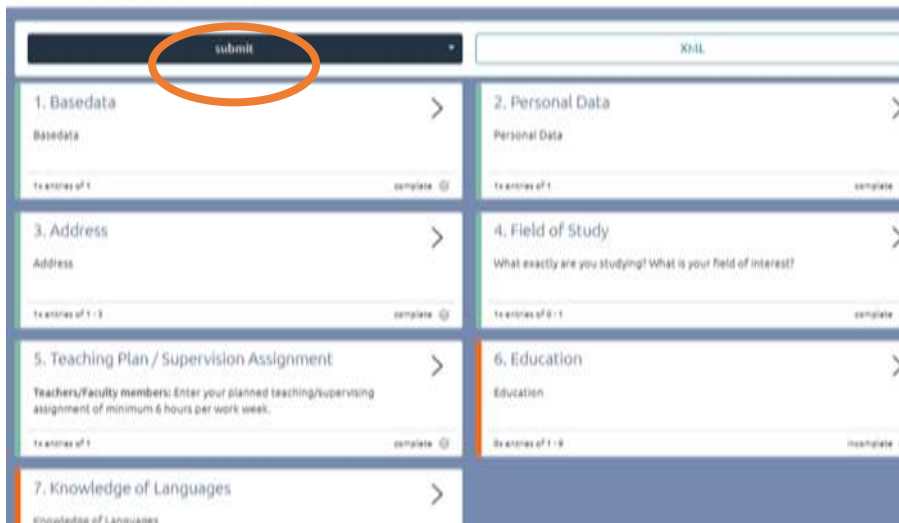
- Students applying for *Short Term Excursion* or *Short Term Intensive Course* mobility should explain their motivation to participate in the particular short-term CEEPUS programme.

5. Step 5 – filling in other parts of the application

- *Field of Study* - field of study
- *Education* - previous education
- *Knowledge of Languages* - knowledge of foreign languages

6. Step 6 - submitting an application

At the very end, it is necessary to submit the application by clicking on the **submit** icon (below), otherwise the application remains pending in the unsubmitted status.



7. Procedure for approving the online application

The online application is then reviewed by local coordinators at the home higher education institution in the CEEPUS system, who nominate it to your **Home National CEEPUS Office**

Home National CEEPUS Office reviews the application and nominates it for further approval to the foreign host institution.

The host institution should carefully review:

- whether the dates are aligned with the agenda of the short-term programme
- whether the motivation is clear enough, especially for shorter student mobilities (a clear plan of activities for shorter mobility) and teaching mobilities (obligation to teach 6 hours a week).
- if the candidate has sufficient knowledge of the language in which classes are held at the foreign institution

If all criteria are met, the coordinator at the receiving institution nominates the application to the Host National CEEPUS office in Croatia (Agency for Mobility and EU Programmes), which then approves it, enters it into the national database, processes it and prepares the payment of the scholarship.

8. Application deadlines

Applications must be submitted to the CEEPUS system no later within the deadline set by the organizer (host institution) and communicated to you by your CEEPUS coordinator.

9. Results and acceptance of the application in the CEEPUS system

After submitting the application, the results are sometimes awaited for a long time because the deadline for confirming applications is not defined.

The candidate from the CEEPUS system receives an automatic confirmation of the confirmation or rejection of the application. In the case of confirmation of the application, candidates must "**accept**" the mobility in the CEEPUS system by clicking on the *Accept* icon. Until they do this, they will not be able to complete the final reports upon completion of the mobility.

- Please note that the application may be confirmed in a period different than requested, which is visible in the application itself. The *Tendered mobility period* is the requested mobility period, while the **Awarded mobility period** is the confirmed mobility period, and when planning mobility, it is necessary to take into account only the Awarded mobility period.

10. Preparation for mobility

The NCO in the receiving country sends instructions regarding accommodation, stipend payments and other administrative obligations that exist in each country and vary from country to country. Since CEEPUS is a multilateral agreement involving EU and non-EU member states, implementation and grant amounts vary significantly from country to country. Students who go on semester mobility should definitely sign a learning contract, in which support should be provided by CEEPUS coordinators at home and foreign institutions and ECTS coordinators at home and foreign institutions.

Outgoing scholarship holders should check with the finance department whether they are required to open a travel order for the purpose of paying funds for the reimbursement of travel expenses upon their return from mobility.

11. Filling in the final reports and uploading them into the system

After completing the mobility, it is **mandatory** to fill in the final reports in the CEEPUS system – the **Mobility Report** and the **Letter of Confirmation**. The reports cannot be accessed if the mobility has not been previously accepted in the CEEPUS system, via the *Accept* icon. The **Mobility Report is filled in online** and does not need to be printed or certified.

The Letter of Confirmation is filled in in the system, printed, signed and submitted to the host institution (CEEPUS coordinator at the host institution) for certification with a signature and stamp, and uploaded back into the system. Since the reports can be filled in 4 days before the end of the mobility, the simplest way is to fill them in and print out the Letter of Confirmation and submit it to the coordinator for certification during the stay at the foreign institution.

- **The Letter of Confirmation should contain both signatures - the scholarship holder and the coordinator from the institution's side and the stamp of the receiving institution**, otherwise it will not be valid and the scholarship holder will not be entitled to reimbursement of travel expenses.