



**CALL FOR APPLICATIONS FOR AWARDING FINANCIAL SUPPORT
TO STAFF MOBILITY FOR THE PURPOSE OF TEACHING WITHIN
THE ERASMUS+ PROJECT
2015-1-HR01-KA107-012997**

The call for applications is open for the staff of the Kalashnikov Izhevsk State Technical University and for the staff of the RGGU Moscow, Russian Federation for the staff mobility for teaching at the University of Zadar, Croatia.

Total number of scholarships: 1

Total duration of the scholarships: 12 days in total (10 days plus 2 days for travel)

Total duration of the scholarships per one participant: 12 days in total (10 days plus 2 days for travel)

The call is open from 17 October 2016 – until the predicted number of mobilities is complete.

Eligible period for realization of mobility approved within this call: the end of the selection procedure – 31 July 2017

The amount of the scholarships for the applicants from Russian Federation: 100 EUR per diem

Travel costs for the applicants from Izhevsk and Moscow: 360 EUR for travel costs

Visa costs: Visa costs will be covered by the University of Zadar

Health insurance: The candidates must pay the travel insurance for the period spent abroad (the cost of the insurance will be covered by the applicant). The candidate must deliver the proof of payment of the travel insurance at least one week before the planned arrival to the University of Zadar. Otherwise, the planned mobility will be cancelled.

The purpose of staff mobility: Teaching activity that allows HEI teaching staff or staff from enterprises to teach at a partner HEI abroad.

In case of staff mobility for teaching, the teaching activity should include a minimum of **8 hours of lectures per week**, or if mobility lasts more than a week the number of teaching hours for each additional day of the mobility is calculated as follows: 8 hours divided by 5 and multiplied by the

number of additional days. Time spent on travel is not included in the minimum duration of the activity.

Documents for the application*:

- Application Form,
- Mobility Agreement for Teaching,
- Employment status certificate,
- Endorsement letter duly signed by the responsible person at the home institution,
- Invitation letter from the host department of the University of Zadar,
- CV ([Europass form](#)),
- Copy of passport or ID card

*All the documents must be in English.

SELECTION CRITERIA:

- Formal requirements
 - Meet the deadline
 - The application form is duly completed and signed
 - Endorsement letter by the home institution is enclosed
 - Approval of the host institution (Invitation letter) is enclosed
 - Preference is given to the candidates who haven't been on mobility within Erasmus+ programme
- Requirements regarding content
 - Quality of Staff mobility agreement for teaching
 - Relevance of Staff mobility agreement for teaching to the applicant's professional development and performance at the home HEI
 - Quality of CV

The evaluation of the applications is done by the University of Zadar according to the above criteria and according to the endorsement by the applicant's home institution. The final decision will be taken by the University of Zadar and further consultations with the applicants' home institution will be made, if the Selection committee finds it necessary.

DEADLINE: until the predicted number of mobilities is complete

The application should be sent as scanned copy by e-mail to:

iro_unizd@unizd.hr

Contact person for all the additional information:

Maja Kolega.
Tel.: 00385 23 200642; Fax: ++385 23 316882
E-mail: mkolega@unizd.hr

NOTE: The Selection committee will meet twice a month to select candidates until the conclusion of the Call.

Documents enclosed to this Call for applications:

1. [Application Form for Staff Teaching Mobility](#),
2. [Staff Mobility Agreement for Teaching](#),
3. [Endorsement letter](#),
4. Link to [Europass CV format](#),
5. Link to [Quick reference guide for selected higher education institutions in Partner Countries](#)
6. [Table – Travel and Individual Support](#)
7. [Erasmus+ Programme Guide](#) and [Corrigendum to Erasmus+ Programme Guide](#)

AFTER THE ANNOUNCEMENT OF RESULTS:

All applicants will be notified of the results of the Call for applications and they will be given access to the list of candidates who have been selected, on the waiting list and / or rejected. The lists of selected and rejected candidates, as well as waiting lists will be published on the website of the University of Zadar and on the website of the home university. By applying to this Call for application, all the candidates agree to have their name published on the above lists.

The selected candidates are required to comply with the prescribed procedures before and after their mobility period at the institutions abroad and to submit all the requested documents to both universities (home and host universities). The selected candidates will be informed about all the procedures and required documents in direct communication with the University of Zadar.

APPEAL:

The candidates can appeal to the decision on the selection of candidates to the body that was in charge of the selection procedure within 8 days of the publication of the results.

OTHER:

Staff members are selected by the receiving institution according to the above criteria and according to the endorsement by the applicant's home institution. The selection procedure must be consistent and transparent and any form of the conflict of interest must be excluded. Persons

involved in the selection procedure must sign the Statement on the prevention of conflicts of interest and confidentiality.

Additional information is available at the request from the officers in the International Relations Office of the University of Zadar, as well as the application forms and related documents which are an integral part of this Call for application. The contact e-mail address is: iro_unizd@unizd.hr