



University of Zadar
Universitas Studiorum
Jadertina | 1396 | 2002 |



Erasmus+

UNIVERSITY OF ZADAR

CALL FOR APPLICATIONS FOR AWARDING
FINANCIAL SUPPORT TO
STUDENT MOBILITY FROM UKRAINE
WITHIN THE ERASMUS+ PROJECT
2021-1-HR01-KA131-HED-000006512
International Credit Mobility KEY ACTION 1
Learning mobility of individuals between
programme and partner country

published on the 19th of July 2022

FOR THE WINTER OR SUMMER SEMESTER
OF THE ACADEMIC YEAR 2022/2023

GENERAL PROVISIONS

Within the ERASMUS+ project 2021-1-HR01-KA131-HED-000006512, the University of Zadar, holding Erasmus Charter for Higher Education (2014-2020) No.: 256182-EPP-1-2014-1-HR-EPPKA3-ECHE, announces Call for applications for awarding financial support to **five (5) individual incoming student mobilities for studying from Ukrainian universities for studying**. All incoming activities supported within this call are coordinated and administered by the University of Zadar, Croatia.

Incoming student mobility for studying supports students in their individual learning within specific courses offered by the University of Zadar and the award of ECTS credits upon successful completion of the activity.

Financial support is awarded to students of the Ukrainian universities for the mobility period realised at the University of Zadar. The individual support for students is **1.050,00 EUR** of monthly allowance (800,00 EUR basic support + 250,00 EUR top-up for participants with fewer possibilities). The referential amounts awarded as a mobility grant to each selected participant are consisting of **monthly allowance** and of **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. 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.

Overview of referential amounts and **travel costs** is available in the document [Table Travel and Individual Support](#). Students with disabilities or special needs selected for Erasmus+ mobility period at this Call for applications are eligible to apply for additional financial support. Additional financial support is awarded by the Agency for Mobility and EU Programmes in Zagreb, based on data indicated in a separate application form. The selected students with disabilities or special needs will be informed about this procedure after the completion of the selection process.

The financial support will be awarded to **five (5) student mobilities for studying (SMS)** in total duration of **5 months for each mobility, i.e. 5 mobilities x 150 days**. Longer stays are possible only without financial support. Once started, the mobility activity cannot be interrupted.

Knowledge of foreign languages reported in the application form will be based on the self-assessment with reference to [the Common European Framework of Reference for Languages](#).

DURATION OF THE CALL AND ELIGIBLE PERIOD

This Call is open from **19th of July 2022 until the exhaustion of available funds or until 15th of November 2022**. After the deadline, the call can be extended depending on the available funds. Eligible period for realization of mobility approved within this call is from the beginning of the winter semester of the academic year 2022/2023 (October 2022) till 14 July 2023 (end of summer semester and last possible day of the mobility period).

INSURANCE

It is the obligation of the candidates to regulate the travel and health insurance policy valid for the period spent abroad. The cost of the insurance will be covered by the applicant and the University of Zadar or any other partner university involved in this project cannot cover any aspect of medical emergencies, damages or any other conditions imposed on individual participant during the mobility period. 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.

DISCLAIMER

The University of Zadar, participating partner Universities, 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 realisation of activities financed by the EU funds.

VISA REQUIREMENTS AND TEMPORARY PROTECTION STATUS

It is the obligation of the candidates to obtain visa for entering Croatia (if required). Visa requirements can be found at <http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/>. Costs for visas will be covered by the candidates. Candidates from Ukraine can apply for Alien under temporary protection status, in person at the nearest Police station or online, if applicable. Online form for Alien under temporary protection application can be found here: <https://croatia4ukraine.mup.hr/Pages/Zahtjev> For more information, please visit: <https://hrvatskazaukrajinu.gov.hr/informacije/status-privremene-zastite/152>

LANGUAGE REQUIREMENTS

The University of Zadar requires that the applicant has very good language skills (in reading, writing and speaking) equivalent to level B2 on the CEFR (Common European Framework of Reference for Languages) scale. More information on the CEFR scale can be found [here](#). No particular concessions will be given to students whose level of English is lower than the expected levels mentioned below.

ACADEMIC REQUIREMENTS

It is the obligation of the candidates to include at least 3 ECTS per month in their Learning Agreement (e.g. 15 ECTS per 5 months of mobility). If the mobility includes work on BA, MA or PhD thesis the candidates have to submit the acceptance of the supervisor (e. g. [Supervisor Acceptance Form](#)) signed by supervisor at the main host department of the University of Zadar and mentor at the home university.

APPLICATION FOR THE FUNDING UNDER ERASMUS+ PROGRAMME

Documents for the application*:

- [Application Form for Student Mobility](#);
- Transcript of Records (for bachelor level: transcript of all bachelor courses taken so far; for master level: copy of bachelor diploma and transcript of both bachelor and master courses taken so far) with explanation of grading system issued by the higher education institution or relevant bodies in Ukraine;
- Proof of citizenship (copy of passport or ID card);
- CV in the [Europass Form](#);
- [Learning agreement](#)**

*All the documents must be in English.

** Before you start filling your Learning Agreement (LA) you should choose the courses from our course catalogue for the 2022/2023 that is available on the following [link](#). Make sure to discuss the list of courses with your sending institution coordinator. For all the questions related to the courses please contact the [responsible departmental coordinator](#) at the University of Zadar. You MUST choose one main host department at the University of Zadar where the highest number of ECTS, preferably more than 50%, will be achieved. For example: if you need to achieve 30 ECTS credits in one semester, at least 15 credits has to be from the main department, and the rest can be chosen from other departments.

Incomplete applications or applications received after the deadline set by this Call for applications **will not be accepted**.

By submitting this application the candidates give their consent to the University of Zadar, acting as a coordinating institution, to publicly disclose their personal information and their mobility activity data before, during and after the mobility period.

SELECTION CRITERIA:

The formal requirements of each applications will be evaluated by the committee established at the University of Zadar respecting principles of transparency and equal treatment. The formal requirements:

- Meet the deadline
- The application form duly completed and signed
- All the required documents enclosed

The selection will be made on first come, first served basis. The selection committee will meet every 30 days depending on the number of received applications, until the exhaustion of available funds.

If an application does not meet the formal criteria it will be marked as non-eligible and rejected from the selection process. The candidate will be notified via e-mail and will have the opportunity to appeal within 5 days against the rejection by providing well justified reasons.

APPLICATION DEADLINE: open deadline, until the exhaustion of available funds or until 15th of November 2022
The application should be sent as scanned copy by e-mail to:
erasmus@unizd.hr

Documents enclosed to this Call for applications:

1. [Application Form for Incoming Students](#),
2. [Student Learning Agreement for Studies](#),
3. [Erasmus+ Programme Guide](#).

AFTER THE ANNOUNCEMENT OF RESULTS:

All the candidates 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 accepted, reserve list and list of rejected candidates. The lists of accepted and rejected candidates, as well as waiting lists will be published on the website of the University of Zadar. All the applicants can request an insight into the selection procedure within 8 working days after public announcement of the results.

By submitting the application to this call, all the candidates give their consent to the University of Zadar and to their home universities to publish their personal

data on the web page during the selection procedure as well as to use them in the administration procedures and reporting.

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.

FILING AN APPEAL

All the candidates have a right to file an appeal against the selection results within 5 working days after public announcement of the results. Complaints shall be submitted to their home university as well as to the University of Zadar, Ulica Mihovila Pavlinovića 1, 23000 Zadar, Croatia. Complaints have to be prepared in writing in form of a letter, and submitted as .pdf document to the e-mail erasmus@unizd.hr. Candidates filing a complaint will receive a reply within 14 working days after complaint receipt.

REALISATION OF THE INCOMING STUDENT MOBILITY TO THE UNIVERSITY OF ZADAR:

It is the obligation of each incoming participant to take care of their **visa and travel arrangements, travel and health insurance and accommodation** during the mobility period at the University of Zadar.

After the arrival, and within 2 working days, each incoming participant will:

- 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 International Relations Office of the UNIZD

Students who will spend more than 90 days in Croatia must apply for the first Temporary Stay Permit in the Central Police Station in Zadar (Address: Put Murvice 1, 23 000 Zadar). The information about this procedure as well as all the necessary documents will be provided by the University of Zadar as the receiving HEI.

Candidates from Ukraine can apply for Alien under temporary protection status, in person at the nearest Police station or online, if applicable. Online form for Alien under temporary protection application can be found here: <https://croatia4ukraine.mup.hr/Pages/Zahtjev> For more information, please visit: <https://hrvatskazaukrajinu.gov.hr/informacije/status-privremene-zastite/152>

Financial support awarded to each selected participant, as well as all the rules and obligations with respect to the agreed mobility will be determined in a contract that the participant will sign with the University of Zadar after arrival and, if possible, within 5 working days.

Financial support, if not agreed otherwise, will be paid to participant's personal (non-residential) bank account (active in any Croatian bank) in two instalments (80% during the mobility and 20% after the mobility and after approval of the final report within the system Beneficiary Module). Model of payment will be determined in the contract between the participant and the University of Zadar. Financial support shall be used by students to cover costs of accommodation, meals, insurance, travel, and all other living costs while staying in Croatia.

After the end of the mobility period, the participants will receive the certificate of attendance issued by the University of Zadar. The participants will also receive an e-mail with the notification to submit the online final report in the Beneficiary Module system. **The submission of the final report in the Beneficiary Module is obligatory for all the participants.** It is also considered as a request to the University of Zadar for payment of the 2nd instalment, if one is due.

OTHER PROVISIONS:

Students are selected according to the provisions from the Erasmus+ Programme Guide. 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.

University of Zadar is the coordinating institution for the stated project and it is responsible for financial management and overall administration of all the activities to be realised within this call.

Financial support is to be used by individual participants only for realisation of mobility activity at the receiving HEI.

Financial support will be awarded in EUR, however, all the payments to the participants will be made in Croatian currency (HRK) according to the exchange rate determined by the Croatian Agency for mobility and EU programmes. The exchange rate is fixed and obligatory.

The payment of the financial support is regulated according to the Croatian law and regulations in force at the time of mobility realisation.

The information about the accommodation and other practical arrangements will be provided by the University of Zadar as the receiving HEI.

The information about the study programmes will be provided by the host departments of the University of Zadar.

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: erasmus@unizd.hr

The ERASMUS+ Project 2022-1-HR01-KA131-HED-000053122 is supported by the EC [Erasmus+ programme](#) and realised in cooperation with the [Croatian National Agency for Mobility and EU programmes Zagreb](#).

Contact person for all the additional information:

Marija Džaja Sikirić
Tel.: 00385 23 200-588
E-mail: erasmus@unizd.hr

Professor Slaven Zjalić, Ph.D.
Vice Rector for Inter-Institutional
Cooperation And Technology Transfer

KLASA: 605-01/22-01/26
URBROJ: 2198-1-79-03-22-01