



Erasmus+



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Pula, March 27th, 2019

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

Fourth Call for applications for individual mobility of (non)teaching staff for the
purpose of teaching or training within the Erasmus+
project No. **2017-1-HR01-KA107-035013**

Within the ERASMUS+ Project 2017-1-HR01-KA107-035013 referring to cooperation with higher education institutions in the partner countries, Juraj Dobrila University of Pula (further in the text UNIPU) announces the fourth "Call for applications" for awarding financial support to individual incoming and outgoing teaching and non-teaching staff. Mobility 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.

Programme country refers to country from European Union. Partner country refers to a country coming outside of European Union.

Teaching activity supports teaching staff to teach at a selected partner HEI in a specific academic discipline. Minimum number of teaching activities is 8 hours per week.

Training activity supports professional development of HEI teaching and non-teaching staff in the form of scientific work or training events abroad (excluding conferences). Training activity cannot last less than 5 working days.

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 support is 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**:

1. College of Management Academic Studies (COMAS), Israel

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.

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 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 application. Longer stays are possible also on applicant own expense. The grant for staff will provide funding for maximum two 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 (one-off payment valid for both**

directions – to receiving HEI and back to sending HEI) 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. The same should be marked in application form and UNIPU office will act accordingly.

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.

APPLICATION PROCEDURE

All application documents should be typed (not hand-written), in English language.

Contact person from the program country for the work program (Staff Mobility for Teaching and/or Training) and all arrangements about application is:

The College of Management Academic Studies (COMAS), Rishon LeZion, Israel

Tal Berman

International Development Manager

e-mail: talbe22@colman.ac.il

NOTICE OF PROCESSING PERSONAL DATA

All the personal data of the applicants given in the application as well as in the process that follows the application will be processed for the purpose of the implementation of the relevant tender, including evaluation of submitted applications. The results of the competition will be publicly announced in order to raise the transparency of the procedure itself. The basis for the processing of personal data is the application of the applicant - processing of personal data is necessary for taking the actions preceding the conclusion of the contract as well as for possible subsequent conclusion of the contract. The European Commission is the head of personal data processing in the part where processing is carried out for the Erasmus + program. More information on the processing itself can be found at http://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en.

It is advisable to use Curriculum Vitae in the Europass form listed under application documents, but different forms can be accepted as well.

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>

1. Application form
2. Mobility Agreement for teaching / Mobility agreement for training
3. Curriculum Vitae (recommended Europass form, others are acceptable)
4. Confirmation of the employer (home HEI) about the applicant's employment status (note: UNIPU employees do not need to submit this document)
5. Proof of citizenship (copy of passport, ID card, or certificate of nationality) (note: UNIPU employees do not need to submit this document)
6. Consent (General Data Protection Regulation - GDPR)

Complete application (all 6 documents) should be scanned/converted into one .pdf document and sent electronically to the address: international.office@unipu.hr until the deadline for application.

Email subject should consist of project number and full name of candidate. Project number is **2017-1-HR01-KA107-035013**.

E.g.: 2017-1-HR01-KA107-035013 Staff: Jo Jane

APPLICATION DEADLINE:

The applications will begin on the day of publication on the official web pages of the University and will be received **until the fulfilment of available places.**

Information about leftover places will be regularly published on the University's web pages.

NOTE: *Selection of candidates will be completed under regulation "First come, first served." due to the upcoming project closure. Agreements and financial administration will take place accordingly.*

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

Contact for further information:

UNIPU Office for Partnership and Projects
e-mail: international.office@unipu.hr
Phone: +385 52 377 088

SELECTION PROCEDURE

Formally eligible applications will be nominated according to the rule “first come first served” due to a limited number of available places and upcoming project closure.

The main quality 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;

Selection results will be published on the web page of the UNIPU: www.unipu.hr. Office for partnership and projects 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 Office for Partnership and Projects of the UNIPU is in charge for the administration of all incoming and outgoing mobilities.

Contact details:

Office for Partnership and Projects
Juraj Dobrila University of Pula
Zagrebačka 30, 52100 Pula, Croatia

Expert Associate

e-mail: international.office@unipu.hr

Phone: +385 52 377088

FINANCIAL SUPPORT

Financial support consists of:

- daily allowance awarded for each day of mobility and including maximum 2 travel days;
- plus 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 (**one-off payment valid for both directions – to receiving HEI and back to sending HEI**). 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 = 7.4125 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

Recipient country	Staff from Croatia	Staff from Partner country*
Croatia	Non-eligible	100,00 EUR per day (living expenses)
Partner country*	160,00 EUR per day (living expenses)	Non eligible

*Partner country: Israel

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 km	530,00 EUR per participant
4000 – 7999 km	820,00 EUR per participant
8000 km and longer	1.100,00 EUR per participant

*one-off payment valid for both directions – to receiving HEI and back to sending HEI

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 workplace within the official travel order issued by the employer.

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

- *Obtain the Personal Identification Number in Croatia (so-called OIB);
- *Activate personal (non-residential) bank account in any bank in Croatia;
- *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 (80% during the mobility and 20% 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. 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 Office Assistant. 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.

Financial support will be paid to participant's personal bank account in two instalments, 80% before the mobility and 20% after the mobility with approval of the final report within the system Mobility Tool+. Cash payments are not allowed. Submission of the final report in the Mobility Tool plus complete travel order given to Accounting unit is considered as a request to UNIPU for payment of the 2nd instalment.

NOTE: Payment of outgoing mobility funds for candidates applying for mobility that will be realized in the short term may experience delay due to the proceeds of advances on the UNIPU.

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 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.

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