



Uputstvo za pripremanje projektne prijave Univerziteta u Sarajevu za Erasmus+ poziv

Zaposlenik se Univerziteta u Sarajevu kao nastavno, nastavno-istraživačko, umjetničko-istraživačko ili nenastavno osoblje i imate ideju za projekat ispred svoje institucije? Pronašli ste odgovarajući izvor finansiranja (Erasmus+), no potrebno je pripremiti prijavu i dostaviti određene informacije, formulare i dokumente? Na pravom ste mjestu!

Prije nego krenete u tu avanturu, par početnih informacija koje morate znati:

- **Sve je to UNSA:** bez obzira kako ste zamislili da se projekat odvija (na nivou fakulteta, akademije, centra, instituta, Rektorata ili službe našeg univerziteta) u većini fondova finansiranih od strane Evropske unije se prijavljujete kao jedna institucija – **UNIVERZITET U SARAJEVU**. Iako se mnogi projekti izvode na članicama UNSA, prilikom prijavljivanja na ove pozive, prijava se šalje u ime univerziteta koji ima svoje **učesničke identifikacijske informacije** bez koji registracija i prijava vašeg projekta ne bi bila moguća (ispod).
- **Rektor je pravni predstavnik:** za većinu projektnih prijava (kao što je Erasmus+) koje idu ispred Univerziteta u Sarajevu potreban je potpis pravnog predstavnika institucije, a to je prema pravilu Rektor Univerziteta u Sarajevu. Procedura dostavljanja dokumenata za potpis je objašnjena u tekstu ispod. **NAPOMENA: ukoliko se u toku prijavljivanja projekta ne traži potpis pravnog predstavnika (rektora), opet ste u obavezi dostaviti popunjen zahtjev radi evidentiranja prijave u našoj Službi i informisanja Senata UNSA.** Bez ovog zahtjeva i informisanja naše Službe, nismo u mogućnosti evidentirati projekat, te u slučaju odobrenja istog, susrećete se sa dodatnom administracijskom procedurom (Senat, Upravni odbor, i sl.).
- **Registracioni kodovi su jedinstveni:** kada prijavljujete projekat na evropske fondove često vam traže registracijske kodove koji verifikuju da naš univerzitet može učestvovati u tim programima. Služba za međunarodnu saradnju je izvršila sve potrebne registracije, tako da se ti centralizovani kodovi primjenjuju za svaku članicu i službu UNSA.

Kodovi za naš Univerzitet su:

PIC: 995549995,

OID: E10186799

Erasmus kod: BA SARAJEV01

NAPOMENA: korištenjem bilo kakvih drugih kodova, oznaka ili brojeva vas može dovesti do diskvalifikacije jer svi fakulteti, akademije, centri i instituti Univerziteta u Sarajevu mogu biti prepoznati u bazama samo pod ovim identifikacijskim informacijama.



Informacije o Univerzitetu u Sarajevu potrebne za ispunjavanje upitnika

Često prilikom prijavljivanja projektne prijave (kao koordinator ili kao partner u projektu) je potrebno ispuniti online formulare koji traže informacije o Univerzitetu u Sarajevu, pravnom predstavniku, ukratko o instituciji, menadžmentu projekta, listu projekata itd. U cilju da vam olakša potragu za informacijama (te ujednačavanje informacija o UNSA) naša Služba je unaprijed pripremila informacije za ispunjavanje njihovog upitnika.

Logo:



Quick info about the University of Sarajevo

Name of the institution (English)	University of Sarajevo
Name of the institution (Bosnian)	Univerzitet u Sarajevu
Abbreviation:	UNSA
Erasmus code:	BA SARAJEV01
PIC:	995549995
OID:	E10186799
Address:	Obala Kulina bana 7/II, 71000 Sarajevo
Country:	Bosnia and Herzegovina
Region:	Western Balkan
Web:	https://www.unsa.ba
No. of students:	22.000
No. of teaching staff:	1.650
No. of non-teaching staff	990
Bologna Education System	Yes, since 2005

Head of institution (legal representative)	Prof. Dr. Rifat Škrijelj, Rector
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International Relations Office	Obala Kulina bana 7/II, 71000 Sarajevo
Vice-rector for IR:	Prof. Dr Enita Nakaš (enita.nakas@unsa.ba)
Head of IRO and Erasmus Institutional Coordinator	Dr. Jasna Bošnjović ph. +387 33 565 116 jasna.bosnjovic@unsa.ba
Senior officer:	Adnan Rahimić, Msc ph. +387 33 565 116 adnan.rahimic@unsa.ba
Academic coordinators:	In addition to the staff of the International Relations Office, there are also other contact persons at the member units of the University of Sarajevo (vice-deans, coordinators and/or officers). Their contacts are available at: https://www.unsa.ba/istrazivanje-i-saradnja/medunarodna-saradnja/kontakti-medunarodna-saradnja

Erasmus status:



Status in Erasmus+ program	Third countries not associated to the Programme (or Partner country)
Erasmus code:	BA SARAJEV01
Erasmus Charter in Higher Education	Following the University of Sarajevo's successful application for the new Erasmus+ program period, the European Commission awarded the University of Sarajevo the Erasmus Charter in Higher Education 2021-2027 (ECHE) Link: https://www.unsa.ba/en/novosti/proud-european-commission-awarded-university-sarajevo-erasmus-charter-higher-education
Participation in ICM	Yes – not as applicant, but as partner
Erasmus KA171 partner institutions with signed KA171 inter-institutional agreements	https://www.unsa.ba/erasmus-sporazumi-ka171
Allowed mobilities	KA171 YES KA131 NO
Website:	https://www.unsa.ba/en/research-and-cooperation/international-relations
Website for international students and staff members	http://www.international.unsa.ba/eng
How to apply and nominate to the University of Sarajevo?	<ul style="list-style-type: none"> • https://international.unsa.ba/coming-as-exchange-students/ • https://international.unsa.ba/coming-as-degree-student/ • https://international.unsa.ba/coming-as-teaching-staff/ • https://international.unsa.ba/coming-as-training-staff/
Website for course catalogue offered in English:	https://international.unsa.ba/modules-in-english/
Study fields of interest	The University of Sarajevo is a comprehensive university that offers over 500 study programs in all three study cycles (including integrated); arts, humanities, social sciences, medical sciences, technical sciences and natural sciences. Therefore, we aim to enable the internationalisation of all study fields and member units. Not all offer programs in English (or friendly English - please check our modules in English), but we want to encourage students and staff to try and apply for mobility and experience the international environment. By increasing the number of exchange students and staff members, we can quickly achieve openness to better and inclusive internationalisation at home.
Research	The University of Sarajevo offers research possibilities. We aim to improve quality, encourage science, technology, and art innovation, and strengthen UNSA's research profile and recognition. The University of Sarajevo was awarded the "HR Excellence in Research" logo, strengthening its commitment to providing a fair and inspiring research environment for its researchers. The university has different research institutes and laboratories (link: https://www.unsa.ba/en/research-and-cooperation/research/infrastructure) and is very active within Horizon2020/Europe, COST programs and Marie Curie Sklodowska Actions. The research activities are coordinated by the Research Office of UNSA (link: https://www.unsa.ba/istrazivanje-i-saradnja/istrazivanje/kontakti-istrazivanje).
Facts & figures	The University of Sarajevo (UNSA) was established in 1949. However, the first foundations of this higher education institution were given with the signing of Waqfname by Gazi Husrev Bey and the founding of the Gazi Husrev-bey's library back in the 16th century – today, our member institution. This public institution offers



	study and research opportunities at 22 Faculties, 3 Academies, 5 Institutes, 3 Centres, the National and University Library, Gazi Husrev-bey Library, the National Museum of Bosnia and Herzegovina, Student Parliament, with over 500 study programs and over 200 departments. Today, having around 22,000 enrolled students, it is the largest university in the country and ranks among the largest universities in the region.
Mission and Vision	Our mission is to strengthen the internationalization of the University of Sarajevo as a modern and unique European university. Our vision is reflected in strengthening leadership in the field of international cooperation. The University of Sarajevo has over 400 international agreements (bilateral or through different programs/projects) with higher education institutions worldwide and membership in several major international organizations and networks. We expect to intensify global mobility to allow our students, faculty, and associates to demonstrate their qualities internationally and perfect themselves through such contacts.
Study cycles	Bachelor: 3 years (180 ECTS) with exceptions to some 4 years Master: 2 years (120 ECTS) with exceptions to some 1 year Integrated: 5 years (300 ECTS) PhD: 3 years (180 ECTS)
Credit System	The University of Sarajevo regulates its grading system with the Law of Higher Education of Canton Sarajevo. It applies the principles of the Bologna Declaration, implementing European Credit Transfer and Accumulation System (ECTS). One semester is 30 ECTS, and 1 ECTS is approx. 25 hours of work. The student will receive approx. 30 ECTS depending on chosen subjects and their sum, but the minimum is 20-25.

Previous and current experience with the EU-funded projects	The UNSA actively participates in EU-funded programs since the 1990s (CARDS, PHARE, Pre-Tempus, Tempus, Erasmus Mundus, Erasmus+, COST, Horizon2020/Europe). After the war in the 1990s and all infrastructure being destroyed and personnel left/killed, through EU-funded projects, it has successfully rebuilt classrooms, laboratories and other educational infrastructure, modernized curriculums, trained new personnel and hired staff members. The UNSA has rich experience in coordinating and implementing 103 Tempus projects which was an intro for Capacity building projects within Erasmus+. Out of 150+ applications, 40 Capacity building projects were approved (three as coordinators)—additionally, one in strategic partnership action, two in Jean Monnet and two in Sports actions.
Previous experience with Erasmus+ mobility	The UNSA is very active in international mobility. Aside from different mobility programs (CEEPUS, Mevlana, Visegrad FUND, DAAD, bilateral, free movers, CMEPIUS), the most popular is Erasmus+ (with its predecessor Erasmus Mundus). UNSA participated in all 19 Erasmus Mundus - approved projects for the Western Balkans (2007-2013) and created the infrastructure for a smooth transition into Erasmus+. In the first Erasmus+ period (2014-2021), we have implemented over 2500 incoming and outgoing mobilities with 200+ higher education institutions (ICM). We had reached some areas of Europe that didn't have a previous connection (i.e., Nordic and Baltic countries, Eastern Europe, Portugal).



	<p>Our University has continued its participation within the Erasmus+ program (2021-2027) and has established already 150 partnerships with higher education institutions across Europe.</p> <p>List of partner institutions in Erasmus+ KA107 (2014-2021):</p> <p>List of partner institutions in Erasmus+ KA171 (2021-2027):</p>
Expected mobilities within the IIA	<p>The University of Sarajevo is not an applicant for the grant for KA171, so we respect the decision of the Programme country HEIs. However, based on experience, mobility numbers should include approximately 2 students, 2 teaching staff and 2 training staff for incoming and the same for outgoing. It is essential to have training mobilities for IRO staff, as we represent the first point of contact in establishing this cooperation and promoting our institutions to potential candidates.</p>
European university initiative/ Alliance	<p>In 2023 the University of Sarajevo became part of the European university initiative called EUPeace (European University for Peace, Justice, and Inclusive Societies).</p> <p>Link: https://www.unsa.ba/en/eupeace</p>

International Credit Mobility

Coordinators of the ICM at the University of Sarajevo	<p>The International Relations Office of the University of Sarajevo is a central office with headquarters in the Rectorate. The office coordinates and implements KA171 inter-institutional agreements (establishing IIAs, communication, opening calls, evaluation, selection, nomination and further monitoring). If the subject (topic) of the IIA is concerned only with one UNSA unit, the IIA is administrated by the department coordinators (vice-dean, coordinators or officers for IR).</p>
Selection, support, recognition at the University of Sarajevo	<p>Selection: At the UNSA, all calls are published online on the official websites and shared through different social media. Students and staff members from UNSA apply online by submitting the required documents. International Relations Office administrates and nominates candidates for the host institution. UNSA introduced selection criteria: technical (all requested application documents are received as defined in the call), previous mobility experience (preference is always given to those candidates who didn't apply or participated in the Erasmus+ mobility before), special conditions (selection committee takes into consideration requirements of the applicants – students/staff with special needs, Roma representatives, social and economic criteria, etc.); academic (students are ranked based on their average grade from previous years, including previous cycles). Respecting the selection criteria, priority is always given to applicants who did not have the opportunity to use Erasmus+ grants before nor participated in other types of mobilities and those who come from the non-represented member institutions of the University of Sarajevo in these programs. This way, the internationalisation of staff members and students is supported. However, we will respect the decisions or priorities of the host institution to make the choices regarding their criteria (i.e., the emphasis on specific study fields, preference of certain types of mobilities, etc.).</p> <p>Support: Once international students and staff members have been nominated, the IRO takes over the responsibility of administrating it within our units. At the University of Sarajevo, all study fields are available for mobility students. The list of courses is provided on the official website. Subjects are taught in English or provided in an</p>



	<p>English-friendly option (classes are in Bosnian, but students can agree with the teacher on lessons and exams for certain subjects through research, paperwork, mentorship, or other academic activity in English or another foreign language. In cooperation with the Faculty of Philosophy (Department for Bosnian language and literature), our office organize classes of the Bosnian language for incoming students throughout the semester. The IRO organises several informative days, including pre-arrival (online) and Welcome day (in person) for incoming students. They are provided with needed academic and practical information and supported with documents and connections to help them safely start their mobility. The participants are informed about their obligations and rights before, during and after mobility. We provide necessary information and confirmation of their mobility at the UNSA, but obtaining a visa and residence permit is the students' responsibility. In cooperation with Erasmus Student Network, UNSA has established a Buddy network system to support the incoming students regarding their stay in Bosnia-Herzegovina. Staff support is given during their nomination to UNSA and immediately connected with their hosts, who continue communication and support. If we have incoming students with disabilities and/or who require special needs, we would appreciate previous communication with our office to check and provide an environment and support for their comfortable mobility in Sarajevo. The University of Sarajevo is not campus organised. All our member units are spread across the city, whose infrastructure can be challenging for some students.</p> <p>Recognition: Recognition is done at the home units of the UNSA. During the mobility application (Learning agreement) preparation, students submit their documents in consultation with their home academic coordinators. This consultation helps them know at the beginning whether they chose good subjects and if the subjects will be recognised. All achieved results are recognised. The UNSA constantly works on improving the recognition process favouring the student supporting the international mobility and internationalisation process. All staff mobilities are approved and endorsed by the deans of the units concerned. The UNSA still needs to have a recognition mechanism for staff mobility. The overall value of mobility is gaining international experience and networking for future collaboration. The participating staff shares the experience of different platforms, meetings, and seminars organised to promote Erasmus+ mobility.</p>
<p>Inclusion and Diversity (participation of those with fewer opportunities)</p>	<p>The UNSA respects the principles of the Erasmus+ program, ensuring that every student and staff member gets the opportunity to use the Erasmus+ mobility. All students or staff members who are identified as people with fewer opportunities (for any economic, social, cultural, geographical or health reasons, migrant background, or disability or educational difficulties or for any other reason, including a reason that could give rise to discrimination) are under special supervision of the International Relations Office to provide them with the best opportunities within Erasmus+. However, only some want to identify themselves within those categories. Once the application is received, unless it is directly specified or apparent, we can only provide them with a fair chance and results from their documents.</p>



<p>Digital Transformation & Green environment</p>	<p>Distance/digital education was established during the pandemic. All units have needed infrastructure to support online teaching. However, all regular classes are held in person. The UNSA works hard to support a green environment, focusing on online information sessions and introducing application forms regarding Erasmus+ mobilities. The promotional materials we use are made of green-supported and recycled materials. However, for some administration and bureaucratic procedures (even with the EU and third countries associated with the Programme), Erasmus without paper is not fully supported. This is also an issue due to the many laws that require signatures and stamps in „old format“. The UNSA administration is expected to undergo more significant reform from paper to fully online administration.</p>
<p>Internationalisation Strategy</p>	<p>The University of Sarajevo is currently working on producing the Internationalisation Strategy for the period 2024-2028. According to the current internationalization strategy 2019-2023, the presence of international students and staff members at the University of Sarajevo means that we are more encouraged to create more English subjects and open complete study programs taught in English. Also, starting the joint venture degree programs is one of the options. As an EU candidate for the European Union, it is essential to be more included in the European Higher Education Area. This program and our collaboration will influence better networking and bring closer EU and non-EU higher education society. The UNSA works on strengthening the internationalization process and enhancing the ability to become a modern, prosperous, recognizable, and socially responsible institution driving social development. This process must be designed appropriately to follow developments in the socio-economic, technical, and technological environment - both locally and globally. In this sense, it is necessary to reflect on society's expectations, that is, the mission of the university in the era of globalization and the fourth industrial revolution. We are institutionalizing the "internationalization process" at UNSA. The focus is on solid development to create an attractive, stimulating, creative, and inclusive environment for learning, advancing, researching, and sharing ideas and knowledge through:</p> <ol style="list-style-type: none"> 1. Strengthening the capacity of organizational units, teachers, administration, and students to design and implement the internationalization process (internal reorganization - horizontal integration of human resources, strengthening the ability to improve the level of internationalization of the teaching process - pedagogical support, planned budget, documents, - presenting experiences/training, internationalization team) 2. Internationalization at home (working on the offer of modern study programs in English) and creating an international environment at home 3. Visibility and networking (internal promotion, promotion abroad, etc., IT support - a common portal for organizing events, all magazines, and their digitization and establishing a team for improving the quality of journals or their indexing, academic meetings)
<p>Impact (individual, institutional, local, national and regional)</p>	<p>Impact on the participant (individual): Gaining international experience and being an ambassador of the University of Sarajevo abroad helps promote our institution and internationalization strategy. Students become international, their CV is enriched with</p>



	<p>new experiences, their foreign language(s) knowledge is improved, and they become a competitive workforce after graduating. Staff members gain international experience and participate in active professional development. It increases satisfaction with the work environment and constant improvement.</p> <p>Impact on your university (institutional level): It is here where academic mobility, student and staff exchange between the University of Sarajevo and partner universities in the EU can contribute, learn know-how and know-who, and implement well-recognized activities into the everyday work at the University of Sarajevo. Our university contributes to the internationalization strategy and position in the European higher education area by participating in these programs.</p> <p>Impact at local, regional and national levels: The University of Sarajevo is the country's leading university and one of the leading in the regions. Within its status, it helps analyse the level of harmonization between the curricula and the needs of the labour market. This includes employer surveys, businesses, chambers of commerce, and other business associations, considering the current trends in the local and European business environment and the European Higher Education Area. Participation in exchange programs improves a better understanding of those trends and their successful implementation in Bosnia and Herzegovina.</p>
<p>Dissemination</p>	<p>For better promotion, IRO has published several publications about mobility projects, document preparation, and application instructions to ease the process for students and staff members. We actively promote our institution through informative days, fairs, promotional materials, e-newsletters and news. We often invite Erasmus+ alumni to share their testimonials during the season of open calls, which helps in increasing awareness of the international exchange. Although the University of Sarajevo has its central International Relations Office, every member institution has its International Relations contact point (vice-dean, coordinator or contact person for international relations) for further dissemination. We are the proud organiser of several events that contribute to the internationalisation@home processes, such as the Scholarship fair (intended for the whole Bosnia and Herzegovina area focused on raising awareness of scholarships and promoting mobility programs) and International Staff Training Week (designed program with a focus on the processes of internationalisation includes social and cultural activities attended by international staff). We continued these activities during the pandemic, so many events (like staff week, info days, and Scholarship fair) was implemented online. IRO UNSA organises two staff weeks during the year (May and October) and one international Scholarship fair (as a part of October's staff week) where we disseminate our Erasmus+ participation, not only in KA107/171 but all key actions too. Updated statistics, reports, testimonials, videos and social media are presented to the primary international audience, the local students and staff members during these events. They are interested in participating in these events to receive more information and find a suitable host Erasmus destination.</p>
<p>Monitoring</p>	<p>The International Relations Office tracks its students and staff before, during and after mobility. During the nomination phase, we have been in contact, ensuring that their mobility is confirmed and the grant exists. We organize pre-departure info sessions (online or</p>



	in person) to ensure they all need academic and practical information. We contact the partner institution's IRO during mobility to check if everything is going smoothly. After mobility, we do not do the recognition process (it is done at the UNSA's home member unit). Still, we try to provide the needed information regarding the recognition procedure.
Participation in democratic life	Our Office is an active member in many regional and international organisations supporting and promoting Erasmus+ (i.e. Western Balkans Alumni Association). After their mobility, students and staff members can join this regional association and continue their professional development and contribution to the development of social and intercultural competencies, critical thinking and media literacy through writing and implementing national and regional projects.

International projects and expertise

About management of the project	U ovom dijelu popunjavate informacije o vašoj članici Univerziteta u Sarajevu na kojoj će se implementirati projekat sa naznakom na menadžmentsku ekspertizu koja se očekuje od vas (kako ćete doprinijeti implementaciji projekta, koji su uslovi u kojim ćete raditi, koji radni paket ste dobili i kako ga mislite implementirati, itd). Unosite i tim ljudi koji će raditi na projektu, kao i mjesto na kojem će se projekat implementirati (Rektorat, fakultet, akademija, centar, institut, služba).
List of previous projects	Ažuriranu listu sa navedenim projektima u zadnje četiri godine preuzimate na dnu web stranice: https://www.unsa.ba/istrzivanje-i-saradnja/medunarodna-saradnja/prijava-na-medjunarodne-projekte
List of projects applications within this call	U slučaju ovog upita, <u>ovu tabelu ostavljamo praznu</u> , jer se prijavljivanje sa Univerziteta u Sarajevu ne dešava centralizovano (tj. da sve prijave idu od jedne institucije) već svaki coordinator sa našeg univerzitetski prijavljuje samostalno preko aplikacionog linka. Tako da u trenutku dostavljanja mi ne znamo tačno koliko prijavljenih projekata zaista bude.

Obaveza prema Rektoratu

Da bi se prijavili na otvoreni poziv (najčešće otvoren od novembra do februara naredne godine) za dodjelu Erasmus+ finansijskog granta (kao koordinator ili potvrdili učešće kao partner), **koordinator/ica (voditelj/ica) projektne prijave dostavlja obavezne dokumente kojim se izražava interes za učešće u projektu, izvještava Služba za međunarodnu saradnju, a potom i Senat UNSA.**

Na protokol Rektorata UNSA dostavljate sljedeće dokumente **najkasnije 7 dana** prije isteka roka za prijavu:

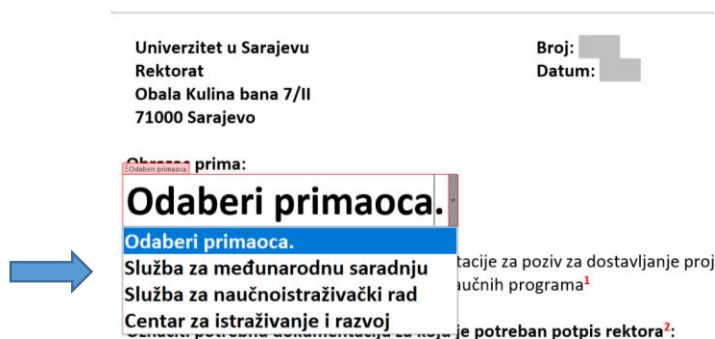
- **Zahtjev P1**
- **Dokument koji treba da potpiše rektor (ukoliko se traži projektom)**
- **Predloženi budžet projekta**

Veoma je bitno da poštujuete zadati rok dostavljanja dokumenata, jer u slučaju potrebe potpisa od strane rektora, treba uzeti u obzir i raspoloživost rektora odnosno dostupnost zbog drugih obaveza.

Kako ispuniti tražene dokumente:

ZAHTJEV P1

- Preuzimate elektronsku formu P1 zahtjeva na <https://www.unsa.ba/istrazivanje-i-saradnja/medunarodna-saradnja/prijava-na-medjunarodne-projekte> (na dnu web stranice).
- Ovaj dokument priprema/ispunjava voditelj/ica projekta u koordinaciji sa nadležnim dekanom/esom ili direktorom/icom. U njemu se navode podaci o projektu, svi učesnici i partneri projekta, očekivani budžet, kraći opis projekta te finansijska odgovornost ukoliko projekat bude odobren.
- **Informacije unesene u ovaj Zahtjev P1 moraju biti na jednom od oficijelnih jezika BiH.**
- Prilikom opisa projekta, nemojte raditi copy/paste informacija na engleskom jeziku iz prijave, niti je potrebno detaljno i opširno opisivati projekat. Dovoljno je informisati Službu o cilju, aktivnostima i očekivanjima od projekta.
- **IZMJENE I/ILI BRISANJE DIJELOVA FORMULARA P1 ZAHTJEVA JE IZRIČITO ZABRANJENO!**
- Na Zahtjevu P1 **odaberite primaoca** kome upućujete vaše dokumente (na prvoj strani pri vrhu).



Univerzitet u Sarajevu
Rektorat
Obala Kulina bana 7/II
71000 Sarajevo

Broj: []
Datum: []

Obaveza prima:
Odaberi primaoca:
Odaberi primaoca.
Odaberi primaoca.
Služba za međunarodnu saradnju
Služba za naučnoistraživački rad
Centar za istraživanje i razvoj

Informacije za poziv za dostavljanje projekatnih programa¹
je potreban potpis rektora²:

Na osnovu vrste programa, Zahtjev P1 može biti dostavljen Službi za međunarodnu saradnju (ako se radi o projektima u okviru Erasmus+ ili CEEPUS), Službi za naučnoistraživački/umjetničko istraživački rad (ukoliko se radi o projektima u okviru Horizon2020/Europe i IPA) ili Centru za podršku projektima (svi ostali).



- U zahtjevu P1 morate označiti koji dokument/e dostavljate na evidenciju/ptpis prema Službi. U slučaju da u toku prijave na otvoreni poziv potpis rektora nije potreban (misli se na potpis na mandatno pismo ili deklaraciju o časti), tada koordinator projekta dostavlja samo ispunjen Zahtjev P1 sa podacima o projektu, a na kraju u dijelu dostavljanja priloga označava rubriku: **Nije potreban potpis rektora** (Informisanje Službe za potrebe evidencije projektne prijave).

Označiti potrebnu dokumentaciju za koju je potreban potpis rektora²:



- Mandatno pismo/Mandate
- Deklaracija časti/Declaration of honour
- Letter of endorsement (CEEPUS)
- Drugi dokument(i) (navesti koji):
- Nije potreban potpis rektora³

Na ovaj način informišete Rektorat, ali i Senat UNSA da je vaša prijava poslana na otvoreni poziv.

- **Zahtjev P1 mora biti na memorandumu članice UNSA i potpisan (sa pečatom) od strane dekana/ese ili direktora/ice te članice.**
- Dostavljate samo jedan (1) primjerak Zahtjeva P1 sa popratnim dokumentima putem protokola Rektorata. Dodatno, putem emaila možete obavijestiti Službu da ste predali zahtjev sa dokumentima na protokol kako bismo mogli organizovati preuzimanje (i prema potrebi, organizovali potpisivanje).
- **Molimo vas da poštujuete navedene upute protokolisanja te da ne zaobilazite pomenutu službu i da ne podnosite prijave direktno u kabinet rektora.**

DOKUMENT KOJEG POTPISUJE REKTOR (ukoliko se traži projektom)

- Zavisno od međunarodnog programa odnosno o kakvoj se prijavi radi, najčešće se radi o **mandatnom pismu** (ako ste samo partner u projektu) ili **deklaraciji o časti** (ako ste koordinator projekta).
- U oba dokumenta unosite iste informacije o univerzitetu i pravnom predstavniku (rektoru) koje su dostupne u ovom Uputstvu (iznad).
- **Potrebno je da dostavite tri ispunjena primjerka** (od kojih jedan nakon potpisivanja zadržava Služba radi evidentiranja, a dva vraća voditelju/ici projekta)

BUDŽET PROJEKTA

- To može biti excel tabela u kojoj se jasno vidi raspodjela budžeta za svakog partnera u projektu.
- Ukoliko budžet nije određen tačno, potrebno je da dostavite procijenjene vrijednosti za svakog partnera koje ste dobili od koordinatora, a koje unosite u tabelu zahtjeva P1.
- **Veoma je bitno da u budžetu planirate sredstva za finansijsko-administrativne poslove službi Univerziteta u Sarajevu, a prema definisanim dnevnicama (administrative staff cost).**
- Pregledom budžeta na ovaj način vodimo računa da Univerzitet u Sarajevu nije podcijenjen/precijenjen kada je u pitanju finansijska raspodjela sredstava.

Kako preuzeti potpisane dokumente?

- Zahtjev P1 sa popratnim dokumentima se dostavlja putem Protokola Rektorata najkasnije sedam dana prije isteka datog roka za prijavu.
- Nadležna Služba treba da primi Zahtjev P1 (1 primjerak) kojeg evidentira i priprema za upoznavanje Senatu UNSA.
- Ukoliko je traženo u otvorenom pozivu, uz P1 Zahtjev, dostavljate i popratne dokumente (najčešće se radi o mandatnom pismu ili deklaraciji časti u 3 primjerka).



- Služba ga evidentira i prosljeđuje rektoru na potpis. Nakon potpisa i pečata, Služba zadržava jedan primjerak dokumenta sa zahtjevom P1, a skenirani dokument dostavlja voditelju/ici projekta (navedenom u zahtjevu P1). Ostala dva originalna primjerka će biti spuštene na Protokol Rektorata UNSA čije preuzimanje organizuje voditelj/ica projekta ili prema dogovoru sa voditeljem/icom iste šaljem poštom prema članici UNSA.

NAPOMENA: Stručne službe Univerziteta u Sarajevu ne odgovaraju za nepotpune zahtjeve dostavljene u zadnji čas. Molimo da se pazi na zadate rokove i da, u skladu sa njima, dostavljate traženu dokumentaciju na potpis, imajući u vidu i druge obaveze Rektora.