



Erasmus+



UNIVERSITY OF ZADAR

25th of September, 2019

CALL FOR APPLICATIONS FOR AWARDING FINANCIAL SUPPORT TO STAFF MOBILITY WITHIN THE ERASMUS+ PROJECT

ERASMUS+ PROJECT 2018-1-HR01-KA107-047254
International Credit Mobility KEY ACTION 1
Mobility of individuals between programme and partner country

GENERAL PROVISIONS

Within the ERASMUS+ project 2018-1-HR01-KA107-047254, referring to cooperation with higher education institutions in the partner countries, 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 supports to **individual incoming teaching staff mobility**. All incoming and outgoing activities supported within this call are coordinated and administered by University of Zadar, Croatia.

Mobility activities refer to:

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

Financial supports are awarded to teaching and non-teaching staff members of the partner universities for the mobility period realised at the University of Zadar and according to the Mobility Flow Plan as follows:

1. Staff mobility for training (STT)

- 1. 1 staff mobility** for training in total duration of 7 days (5 days plus 2 days for travel) from the **University of Sarajevo (Bosnia and Herzegovina)**

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

Individual staff mobility must be realised according to the [Mobility Flow Plan](#) which is part of this Call for applications. Within this Call, applicants can submit one application for one mobility activity.

Longer stays are possible only without financial support. 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 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](#). Staff members 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 staff with disabilities or special needs will be informed about this procedure after the completion of the selection process.

The University of Zadar and all the partner higher education institutions have signed Erasmus+ interinstitutional agreement as a precondition for individual staff mobility between UNIZD and each partner HEI. By signing the inter-institutional agreement, partner higher education institutions agree to comply with all the principles and rules of the Erasmus+ programme. The Erasmus+ inter-institutional agreement has to be in force before the beginning of each mobility period.

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

DURATION OF THE CALL AND ELIGIBLE PERIOD

The call is open from 25 September 2019 – 25 October 2019.

Eligible period for realisation of mobility approved within this call is from the end of the selection (end of May 2019) until 31 July 2020.

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

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 and cannot be claimed for refund by the University of Zadar.

APPLICATION FOR THE FUNDING UNDER ERASMUS+ PROGRAMME

Documents for the application*:

1. Application Form for Staff Mobility,
2. Staff Mobility Agreement for Teaching / Staff Mobility Agreement for Training,
3. Invitation letter from the host department of the University of Zadar,
4. CV ([Europass form](#)),
5. Proof of citizenship (copy of passport or ID card).

*All the documents must be in English.

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

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 Selection process will follow the following steps:

1. STEP: Check of formal requirements will be done by the University of Zadar

Formal requirements:

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

If an application does not meet the formal criteria it will be marked as **non-eligible**. In the case an application will be rejected from the selection process at 1. Step, the candidate will be notified via e-mail and will have the opportunity to appeal within 5 days against the rejection reason by providing well justified reasons.

2. STEP: Pre-selection will be done by partner university (home university)

The University of Zadar will send the list of eligible applications to the partner university. The eligible applications will be evaluated and ranked by the body established at the home university in a manner respecting principles of transparency and equal treatment (note: if there is just one applicant the evaluation is not obligatory).

The ranking criteria will be based on:

- Quality (academic excellence) of proposed Mobility Agreement for Teaching or Mobility Agreement for Training: **0-15 points** as follows:
 - Overall objectives of the mobility: **0-2 points**
 - Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved): **0-2 points**
 - Content of the teaching programme/Activities to be carried out: **0-5 points**
 - Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions): **0-2 points**
 - Dissemination of mobility outcomes upon return to home institution: **0-2 points**
 - Sustainability of cooperation: **0-2 points**
- Quality of CV (additional activities): **1 – 5 points** (5: outstanding, 4: above the average, 3: average, 2: sufficient, 1: insufficient)
- Preference is given the candidates who haven't been on mobility within Erasmus+, Erasmus Mundus and LLP programme: **+ 10 points**
- Preference is given to the candidates who apply for the host department that applied for the Project 2018-1-HR01-KA107-047254: **+ 10 points**

The score list (pre-selection results) will be sent to the University of Zadar in the form defined by the University of Zadar that will be sent to the partner university by e-mail after the 1. step.

3. STEP: Final selection and allocation of scholarship

Pre-selection results will be forwarded to the Selection Committee of the University of Zadar where the final decision will be made. The rejected candidates and candidates on the reserve list will be notified via e-mail and will have the opportunity to appeal within 5 days against the rejection reason by providing well justified reasons. The reserve list will be used only in the case a candidate will renounce to the scholarship offer or in the case of additional funding.

DEADLINE: 25th of October 2019

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

erasmus@unizd.hr

Contact person for all the additional information:

Marija Džaja Sikirić
Tel.: 00385 23 200588; Fax: 00385 23 316882
E-mail: erasmus@unizd.hr

Documents enclosed to this Call for applications:

1. [Incoming Staff Application Form](#),
2. [Invitation letter](#),
3. [Staff Mobility Agreement for Teaching](#),
4. [Staff Mobility Agreement for Training](#),
5. Link to [Europass CV form](#),
6. [Table – Travel and Individual Support](#),
7. [Table – Mobility Flow](#),
8. Link to [Quick guide for selected higher education institutions in Partner Countries](#),
9. [Erasmus+ Programme Guide](#),
10. [Workflow for Erasmus+ KA107 staff mobility management \(until grant allocation\)](#),
11. [Explanation of selection criteria and process for Erasmus+ KA107 staff mobility](#).

AFTER THE ANNOUNCEMENT OF RESULTS:

All the 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 candidate's home university. Selected and rejected candidates will be informed by the University of Zadar of the results in writing. All 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 applicants 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 A COMPLAINT:

All the applicants have a right to file a complaint against the selection results within 8 working days after public announcement of the results. Complaints shall be submitted 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 iro_unizd@unizd.hr. Applicants filing a complaint will receive a reply within 14 working days after complaint receipt.

REALISATION OF THE INCOMING STAFF MOBILITY FROM PARTNER HEIs 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

Financial support awarded to each selected participant, as well as all 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 2 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 full (100% of the support at the beginning of mobility) 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+). Model of payment will be determined in the contract between the participant and the University of Zadar. Cash payments are not allowed.

After the end of the mobility period, the participants will receive the certificate of attendance issued by the University of Zadar. It is the obligation of the participants 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 of the University of Zadar.

The submission of the final report in the Mobility Tool+ system is obligatory for all 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:

Staff members are selected according to the above criteria and 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 activities to be realised within this call.

Financial supports are 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.

Additional information is available at the request form 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

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Contact person for all the additional information:

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