

INTERNE UPUTE ZA CENTRALNU PRIJAVU ERASMUS+ PROJEKATA ZA RAZDOBLJE 2021-2027

Centralna prijava odnosi se na slijedeće aktivnosti Erasmus+ programa:

KA 2: SURADNJA ORGANIZACIJA I INSTITUCIJA

A. Partnerstva za suradnju:

- suradnička partnerstva

B. Partnerstva za izvrsnost:

- centri strukovne izvrsnosti
- Akademije za stručno usavršavanje učitelja
- aktivnosti Erasmus Mundus

C. Partnerstva za inovacije:

- savezi za inovacije (1. lot: Savezi za obrazovanje i poduzeća i 2. lot: savezi za sektorsku suradnju u području vještina)

JACANJE KAPACITETA U PODRUČJU MLADIH

NEPROFITNA EUROPSKA SPORTSKA DOGAĐANJA

KLJUČNA AKTIVNOST 3: PODRŠKA RAZVOJU POLITIKE I SURADNJI

A. Mladi Europe zajedno

AKTIVNOSTI JEAN MONNET

A. aktivnosti Jean Monnet u području visokog obrazovanja

B. aktivnosti Jean Monnet u drugim područjima obrazovanja i osposobljavanja

PRIJAVA PROJEKTNIH PRIJEDLOGA

Prilikom prijave Erasmus+ projektnih prijedloga Filozofski fakultet u Zagrebu mora koristiti **PIC/OID broj Sveučilišta** za sve aktivnosti Erasmus+ programa gdje je propisano da *visoka učilišta s poslovnim nastanom u zemlji sudionici programa koja žele sudjelovati u suradničkom partnerstvu moraju imati valjanu Erasmus povelju u visokom obrazovanju (ECHE)!*

Za aktivnosti *Jačanje kapaciteta u području mladih, Neprofitna europska sportska događanja te Mladi Europe zajedno* potrebno je provjeriti u natječajnoj dokumentaciji postoji li uvjet za ECHE, jer u Vodiču kroz program Erasmus+ taj uvjet nije naveden, što otvara mogućnost samostalne prijave Filozofskog fakulteta sa svojim PIC brojem.

U najvećem broju Erasmus+ natječaja sastavni dio projektne prijave su i obrasci poput *Mandate letters (za partnere), Declaration of Honour (za koordinatoru), Proof of Accreditation* (za Erasmus Mundus) i sl., a koje **potpisuje rektor kao odgovorna osoba Sveučilišta** s čijim PIC/OID brojem se prijavljuju Erasmus+ projektni prijedlozi.

Zahtjevi za potpise navedenih dokumenata pravovremeno se šalju na adresu elektroničke pošte: projekti@ffzg.hr zajedno s ispunjenim dokumentom [Suglasnost za prijavu projekta](#).

U novom programskom razdoblju prijave se predaju **elektroničkim putem kroz Participant portal/Funding&Tenders portal**, a za pristup odnosno popunjavanje prijavnog obrasca potreban je EU login račun (nekadašnji ECAS) osobe koja ispunjava prijavu na koji se samostalno registrirate.

Nakon unosa PID/OID broja Sveučilišta, u prijavi i gore spomenutim obvezim obrascima će se automatski pojaviti podaci vezani za Sveučilište pa **molimo da uz naziv Sveučilišta ne dodajete naziv Filozofskoga fakulteta** („Each applicant remains responsible for the information declared for their organisation. False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.“)

U nastavku su svi relevantni službeni brojevi i podaci o Sveučilištu u Zagrebu koji će trebati prilikom prijave i koje možete dostaviti koordinadoru ukoliko sudjelujete kao partner ili koristiti ako ste prijavitelj (koordinador):

OID :	E10209270
PIC number :	999933231
National ID :	080209185
Full name of the organisation in Latin characters:	Sveuciliste u Zagrebu University of Zagreb
VAT Nr:	HR36612267447
Accreditation type :	Erasmus Charter for Higher Education - ECHE
Accreditation number :	HR ZAGREB01
Status :	Public
Non Profit Organisation :	Yes
NGO :	No
Type of organisation * :	Higher Education Institution (tertiary level)
Registration date :	19.02.1998.
Registration location :	Zagreb
Street name and number :	Trg Republike Hrvatske 14
Postcode :	10000
Town :	Zagreb
Country :	Croatia
Internet address:	www.unizg.hr/en
Telephone 1 :	+385 1 456 42 55
Fax :	+385 1 456 41 08
IBAN:	HR3423400091510297183
Swift Code (BIC Code)	PBZGHR2X

Legal representative:

Title *:	Professor
Family name * :	Boras
First name * :	Damir
Role in the organisation * :	Rector
E-mail address * :	rector@unizg.hr
Street name and number * :	Trg Republike Hrvatske 14
Postcode :	10000
Town * :	Zagreb
Country * :	Croatia
Telephone 1 * :	+385 1 456 42 55
Fax	+385 1 456 41 08

<https://web2020.ffzg.unizg.hr/projekti/otvoreni-natjecaji/>
<https://web2020.ffzg.unizg.hr/projekti/prijava-projekata/>

Nakon što se u prijavi obrazac (dio u kojem se unose administrativni podaci **Participating Organisations**) unese OID ili PIC Sveučilišta, sučelje izgleda ovako:

Application forms

Proposal ID **SEP-210782270**

Acronym **test**

Short name **UNIVERSITY OF ZAGREB UNIZG**

organisation data ?

PIC	Legal name
999933231	SVEUCILISTE U ZAGREBU

Accreditation type	Accreditation number	Expiration date
Erasmus Charter for Higher Education	HR ZAGREB01	31-12-2029

Short name: UNIVERSITY OF ZAGREB UNIZG

Address

Street TRG REPUBLIKE HRVATSKE 14

Town ZAGREB

Postcode 10000

Country Croatia

Webpage www.unizg.hr

Specific Legal Statuses ?

Legal person yes

Public body yes

U nastavku obrasca, ispod podataka o Sveučilištu koji se automatski ispune nakon unosa OID-a ili PIC-a, postoji polje u kojem preporučamo **upisati podatke Filozofskog fakulteta u Zagrebu – Departments carrying out the proposed work** :

Application forms

Proposal ID **SEP-210782270**

Acronym **test**

Short name **UNIVERSITY OF ZAGREB UNIZG**

Departments carrying out the proposed work Add a Department ?

Department 1

Department name *Name of the department/institute carrying out the work.* not applicable

Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Postcode *Area code.*

Country *Please select a country* v

Za **Contact person** se uvijek upisuje voditelj projektnog tima Filozofskog fakulteta koja sudjeluje u prijavi.

U dijelovima prijave gdje se traži opis **Participants** možete koristiti kratki tekst o Sveučilištu i Filozofskom fakultetu kako slijedi:

„The University of Zagreb is the flagship educational institution in Croatia with 31 faculties, 3 art academies and various university centres and departments. As a comprehensive public Central European university, UNIZG offers education programmes in all scientific fields (arts, biomedicine, biotechnology, engineering, humanities, natural sciences and social sciences) and a broad spectrum of courses at all study levels, from undergraduate to postgraduate for more than 62,000 students. The University excels not only in teaching, but also in research, contributing with over 50 percent to the annual research output of Croatia.

Being one of the constituent units of UNIZG, the Faculty of Humanities and Social Sciences is participating within the project proposal as applicant/partner organisation.

Faculty of Humanities and Social Sciences University of Zagreb (FHSS) is the largest higher education institution in Croatia which carries out research activities and executes university programs in the field of humanities and social sciences, as well as a significant cultural institution with a great impact on Croatian culture and society. Today it offers more than 100 BA and MA programmes as well as 19 PhD programmes. From 2005/2006 Faculty offers new programs in accordance with the Bologna process. There are two models of study programs: single major (all courses belong to one program) and double majors (student studies in two equally important programs for equal degrees in both of them). Single major programs are Psychology, Philosophy, Sociology, Pedagogy, Information Science, History, Comparative literature, Croatian language and literature and English language and literature; double major programs are Philosophy, Archaeology, History, History of Art, Sociology, Ethnology and Cultural Anthropology, Comparative literature, Croatian language and literature, Pedagogy, Linguistics, Phonetics and languages and literatures (English, French, German, Hungarian, Italian, Portuguese, Rumanian, Spanish, Swedish, Classic Philology (Greek and Latin), Turkish, Indology, East, West and South Slavic languages).

Faculty has more than 700 employees, with more than 500 academic staff as well as more than 600 part-time lecturers.

Faculty of Humanities and Social Sciences is currently involved in more than 50 projects financed from different national and international funds (Adris Foundation, Croatian Science Foundation, Ministry of Culture, Erasmus +, Horizon 2020, European Social Fund, European Fund for Regional Development, Research Council of Norway, Economic and Social Research Council UK etc.) Project support is provided by faculty services: Accounting Department, Office for International Cooperation, Office for science and projects, Office for Human Resources, Office for Public Procurement. Faculty has a long experience in applying and successful project implementation as well as national and international financial audits. During the project lifetime project leaders has support for all project activities, preparing financial reports, dissemination activities which are held in faculty building: Faculty Hall, seminars, exhibition space in front of main entrance to Library, in the Library Conference Hall.

Faculty of Humanities and Social Sciences is committed to assuring excellence and expanding the boundaries of knowledge and insight through teaching as well as research carried out within a wide range of scholarly fields.

.....

<https://web2020.ffzg.unizg.hr/projekti/otvoreni-natjecaji/>
<https://web2020.ffzg.unizg.hr/projekti/prijava-projekata/>

... dalje unesite opis projektnog tima, ekspertize, uloge... prema strukturi prijavnog obrasca.

U tablicu **List of previous projects** upisujete projekte Filozofskoga fakulteta (prvo Erasmus+ projekti ili oni koji su temom najbliži prijedlogu projekta, pa H2020, ESIF..):

List of previous projects					
<i>Please provide a list of your previous projects for the last 4 years.</i>					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

Popis projekata Filozofskoga fakulteta se nalazi u prilogu ove objave i na mrežnim stranicama: <https://web2020.ffzg.unizg.hr/projekti/otvoreni-natjecaji/>.

Svi prijavitelji svakako trebaju pogledati Vodič kroz program Erasmus+: <https://erasmus-plus.ec.europa.eu/hr/node/2699>.

Dodatne informacije: <https://ampeu.hr/erasmus/koraci-za-sudjelovanje/pisanje-i-prijava-projekta>

Za dodatna pitanja, slobodno kontaktirajte
Ured za znanost i projekte: projekti@ffzg.hr
Ankica Trogrlić Matić: atrogrli@ffzg.hr
Telefon: +385 (0)1 409 2218 (kući 2218)