



Erasmus+



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Pula, May 7th, 2024

ERASMUS+ PROGRAMME – International Credit Mobility

Call for applications for staff mobility

Project No. 2023-1-HR01-KA171-HED-000137062

Within the ERASMUS+ Project 2023-1-HR01-KA171-HED-000137062 referring to cooperation with higher education institutions in the partner countries, Juraj Dobrića University of Pula (further UNIPU) announces the "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 HEI) in a partner country. Complete incoming and outgoing activities supported within this call are coordinated and administered by the UNIPU.

Programme country referees to country from European Union. Partner country referees 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 UNIPU and to teaching and non-teaching staff members of the selected partner universities:

1. Saint Mary's University, Canada
2. University of Sarajevo, B&H
3. University of Mostar, B&H
4. University of Zenica. B&H
5. University of Tskuba, Japan
6. National University Corporation Tohoku University, Japan

Individual staff mobilities can be realized according to the Mobility Flow Plan. 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. 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.

Eligible period for realization of mobility approved within this call is 31.07.2025.

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 and distances between mobility countries. 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 for the work program and all arrangements about application should be directed to:

Office for Partnership and Projects

international.office@unipu.hr

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.

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

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>

Upon collection of the necessary documents complete the application by fulfilling an online google form

1. **Application form - [LINK](#)**
2. **Mobility Agreement for teaching / Mobility agreement for training / Mobility Agreement for teaching and 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)**

APPLICATION DEADLINE:

The application process begins on the day of publication on the official UNIPU web pages and ends up upon quota fulfillment.

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

Mobility agreements need to have all three signatures in order to be complete.

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

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

SELECTION PROCEDURE

Applications will be checked for formal eligibility criteria. 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 for Mobility and EU Programmes.

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;

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. Financial support will be awarded to the best-rated applications. Zero grant mobility is possible, for the applicants who do not receive an Erasmus financial support. In the status of zero – grant staff it is compulsory to follow regulations set by the Erasmus+ programme, Croatian National Agency and the UNIPU, as coordinating HEI.

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

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 international.office@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 agreement signed between the UNIPU as coordinating HEI and mobility participant. By signing of the contract each individual participant agrees to comply with 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

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/resources/distance-calculator_en. 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 HEI. 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.

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	140,00 EUR per day (living expenses)
Staff from Partner Country	180,00 EUR per day (living expenses)	Non-eligible

*Partner countries: Canada, Bosnia and Herzegovina, Japan

TRAVEL COSTS

EC DISTANCE CALCULATOR WEB PAGE:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Travel distance	Amount in EUR*	Green Travel
10 – 99 km	23,00 EUR per participant	-
100 – 499 km	180,00 EUR per participant	210 EUR per participant
500 – 1999 km	275,00 EUR per participant	320 EUR per participant
2000 – 2999 km	360,00 EUR per participant	410 EUR per participant
3000 – 3999 km	530,00 EUR per participant	610 EUR per participant
4000 – 7999 km	820,00 EUR per participant	-
8000 km and longer	1.500,00 EUR per participant	-

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

Realization of mobilities

Each incoming participant is managing its own travel arrangements, accommodation, personal travel and health insurance policy valid during the mobility period. General information about preparation of stay in Croatia will be provided to each participant by the host institution.

Financial support is allocated to participant's personal bank account in full or in two instalments, depending on the mobility direction and bank account regulations in Croatia. Payment model is defined the mobility grant agreement between the UNIPU and mobility participant.

Certificate of the realized programme and the submission of the final report in the Erasmus+ platform is an obligation for each mobility participant.

FINAL REMARKS:

- * UNIPU is the coordinating institution for the project and it is responsible for financial management and overall administration of all activities to be realized within this call.
- * Partner Universities accept the provisions of the Erasmus+ inter institutional agreement if intending to support realization of mobilities.
- * Individual participants are required to organize the travel, accommodation and visa, if necessary.
- * Individual participants are required to regulate the travel and health insurance policy valid during the mobility period. UNIPU or any other partner institutions involved in this project cannot cover any aspect of medical emergencies, damages or any other conditions imposed on individual participant occurred during the mobility period.
- * 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.

APPENDIX 1.

MOBILITY FLOWS CANADA – CROATIA

Activity type	Mobility direction	Country of origin	Country of destination	Distance in km	Number of participants
Staff mobility for teaching	Incoming	Canada	Croatia	4 000 - 7 999 km	1

CROATIA- JAPAN

Activity type	Mobility direction	Country of origin	Country of destination	Distance in km	Number of participants
Staff mobility for teaching	Outgoing	Croatia	Japan	8000 km and longer	1

CROATIA- B&H

Activity type	Mobility direction	Country of origin	Country of destination	Distance in km	Number of participants
Staff mobility for teaching	Incoming	B&H	Croatia	100 – 499 km	1

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