

ERASMUS+ APPLICATION PROCEDURE FOR INCOMING TRAINEES

Below, you can find useful tips on how to manage your OLA in order to apply as an Erasmus+ incoming trainee at the University of Zadar:

1. After you are nominated by your home university, you have to compose the internship description (Traineeship title, Detailed programme of the traineeship, Monitoring plan, Evaluation plan and Planned period of the mobility) for your OLA together with your coordinator at the receiving institution.
2. You have to know the name, position and e-mail of the coordinator at the sending institution who is responsible for signing your OLA on behalf of your home university as well as the name and e-mail of your contact person at the sending institution. Then, register on the [OLA platform](#) and fill in the **TRAINEE** and **SENDING INSTITUTION** part.
3. In the **RECEIVING ORGANISATION/ENTERPRISE** part you should write University of Zadar, fill in the correct name of the main host department at the University of Zadar and state Maja Kolega (E-mail: mkolega@unizd.hr, Phone: 0038523200642) as the contact person.
4. The planned period of the mobility should be agreed with the sending institution and the receiving organisation. Insert the language competency level (minimum B2 according to [the language requirements for the incoming students](#)).
5. In the **RESPONSIBLE PERSONS** part, state the name of the responsible person or the supervisor/mentor at the host department (E-mail and Phone) as the signatory of the OLA at the University of Zadar (**receiving institution**). You have to insert the data about the **sending institution** responsible person too.
6. When the OLA is filled out properly, you have to sign it (online digital signature) and then click to "send to sending institution coordinator" for signature. If the sending institution coordinator does not sign the OLA within 5 days, try to contact him/her.
7. As soon as the coordinator at the sending institution signs the OLA, it will be sent automatically to the responsible person or the supervisor/mentor at the host department for signature who will sign it.
8. Only after the OLA is signed by all sides, you will receive an acceptance letter.

*When your OLA is signed it will be marked as "Signed or approved by both coordinators" on the OLA platform and you will not be able to change it. If you need to change the OLA **before your arrival to Zadar** after one of the coordinators signs it, a new agreement has to be done. If you need to change it **after your arrival to Zadar**, it is possible to do so by clicking "create new agreement with changes" and deleting/adding elements respecting the above mentioned steps.*

STILL NOT SURE HOW TO FILL IN YOUR OLA? CHECK OUT THE [EXAMPLE](#).