

VEVU ERASMUS+ MOBILITY – STUDY AND TRAINEESHIP GUIDELINES FOR COMPLETING YOUR MOBILITY PLAN (SMS & SMT)

GENERAL NOTE

To ensure a smooth approval process and to tailor your mobility experience according to your academic and professional needs, please fill in all required fields carefully. Incomplete or incorrect submissions may result in delays or the need to resubmit your plan.

Before applying for the internal call for Erasmus+ mobility, please make sure to **submit your Mobility Plan (SMS – Student Mobility for Studies or SMT – Student Mobility for Traineeship)** in a timely manner to be approved by VEVU host department. Please note that VEVU host ECTS coordinator may require some time to review and approve the plan, depending on their availability and workload, so early submission is essential.

Submitting the plan in advance will allow you to better understand the content and learning outcomes of your mobility, which can later be **recognized by your home institution** upon completion.

🔍 Recognition of Learning Outcomes and Acquired Skills

The recognition of achieved learning outcomes and/or skills acquired during the mobility period is carried out by the sending higher education institution upon the student's return.

Accordingly, it is highly recommended that students consult with the responsible persons at their home institution (e.g. ECTS coordinator, academic advisor, or Erasmus+ coordinator) prior to selecting courses for study mobility or designing the content of the traineeship/internship programme.

✓ This ensures that the planned activities during the mobility are aligned with the student's study programme and can be formally recognised within their academic curriculum upon return to the home institution.

For SMS – Student Mobility for Studies

✓ Exact Mobility Period

Clearly indicate the start and end dates of your study mobility. These dates must reflect the actual duration of your physical stay at the host institution. Minimum stay is 2 months and the maximum period of mobility is total 12 months at each study level (including the previous mobilities SMS or SMT if you have participated)

Note for Consultative Teaching in English

If you are not staying for the entire semester and your classes are delivered through consultative teaching in English, plan your mobility period so that it starts later in the semester and includes at least one exam period.

Please check the Course Catalogue and Academic Orientation Calendar to determine the exam periods for the semester in which you wish to participate.

✓ Course Selection

Select the courses you wish to attend and complete (from the Course Catalogue of the VEVU host department):

If the mobility is in Croatian, you may choose any course offered during the semester (winter or summer) in which you are participating.

If the mobility is in English, select only from the list of courses available in English.

If you are working on your final thesis, make sure to include "Final Thesis" topic in your plan.

Important: Do not select any courses that you have already attended and passed during previous mobilities or studies.

For SMT – Student Mobility for Traineeship

✓ Exact Mobility Period

Indicate the **start and end dates** of your traineeship. These should match your actual **physical presence at the host organization**.

Minimum stay is 2 months and the maximum period of mobility is total 12 months at each study level (including the previous mobilities SMS or SMT if you have participated)

✓ Traineeship Content Description

Provide a detailed explanation of your **field or area of work**, the **tasks** you expect to perform, and the **learning outcomes or skills** you aim to achieve.

For

example:

“The traineeship will focus on marketing activities such as market research, social media content creation, campaign development, and event coordination. The student is expected to develop skills in digital marketing, communication, teamwork, and analytical thinking.”

Description of Traineeship Content – Field/Area of Work / Tasks and Learning Outcomes

The traineeship will take place in the field of **Marketing**, with a focus on practical tasks that support the planning, development, and execution of marketing activities.

Main tasks may include:

- Assisting in the creation and implementation of marketing campaigns (online and offline)
- Supporting social media content creation and scheduling
- Conducting market research and competitor analysis
- Helping with the preparation of promotional materials and presentations
- Participating in event planning and promotional activities
- Supporting the team with internal and external communication tasks

Learning outcomes / skills to be achieved:

- Gaining practical knowledge of marketing strategies and tools
- Developing skills in digital marketing, including social media and content creation
- Enhancing research and analytical thinking through market analysis
- Improving communication skills in a professional environment
- Learning how to work as part of a team and contribute to real marketing projects
- Strengthening time management and organizational skills in a business setting

💡 Final Tips

- Double-check that all details match your academic needs and mobility goals.
- Submit the form only when you are confident all entries are complete and accurate.
- If you're unsure about any part of the form, don't hesitate to **contact the Erasmus+ Office at VEVU**.

VEVU ERASMUS+ MOBILNOST – UPUTE ZA ISPUNJAVANJE PLANA MOBILNOSTI (SMS & SMT)

OPĆA NAPOMENA

Kako bi se osigurao nesmetan proces odobravanja i vaša mobilnost prilagodila vašim akademskim i stručnim ciljevima, molimo vas da pažljivo ispunite sva obavezna polja. *Nepotpune ili netočne prijave mogu dovesti do kašnjenja ili potrebe za ponovnim podnošenjem plana.*

★ *Prije prijave na interni natječaj za Erasmus+ mobilnost, obavezno je pravovremeno dostaviti svoj Plan mobilnosti (SMS – Studijska mobilnost ili SMT – Stručna praksa) na odobrenje nadležnom odjelu na VEVU.*

🔔 *Imajte na umu da ECTS koordinator na VEVU-u može trebati određeno vrijeme za pregled i odobrenje plana, ovisno o dostupnosti i opterećenju. Rano slanje je stoga ključno.*

✓ **Rana dostava plana** pomoći će vam i da bolje razumijete sadržaj i ishode učenja mobilnosti, koji će po završetku moći biti priznati na vašoj matičnoj instituciji.

🔍 Priznavanje ishoda učenja (SMS) i stečenih vještina (SMT)

Priznavanje ostvarenih ishoda učenja i/ili stečenih vještina tijekom mobilnosti provodi visoko učilište pošiljatelj po povratku studenta s mobilnosti.

Sukladno tome, iznimno je važno da se studenti prije odabira kolegija za studijsku mobilnost ili izrade programa stručne prakse/studijskog staža obavezno savjetuju s nadležnim osobama na matičnoj instituciji (npr. ECTS koordinatorom, akademskim mentorom ili Erasmus+ koordinatorom).

✓ Na taj se način osigurava da će planirane aktivnosti tijekom mobilnosti biti usklađene sa studijskim programom studenta te da će, po povratku, biti pravovaljano priznate u okviru studija na matičnoj instituciji.

📖 **Za SMS – Studijska mobilnost**

✓ **Točan period mobilnosti**

- Jasno navedite *datum početka i završetka* studijske mobilnosti.
- Datumi moraju odgovarati stvarnom fizičkom boravku na instituciji domaćinu.
- Minimalno trajanje: **2 mjeseca**, maksimalno: **12 mjeseci** po razini studija (uključujući prethodne SMS/SMT mobilnosti).

✦ *Napomena za konzultativnu nastavu na engleskom jeziku:*
Ako ne boravite cijeli semestar, a nastava se odvija putem konzultacija na engleskom, planirajte dolazak tako da uključuje **najmanje jedan ispitni rok**.
→ Provjerite *Katalog kolegija* i *Akademski kalendar* kako biste utvrdili ispitne rokove.

✓ Odabir kolegija

- Odaberite kolegije koje planirate pohađati (iz Kataloga kolegija odjela domaćina):
 - Ako je mobilnost na hrvatskom jeziku: možete birati bilo koji kolegij ponuđen u semestru u kojem sudjelujete.
 - Ako je mobilnost na engleskom jeziku: birajte samo kolegije koji su dostupni na engleskom jeziku.
 - Ako izrađujete završni rad, uključite temu „*Final Thesis*“ u plan.
 Ne birajte kolegije koje ste već položili tijekom prijašnjih mobilnosti ili studija.

✦ Za SMT – Stručna praksa

✓ Točan period mobilnosti

- Navedite točan *datum početka i završetka prakse*.
- Datumi moraju odgovarati vašem stvarnom fizičkom prisustvu u organizaciji domaćinu.
- Minimalno trajanje: **2 mjeseca**, maksimalno: **12 mjeseci** po razini studija (uključujući prethodne mobilnosti).

✓ Opis sadržaja stručne prakse

Detaljno opišite:

- Područje rada (struka),
- Zadaci koje očekujete obavljati,
- Ishodi učenja i vještine koje želite razviti.

▼ *Primjer opisa:*

Stručna praksa će se fokusirati na marketinške aktivnosti kao što su istraživanje tržišta, kreiranje sadržaja za društvene mreže, razvoj kampanja i organizacija događanja. Student će razvijati vještine u digitalnom marketingu, komunikaciji, timskom radu i analitičkom razmišljanju.

Glavne aktivnosti mogu uključivati:

- Sudjelovanje u kreiranju i provedbi marketinških kampanja (online i offline)
- Podršku u izradi i zakazivanju sadržaja za društvene mreže
- Istraživanje tržišta i analiza konkurencije
- Pripremu promotivnih materijala i prezentacija
- Sudjelovanje u planiranju i provedbi događanja
- Pomoć u internim i vanjskim komunikacijama

Očekivani ishodi učenja / vještine koje se razvijaju:

- Praktično znanje o marketinškim strategijama i alatima
- Digitalni marketing, uključujući društvene mreže i izradu sadržaja
- Analitičko razmišljanje kroz analizu tržišta
- Profesionalne komunikacijske vještine
- Rad u timu i doprinos stvarnim projektima
- Upravljanje vremenom i organizacijske sposobnosti

💡 Završni savjeti

✓☐ Provjerite da svi unosi u planu odgovaraju vašim akademskim ciljevima i potrebama mobilnosti.

✓☐ Pošaljite plan tek kada ste sigurni da su svi podaci točni i potpuni.

? Ako niste sigurni u neki dio obrasca, slobodno se obratite **Erasmus+ uredu na VEVU-u** – rado ćemo vam pomoći!