



Erasmus+



ERASMUS+ PROGRAMME – International Credit Mobility
KEY ACTION 1 - Learning mobility of Individuals between
programme and partner country

Call for applications for individual mobility of (non)teaching staff for the purpose of teaching or training within the Erasmus+ project No. **2015-2-HR01-KA107-021519**

Within the **ERASMUS+ Project 2015-2-HR01-KA107-021519** referring to cooperation with higher education institutions in the partner countries, Juraj Dobrila **University of Pula** (further in the text: UNIPU) announces the **"Call for applications"** for awarding financial supports to **individual incoming and outgoing teaching and non-teaching staff**, which objective is teaching or training at a selected partner higher education institution or (further in the text: HEI) in a partner country. All incoming and outgoing activities supported within this call are coordinated and administered by the Juraj Dobrila University of Pula.

Teaching activity supports teaching staff to teach at a selected partner HEI in a specific academic discipline.

Training activity supports professional development of HEI teaching and non-teaching staff in the form of scientific work or training events abroad (excluding conferences).

The **overall objective** of individual mobilities to be realized within this project call is intensification of international cooperation, development of institutional capacities for international mobility, internationalization of curriculum, strengthening of social dimension in international exchanges, strengthening of international partner network, and development of professional scientific and teaching skills with sustainable impact on long-term cooperation activities.

Financial supports are awarded to teaching and non-teaching staff members of the Juraj Dobrila University of Pula and to teaching and non-teaching staff members of the **selected partner universities**, as follows:

1. **Armenian State University of Economics, Armenia**
2. **College of Management Academic Studies (COMAS), Israel**

Individual staff mobilities are to be realized according to the **Mobility Flow Plan, specified in Appendix 1**. Within this call, applicants can submit one application for one mobility activity.

Teaching and non-teaching staff members have to be employed by the sending HEI throughout the whole process of application and realization of mobility.

Eligible period for realization of mobility approved within this call is:
16 May 2016 – 31 December 2016

Within this project call, staff can spend a teaching or training period abroad in duration of approximately **7 days** (including travel). Longer period can be approved by Erasmus Project Committee, depending on the quality of the applicant. Longer stays are possible also on applicant own expense. The grant for staff will provide funding for maximum two additional days of travel (one before and one after the mobility). Once started, the mobility activity cannot be interrupted.

The referential amounts awarded as a mobility grant to each selected participant are consisting of **daily allowance (per diem)** and **travel cost** calculated by the tool EC Distance Calculator defined according to distance band from the place of official seat of the sending university to the place of official seat of the receiving university.

Staff with disabilities or special needs are eligible to receive increased amount of daily allowance and travel costs.

Signed Erasmus+ inter institutional agreement between programme and partner countries is a precondition for individual staff mobility realization between UNIPU and each partner HEI. In this inter institutional agreement, the sending and receiving institutions agree on the options for staff mobility and, if applicable, for student mobility. By signing the inter-institutional agreement, Partner Country HEI agrees to comply with all principles and rules of the Erasmus+ programme. The Erasmus+ inter-institutional agreement has to be in force before the beginning of each mobility period.

Within the application process, all applicants need to prepare a Mobility agreement for teaching if applying for the teaching activity, or Mobility agreement for training if applying for the training activity. Relevant Mobility agreement document needs to be approved / signed by the receiving HEI before the application to this call. Proposed mobility agreement needs to be in line with specific mobility flow and corresponding subject area (as stated in the Mobility Flow Plan). Proposed mobility agreements will be evaluated by the UNIPU Committee for Erasmus+ mobility programme. If approved for funding, changes in mobility agreements will not be allowed, however, it will be possible to change the dates of mobility realization without prior approval. If changes to the approved Mobility agreements will occur with respect to realization of approved activities and objectives, each participant needs to report the changes to the UNIPU Committee for Erasmus+ mobility programme for

approval. Extension of mobility will be possible only if additional financial means will be provided, or in the zero-grant status, if additional financial means will not be available.

Staff with disabilities or special needs selected for Erasmus+ mobility within this call is entitled to apply for additional financial support. Staff with disabilities or special needs is a category of staff, whose physical, mental or health conditions presuppose participation in mobility activity with increased costs of living or travelling. Additional financial support is awarded by the Agency for Mobility and EU Programmes Zagreb, Croatia, on a basis of separate application form, which will be communicated to selected staff with disabilities or special needs after the completion of the selection process. The deadline for application for additional support to the Agency for Mobility and EU Programmes Zagreb, Croatia, is 15 May 2016.

APPLICATION PROCEDURE

1. Application form
2. Mobility Agreement for teaching / Mobility agreement for training
3. Acceptance Letter of the Inviting HEI
4. Curriculum Vitae (Europass form)
5. Confirmation of the employer (home HEI) about the applicant's employment status
6. Proof of citizenship (copy of passport, ID card, or certificate of nationality)

All application documents shall be typed (not hand-written). **All application documents shall be prepared in English language.** By submitting the application to this call, all applicants agree that the UNIPU publishes their personal data on the web page within the selection procedures and further uses their personal data within the administration procedures and reporting.

Curriculum Vitae shall be prepared in the Europass form according to instructions and templates available at:

<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Knowledge of foreign languages reported in the CV shall be based on the self-assessment with reference to the Common European Framework of Reference for Languages: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Complete application (all 5 above stated documents) shall be scanned/converted into one .pdf document and sent electronically to the address: ivona.peternel@unipu.hr until the deadline for application:

APPLICATION DEADLINE:

06 May 2016
23.59 o'clock CET

Incomplete applications or applications received after the deadline will not be eligible for evaluation process.

Contact for further information:

UNIPU International Relations Office
e-mail: ivona.peternel@unipu.hr
Phone: +385 52 377088

SELECTION PROCEDURE

All applications will be checked for formal eligibility criteria. All formally eligible applications will be evaluated by the UNIPU Committee for Erasmus+ mobility programme. The Committee for Erasmus+ mobility programme applies all rules determined by the European Commission for the Erasmus+ programme and by the Croatian National Agency.

The main evaluation criteria are the following:

1. Quality (academic excellence) of proposed Mobility Agreement for Teaching or Mobility Agreement for Training;
2. Mobility outcomes at personal and institutional level;
3. Sustainability of cooperation;
4. Dissemination of mobility results;
5. Knowledge of English language (or other foreign language that will be the main language of communication within the mobility)

The Committee for Erasmus+ mobility programme will publish the selection results at the web page of the UNIPU: www.unipu.hr, and will inform all applicants about the selection results by e-mail correspondence. Applicants, whose mobility proposals will be refused for realization, shall be informed in writing about the reasons for refusal. Number of applicants / participants that will be awarded financial support within this call for realization of mobility is determined by the Croatian National Agency, and presented in the Mobility Flow Plan. Financial support will be awarded to the best-rated applications. All other positively evaluated applications will be approved for realization without financial support (so called zero-grant staff). In the status of zero – grant staff, all applicants will have to follow / comply with all the rules / regulations set by the Erasmus+ programme, Croatian National Agency and the UNIPU as coordinating HEI.

All applicants can request an insight into the evaluation procedure and selection criteria within 8 working days after public announcement of the selection results.

All applicants have a right to file a complaint against the selection results within 8 working days after public announcement of the selection results. Complaints shall be submitted to the Committee for Erasmus+ mobility programme. Complaints have to be prepared in writing in form of a letter, and submitted as .pdf document to the e-mail Ivona.peternel@unipu.hr. Applicants filing a complaint will receive a reply by the Committee for Erasmus+ mobility programme within 14 working days after complaint receipt.

REALIZATION OF INCOMING AND OUTGOING MOBILITY

Rules and regulations for awarding the financial support and for realization of mobility will be defined in a separate contract that each participant will sign with the UNIPU as coordinating HEI. By signing of the contract each individual participant agrees to obey Croatian laws and regulations, all valid legal acts of the UNIPU, as well as all regulations determined by the Erasmus+ programme. The International Relations Office of the UNIPU is in charge for the administration of all incoming and outgoing mobilities.

Contact details: International Relations Office
Juraj Dobrila University of Pula
Zagrebačka 30, 52100 Pula, Croatia
Phone: +385 52 377088 e-mail: ivona.peternel@unipu.hr

FINANCIAL SUPPORT

Financial support consists of:

- daily allowance awarded for each day of mobility and including maximum 2 travel days;
- + Travel costs approved exclusively according to the distance band calculated by the tool Distance Calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm. Distance band is determined according to the calculator from the place registered as the official seat of the sending university to the destination place registered as official seat of the receiving University. Distance calculated by the tool presupposes onward and return travel. In cases when the destination place for mobility realization is different from the official place of the receiving university official seat, the participant has to submit travel tickets or any other proof of travel confirming the departure place and the arrival place.

Financial support will be awarded in EUR, however, all payments to incoming and outgoing participants will be made in Croatian currency (HRK) by applying the exchange rate: 1.00 EUR = 7.623 HRK. The exchange rate is fixed and obligatory.

The referential amounts awarded as a mobility grant to each selected participant are overviewed below.

PER DIEMS – DAILY LIVING EXPENSES

Receipient country	Staff from Croatia	Staff from Armenia/Israel
Croatia	Non eligible	100,00 EUR per day (living expenses)
Armenia/Israel	160,00 EUR per day (living expenses)	Non eligible

TRAVEL COSTS

EC DISTANCE CALCULATOR WEB PAGE:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Travel distance	Amount in EUR
100 – 499 km	180,00 EUR per participant
500 - 1999 km	275,00 EUR per participant
2000 – 2999 km	360,00 EUR per participant
3000 – 3999 kn	530,00 EUR per participant
4000 – 7999 km	820,00 EUR per participant
8000 km and longer	1.100,00 EUR per participant

Realization of INCOMING mobilities from partner institution to the UNIPU

Each incoming participant is obliged to take care of their travel arrangements, accommodation, as well as stay at the UNIPU. Before arrival, participants shall obtain visa for entering Croatia (if required).

Overview of visa requirements:

<http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/>

Participants shall also regulate personal travel and health insurance policy that will be valid in Croatia during their stay. General information about preparation of stay in Croatia will be provided to each participant by the UNIPU Office staff. Participants are also advised to regulate their absence from the work place within the official travel order issued by the employer.

After arrival, within 2 working days, each incoming participant shall:

- *Report the arrival to the nearest Police Department (if having private accommodation);
- *Obtain the Personal Identification Number in Croatia (so called OIB);
- *Activate personal (non-residential) bank account in any bank in Croatia;
- *Regulate personal health insurance (if not prepared in the home country before arrival);
- * send or hand-in all above documents to the UNIPU.

Assistance will be provided by UNIPU for handling all administrative procedures.

Financial support awarded to each selected participant, as well as all rules and obligations with respect to agreed mobility will be determined in a contract that the participant will sign with the UNIPU after arrival, if possible, within 2 working days.

Financial support will be paid to participant's personal (non-residential) bank account (active in any Croatian bank) in full or in two instalments (70% during the mobility and 30% after the mobility and after approval of the final report within the system Mobility Tool+, or 100% during the mobility). Model of payment will be determined in a contract. Cash payments are not allowed.

After mobility end, participants will be issued certificate of attendance by the UNIPU. Participants are obliged to submit the online final report in the Mobility Tool+ system and to submit travel documents (tickets, boarding passes, copy of visa, etc.) to the International Relations Office. Submission of the final report in the Mobility Tool+ is obligatory for all participants. It is also considered as a request to UNIPU for payment of the 2nd instalment, if one is due.

Realization of OUTGOING mobilities from the UNIPU to partner institution

Each outgoing participant is obliged to take care of their travel arrangements, accommodation, as well as stay at the host university in a partner country. Before departure, participants shall obtain visa for entering the partner country (if required) and have to regulate personal health insurance policy that will be valid in the partner country during their stay. General information about mobility preparation will be provided to each participant by the UNIPU. Participants shall regulate their absence from the UNIPU within the official travel order. At least three weeks before the mobility start, participants need to sign the contract for award of the financial support.

The data that will be requested by the International Relations Office staff for preparation of the contract and they include:

*OIB;

*personal bank account active in any bank in Croatia;

*personal travel and health insurance valid during the entire stay abroad.

Financial support will be paid to participant's personal bank account in two instalments (80% before the mobility and 20% after the mobility and after approval of the final report within the system Mobility Tool+). Cash payments are not allowed. After mobility end, participants are obliged to submit the online final report in the Mobility Tool+ system and to submit confirmed mobility documents and all travel documents (tickets, boarding passes, copy of visa, etc.) to the International Relations Office (copies) and accounting department (original) with travel order. Submission of the final report in the Mobility Tool+ complete travel order given to Accounting unit is considered as a request to UNIPU for payment of the 2nd instalment.

FINAL REMARKS:

- * UNIPU is the coordinating institution for the stated project and it is responsible for financial management and overall administration of all activities to be realized within this call.
- * Partner Universities will accept the provisions of the Erasmus+ inter institutional agreement if intending to support realization of mobilities of their staff.
- * Financial supports are to be used by individual participants only for realization of mobility activity at the receiving institution.
- * Individual participants are required to organize their travel and accommodation and to obtain visa if necessary.
- * Individual participants are required to regulate the travel and health insurance policy that must be valid during the mobility period. UNIPU or any other partner institutions involved in this project cannot cover for any aspect of medical emergencies, damages or any other conditions imposed on individual participant while realizing the mobility.
- * All financial supports to be paid to individual participants shall be regulated according to the Croatian law and regulations in force at the time of mobility realization.

DISCLAIMER

The Juraj Dobrila University of Pula, participating partner institutions, Croatian National Agency and the European Commission will not be held responsible for any damage caused to individual participants, including damage caused to third parties, which could emerge before, during or after realization of activities financed by the EU funds.

The ERASMUS+ Project 2015-2-HR01-KA107-021519 is supported by the EC Erasmus+ programme and realized in cooperation with the Croatian National Agency for Mobility and EU programmes Zagreb.

APPENDIX 1

CROATIA - ARMENIA

Activity type	Mobility direction	Country of origin	Country of destination	Distance in km	Number of participants
Staff mobility for teaching	Incoming	Armenia	Croatia	2000-2999	1
Staff mobility for teaching	Outgoing	Croatia	Armenia	2000-2999	1
Staff mobility for training	Incoming	Armenia	Croatia	2000-2999	1
Staff mobility for training	Outgoing	Croatia	Armenia	2000-2999	1

CROATIA-ISRAEL

Activity type	Mobility direction	Country of origin	Country of destination	Distance in km	Number of participants
Staff mobility for teaching	Incoming	Israel	Croatia	2000-2999	4
Staff mobility for teaching	Outgoing	Croatia	Israel	2000-2999	4
Staff mobility for training	Incoming	Israel	Croatia	2000-2999	4
Staff mobility for training	Outgoing	Croatia	Israel	2000-2999	4